



Chromebook Policies, Handbook, and Acceptable Use Policy 2017-18

The focus of the 1:1 program at Schoolcraft Learning Community is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the Chromebook technology. The individual use of Chromebooks is a way to empower students to maximize their full potential. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all technology resources used at Schoolcraft Learning Community. Teachers may set additional requirements for use in their classrooms.

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1. RECEIVING YOUR CHROMEBOOK

1.1 Distribution

Chromebooks will be distributed each fall during “Chromebook Orientation.” Parents & students must sign and return the *Chromebook Parent and Student Agreement* documents before the Chromebook can be issued to their child. Please review *Chromebook Parent and Student Agreement* plan included in this handbook.

1.2 Chromebook Check-in

Chromebooks will be returned during the final month of school so they can be checked for serviceability. If a student transfers out of SLC during the school year, the Chromebook will be returned at that time.

1.3 Check-in Fines

Individual school Chromebooks and accessories must be returned to the SLC Technology Department at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at SLC for any other reason must return their individual school Chromebook on the date of termination. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment at SLC, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible. Failure to return the Chromebook will result in a theft report being filed with Bemidji/Beltrami Law Enforcement. Furthermore, the student will be responsible for any damage to the Chromebook, consistent with SLC’s *Chromebook Parent and Student Agreement* and must return the computer and accessories to the SLC Technology Department in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed 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 immediately to the Technology Department for an evaluation of the equipment.

2.1 General Precautions

- The Chromebook and all signed out accessories are SLC property and all users will follow this policy and the *SLC Acceptable Use Policy* for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Do not eat or drink ANYTHING when using your Chromebook.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the SLC.
- Chromebooks must not be left unattended in an unlocked car or any unsupervised area.
- Students are responsible for ensuring their Chromebook’s battery is charged for school each day.
- Students are provided with a durable Chromebook case. Students may not “personalize” these cases in any way.

2.2 Carrying Chromebooks

Students are encouraged to carry their Chromebooks in their assigned and provided case.

2.3 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook.
- Do not place anything on top of the Chromebook.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Chromebook against walls, car doors, floors, etc. as it will eventually 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 must be responsible to 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 they had their Chromebook present. If a student repeatedly leaves their Chromebook at home, they will be required to “check out” their Chromebook from the Technology Department.(See section 6.7)

3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair with the Technology Department. There may be a delay in getting a Chromebook should the school not have enough to loan.

3.3 Charging Your Chromebook’s Battery

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Failure to do so will result in a documented Chromebook offense and subject to disciplinary actions as explained in 6.7. Chromebook battery capacity is fully capable of making it through an entire school day when starting fully charged.

3.4 Screensavers/Background photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Chromebook passwords cannot be changed. (Will be same as Google Apps/Drive Password)

3.5 Sound, Music, Games, Books or Programs

- Downloaded music is not allowed on the Chromebook unless approved by the teacher for assignment use.
- All software/apps must be district provided. Data Storage will be through apps on the Chromebook and Google Drive.
- Students may not delete apps from the Chromebook.

3.6 Cameras and Microphones

The Chromebook comes equipped with audio and video recording capabilities through a built-in microphone and front-facing cameras. Improper use has serious ethical and legal implications.

There may be appropriate academic uses for video and audio recording with the Chromebook. All electronic recordings created with the device must comply with SLC policies, State and Federal laws, and must reflect SLC mission and values. SLC prohibits secret recording undertaken without the knowledge and consent of the person or persons being recorded. SLC policy prohibits the use of electronic recording devices in a manner that compromises the privacy interests of other individuals in all forms. Use of the Chromebook in a manner that violates SLC policy may result in revocation of the device and further disciplinary consequences.

Use of the Chromebook and any other devices with audio and video recording capabilities for instructional use is at the discretion of the teacher, and the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device at any time are for instructional/educational purposes and individual use. Therefore, electronic recordings obtained with the Chromebook may not be shared, published or re-broadcast for any reason by the student without permission of the instructor and the involved parties. This includes, but is not limited to Facebook, YouTube, and Twitter.

3.7 Printing

Printing will be available with the Chromebook. Students should talk to their teachers about which printer to print to. Students will be given information and instruction on printing with the Chromebook at school.

