

Long Prairie-Grey Eagle Public School

Chromebook Policy, Procedures, and Information

2017-2018

The Chromebook will be your device for the life of the chromebook and it is your responsibility to take care of the device.

1) RECEIVING YOUR Chromebook & Chromebook CHECK-IN

This section goes over the procedures and rules for receiving your Chromebook

1.1 Receiving your Chromebook

Chromebooks will be distributed at the beginning of each school year during the **regular school day**. Parents & Students must sign and return the Student Pledge documents before the Chromebook can be issued to the student. In order for this endeavor to be successful, it will take a joint effort between the students, staff, and parents to ensure the success of this program.

1.2 Chromebook Check-in

Chromebooks will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of LPGE School District during the school year, the Chromebook will be returned at the time of checkout.

1.3 Check-in Fines

1.3.1 Individual school Chromebooks must be returned at the end of each year. Students who withdraw for any reason or are expelled must return their individual school Chromebook and case on the date of termination.

1.3.2 The Chromebook is LPGE school property. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment at LPGE, it will be considered theft and that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Chromebook.

2) TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to your Elementary Teacher or the Secondary School Media Center for an evaluation of the equipment.

2.1 General Precautions

2.1.1 The Chromebook is school property and all users will follow this policy and the LPGE acceptable use policy for technology.

2.1.2 Only use a clean, soft cloth to clean device, no cleansers of any type.

2.1.3 Cords and cables must be inserted carefully into the Chromebook to prevent damage. The District will provide one charger; if the charger is damaged or lost, the student will be

responsible for replacement. **Students must buy chargers from the school at cost.**

2.1.4 Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of LPGE.

2.1.5 Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.

2.1.6 Students are responsible for keeping their Chromebook battery charged for school each day.

2.1.7 Students will have the same charger for the life of the Chromebook.

2.2 Carrying Chromebooks

2.2.1 Students have been provided a heavy-duty case. In order to prevent damage, LPGE requires that these cases remain on the Chromebooks at all times.

2.2.2 A protective case/cover for the Chromebook is required to help protect the Chromebook and provide a suitable means for carrying the device throughout the day. ***The District will provide one protective case; if the case is damaged or lost, the student will be responsible for replacement. The replacement case must be purchased from the school at cost. Chromebooks can not be returned to the student until the case is purchased from the school.***

2.3 Screen Care

2.3.1 The Chromebooks can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Never close the Chromebook with anything sitting on the keyboard as this may damage the screen, even papers.

2.3.2 Do not put unnecessary pressure on the top of the Chromebook.

2.3.3 Do not place anything near the Chromebook that could put pressure on the screen.

2.3.4 Clean the Chromebook with a soft, dry cloth or anti-static cloth.

2.3.5 Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it may crack or break the Chromebook.

2.3.6 Always carry your Chromebook with the lid closed.

2.3.7 Always keep food and drink away from your Chromebook.

2.3.8 Never leave your Chromebook in the cold as it could break the screen.

3) USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students should bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebooks Left at Home

If students leave their Chromebook at home, they are responsible for getting the course work completed as if their Chromebook were present. It is not the teacher’s responsibility to make modifications to the lesson due to a student’s lack of responsibility. If a student repeatedly leaves their Chromebook at home, he/she will be subject to appropriate disciplinary action.

3.2 Charging Your Chromebook's Battery

Chromebooks should be charged to full capacity each day before they are brought to school. Chargers should be left at home.

3.4 Home Internet Access

Students are allowed to set up additional wireless networks on their Chromebooks. This will be necessary to use web-based services outside of the school setting.

3.5 Student owned Chromebooks

Students are allowed to use their own personal Chromebook at school. However, it is their responsibility to acquire all required apps even if a cost is involved.

4) ACCEPTABLE USE

The use of the LPGE #2753 School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by LPGE #2753 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in LPGE #2753. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied.

Students and parents are put on notice that videos of school employees and/or other students shall not be taken nor uploaded to the Internet and/or social media without the express consent of everyone in the video. Prohibited sites include (but not limited to) Youtube, Twitter, Facebook, Instagram, Snapchat, Vimeo, etc.

Only "apps" that are approved by the District shall be allowed on the Chromebook. Any unapproved "app" shall be deemed to be a violation of the acceptable use policy of the district and therefore will subject the student to the school discipline policy. The Chromebook is a tool for educational use and is not to be used as a toy.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

4.1 Parent/Guardian Responsibilities

4.1.1 Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents should establish ground rules for Chromebook use outside of the school day.

4.1.2 Technology devices using the school's network will be filtered; however, devices logged on to different networks (home) will only be filtered based on that network's capabilities.

4.1.3 LPGE will also be able to regulate the legally purchased content purchased through

Chrome Store that can be put on the device.

4.2 School Responsibilities are to:

4.2.1 Provide Internet and email access to its students.

4.2.2 Provide Internet filtering at school.

4.2.3 Provide cloud data storage. (These will be treated similar to school lockers. LPGE #2753 reserves the right to review, monitor, and restrict information stored on or transmitted via LPGE owned equipment and to investigate inappropriate use of resources.)

4.2.4 Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

4.2.5 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

4.3 Students responsible for:

4.3.1 Using Chromebooks in a responsible and ethical manner.

4.3.2 Obeying general school rules concerning behavior and communication that applies to Chromebook/computer use.

4.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.