3.8 Home Internet Access

Students are allowed to access wireless networks outside of SLC's network on their Chromebook. This will assist them with Chromebook use while at home.

4. MANAGING YOUR FILES & SAVING YOUR WORK

Schoolcraft Learning Community makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, SLC will not be responsible for lost or missing data.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

The software/Apps originally installed by SLC must remain on the Chromebook in usable condition and be easily accessible at all times. From time-to-time the school may add software applications for use in a particular course. The licenses for this software require management at the school level. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps, nor added non-school approved apps.

5.2 Additional Software

Students are not allowed to load extra software/Apps on their Chromebooks. SLC will synchronize the Chromebooks, so that they contain the necessary apps for school work. Students will not add apps to their assigned Chromebook.

5.3 Inspection

Students may be selected at random to provide their Chromebook for inspection.

5.4 Procedure for re-loading software

If technical difficulties occur or illegal software, non SLC installed apps are discovered, the Chromebook will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

6. ACCEPTABLE USE POLICY

The use of the SLCs technology resources is a privilege, not a right. The privilege of using the technology resources provided by SLC is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled at SLC. 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 the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- 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.
- Should you want your student to opt out of bringing their Chromebook home, you will need to sign the appropriate location on the attached form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).

6.2 School Responsibilities:

- Provide Internet and email access for the students.
- Provide Internet Blocking of inappropriate materials as able.
- Provide network data storage areas.
- These will be treated similar to school lockers. SLC reserves the right to review, monitor, and restrict information stored on or transmitted via SLC owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.3 Student Responsibilities:

- Using computers/devices in a responsible and ethical manner. Students should not allow the Chromebook to become a distraction from classroom instruction for themselves or those around them.
- Obeying general school rules concerning behavior and communication that apply to Chromebook/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping SLC protect our computer system/device by contacting an administrator about any security or hardware issues they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their Chromebook after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it into the office.
- Returning their Chromebook to the Technology Department at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at SLC for any other reason must return their individual school Chromebook on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- Downloading apps
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity

- Use of anonymous and/or false communications using messaging services.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, messaging services, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the SLC web filter through a web proxy

6.5 Chromebook Care

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

- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by the SLC may be applied to the Chromebook.
- Chromebook cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Chromebooks that malfunction or are damaged must be reported to the Technology Department.
- Chromebooks that are stolen must be reported immediately to SLC. Administration will report the matter to Law Enforcement.

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the SLC Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to SLC Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline

If a student violates any part of the above policy, he/she will be subject to the following disciplinary steps:

- 1st Offense – Teacher and/or Tech Department will record offense.
- 2nd Offense – Teacher and/or Tech Department will record offense and parents will be contacted.
- 3rd Offense – Teacher and/or Tech Department will record offense and parents will be contacted. Student(s) will checkin/checkout their Chromebooks from the Technology Department daily for three (3) weeks. Parents will be notified that the device will not be coming home during this period of time.
- After 3rd offense, student's status will be assessed on a case by case basis.

7. PROTECTING & STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- **Record of serial number**
- **SLC engraving**
- **SLC Label**

7.2 Storing/Transporting Your Chromebook

When students are not using their Chromebooks, they should be stored in their cubbies or backpacks. Nothing should be placed on top of the Chromebook. Chromebooks should not be stored in a vehicle due to theft and temperature damage. Chromebooks can be used on the school bus for educational purposes, and must be very attentive to maintaining personal control of their Chromebook at all times. If a student decides not to bring their Chromebook home, there will be a secure charging station available on campus. Students are required to have a charged Chromebook at the beginning of each school day, whether they are taken home, or left at school.

7.3 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, unlocked classrooms, etc. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Technology office.

8. REPAIRING OR REPLACING YOUR Chromebook

8.1 Repairs

If the student Chromebook is not working properly, it must be brought to the Technology Department to determine if repairs are warranted. Repairs (including shipping) due to negligence, or purposeful damage will be the student's financial responsibility. Repairs due to accidental damage (including shipping) will be shared equally between the school and the student. Repairs due to non-warranty hardware defects will be covered by the school.