4.3.4 Helping LPGE #2753 protect our computer system/device by contacting an administrator about any security problems they may encounter.

4.3.5 Monitoring all activity on their account.

4.3.6 Securing their Chromebook after they are done working to protect their work and information.

4.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

4.4 Student Activities Strictly Prohibited:

4.4.1 Illegal installation or transmission of copyrighted materials.

4.4.2 Any action that violates existing LPGE school policy or public law.

4.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

4.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.

4.4.5 Changing Chromebook settings in an effort to circumvent the filtering system.

4.4.6 Downloading inappropriate apps.

4.4.7 Spamming-Sending inappropriate emails.

4.4.8 Gaining access to other student's accounts, files, and/or data.

4.4.9 Vandalism to your Chromebook or another student's Chromebook.

4.5 Chromebook Care:

4.5.1 Students will be held responsible for maintaining their individual Chromebooks, and keeping them in good working order.

4.5.2 Chromebook batteries should be fully charged and ready for school each day.

4.5.3 Chromebooks that malfunction or are damaged must be reported to elementary teachers

or secondary media center staff.

4.5.4 Students will be responsible for the entire cost of repairs to Chromebooks that are damaged if not insured. This does not include the case and charger.

4.5.5 Chromebooks that are stolen must be reported immediately to the school office. The school does not have the ability to track the location your Chromebook. Please keep track of it.

4.6 Student Discipline:

If a student violates any part of the above policy, board policy, or LPGE handbook policy, he/she may be subject to the following disciplinary steps:

4.6.1 Student will check-in/check-out their Chromebook from the Media Center or Elementary teacher daily.

4.6.2 Loss of Chromebook while still being required to complete coursework.

4.6.3 Disciplinary/Legal action as deemed appropriate.

5) PROTECTING & STORING YOUR Chromebook

5.1 Chromebook Identification:

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified based on serial number and LPGE identification number.

5.2 Storing Your Chromebook:

When students are not using their Chromebooks, they should be stored in their locked locker. Nothing should be placed on top of the Chromebook. If a student needs a secure place to store their Chromebook, they may check it in for storage at the media center or with the elementary classroom teacher. Chromebooks should not be stored in a student's vehicle at school or at home.

5.3 Chromebooks Left in Unsupervised Areas:

Under no circumstance should Chromebooks be left in unsupervised areas. If a Chromebook is found in an unsupervised area, it will be taken to the office or media center. A student may have disciplinary consequences if their Chromebook is found unattended.

6) REPAIRING OR REPLACING YOUR Chromebook / COST OF REPAIRS

LPGE #2753 recognizes that there is a need to protect the investment by both the District and the Student/Parent. *The District shall make available an insurance plan to families for the cost of \$20 per device per year payable in advance of the student receiving the device. This plan will cover accidental damage to the device (but not charger and cases); while this policy is not mandatory, it is highly recommended. The plan is subject to the terms and conditions contained elsewhere in this policy, and we have set the following guidelines in place.*

6.1 Chromebook Damage

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. Students will be allowed one claim per year with a paid insurance policy. The second claim within the same school year will require a \$25 copay.

Any and all additional claims within the same school year will have a \$50 copay.

6.2 Personal Home or Homeowners coverage

If parents choose to not purchase the insurance plan from the school, they are encouraged to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage. Parents may wish to consult with their insurance agent for details about their coverage of the Chromebook. Parents who choose not to carry insurance on the device will be responsible for any and all costs of repair or replacement.

6.3 Warranty Repairs

Warranty repairs will be completed at no cost to the student.

7) SCHOOL RIGHTS:

7.1 Network

LPGE #2753's network, facilities, and/or mobile devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of LPGE #2753. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.

7.2 Privacy Rights

The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all LPGE #2753 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all LPGE #2753 technology.

7.3 Appropriate Use

LPGE #2753 reserves the right to define inappropriate use of technology.

8) Internet Acceptable Use policy

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer systems and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

LPGE Student Pledge for Chromebook Use

1. I will take good care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook battery daily at home.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by keeping it in its protective case.
9. I will use my Chromebook in ways that are appropriate, meet LPGE expectations, and are educational in nature.
10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook. I will not deface the serial number on my chromebook.
11. I understand that my Chromebook and it's contents are subject to inspection at any time without notice and remains the property of LPGE #2753.
12. I will follow the policies outlined in the Handbook while at school, as well as outside the school day.
13. I will report theft, vandalism, or accidental damage to the office.
14. I will be responsible for all damage to or loss of the Chromebook.
15. I agree to return the Chromebook in good working condition.
16. I will not take or utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

I agree to the stipulations set forth in the Chromebook Policy, Procedures, and Information.

Student Name (Please Print): _____ Grade: _____

Student Signature: _____ Date: _____

Please choose ONE of the following options:

Parent/Guardian Initial: _____ I agree to pay \$20 for the School District Insurance Policy to cover the cost of repair of the Chromebook as outlined in this policy. (Does not include chargers and cases) I will be subject to a deductible as outlined in section 6.1 of this policy.

or

Parent/Guardian Initial: _____ I decline the School District Insurance Policy. I will take full responsibility for full cost of loss/repairs of my students Chromebook

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Paid _____ cash _____ check
Date _____ Initials _____