8.2 Personal Home or Homeowners coverage

Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook.

8.3 Loss/Damage Beyond Repair

If the Chromebook is lost, stolen or damaged beyond repair one time during my child's tenure at SLC, the student will pay 50% of the replacement cost (including shipping) for a new Chromebook. If the Chromebook is lost, stolen, or damaged beyond repair more than one time during my child's tenure at the SLC, I will pay the entire replacement cost (including shipping charges) for a new Chromebook for each such additional

occurrence. Lost items such as cases and cords will be charged to the student.

9. SLC Chromebook Security Deposit

SLC recognizes that with the implementation of the Chromebook initiative there is a need to protect the investment by both the District and the Student/Parent. In order to help continue this great learning opportunity, we have instituted a \$50 security deposit. This deposit will be returned in exchange for an undamaged Chromebook, at the end for the school year. A payment plan option is available for interested families. If this creates financial hardship, you may contact the Director regarding scholarship opportunities.

10. SLC 1:1 CHROMEBOOK STUDENT AGREEMENT

- 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's battery daily.**
- 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 only carrying it while in the case provided.**
- 9. I will use my Chromebook in ways that are appropriate, meet SLC expectations and are educational.**
- 10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook. I will not deface the serial number Chromebook sticker on any Chromebook.**
- 11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of SLC.**
- 12. I will follow the policies outlined in the Chromebook Handbook and the Use of Technology Resources Policy while at school, as well as outside the school day.**
- 13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.**
- 14. I will be responsible for all damage or loss caused by neglect or abuse.**
- 15. I agree to return SLC's Chromebook, case and power cords in good working condition.**

11. SLC 1:1 CHROMEBOOK PARENT AGREEMENT

The Chromebook is being loaned to your child by SLC to expand and personalize his/her learning opportunities this year. It is essential that the Chromebook Student Agreement, the Acceptable Use Policy and the other program policies be followed by your student to ensure the safe, efficient, and ethical operation of SLC's Chromebook. In order for your child to use the Chromebook in class and to take it home, you must accept the following terms and responsibilities:

- I have paid the *Chromebook Security Deposit* or made a payment arrangement.**
- I have read the SLC Chromebook and Technology Acceptable Use Policy, the 1:1 Chromebook Student Agreement, and the SLC Family Handbook. I also have discussed these documents with my child.**
- I will supervise my child's use of the Chromebook at home. I will discuss appropriate use of the Internet, will supervise my child's use of the Internet.**
- I understand that the Chromebook is being provided for educational use by my child and that the**

Chromebook should not be used by parents or other family members.

- **I will remind my child, as necessary, to charge the Chromebook nightly and to bring it to school each day with a fully charged battery. I will have my child use a surge protector when charging the Chromebook.**
- **The Chromebook will be kept by my child in the durable case provided at all times, when not in use.**
- **Away from school, I will ensure that the Chromebook is used in a location which is free from food, liquid, and debris and which provides a flat surface on which to operate it.**
- **Recognizing that I am the best judge of whether my child can responsibly/safely use the Chromebook away from home, I understand that SLC has not banned students from traveling with the Chromebook or from using it in locations other than home/school. I further understand that my child may not travel with or use the Chromebook away from home/school other than with my permission and that I am responsible for damage/loss that may occur.**
- **I understand that the Chromebook may be inspected by SLC staff upon request and that the Chromebook and its contents (whether created at home or at school) can be reviewed by SLC staff at any time. I understand my child should not delete the browser history, cache, or cookies from the Chromebook and will be held responsible for any inappropriate use of the Chromebook at home or at school in accordance with SLC Policies.**
- **I understand that my child may not deface or decorate the Chromebook or the durable case.**
- **I will not attempt to repair, alter, or make additions to the Chromebook, its hardware or software.**
- **I understand that the Chromebook and its contents are SLC's property. I will not remove any program/files on the Chromebook except for the personal documents of my child.**
- **My child or I will immediately report all damage and/or any other problems to the SLC Technology Department.**
- **I will not attempt to remove asset or identification tags on the SLCs hardware or software.**
- **I will report loss/theft of the Chromebook to SLC and the proper authorities within 24 hours.**
- **I understand that I am responsible for certain costs related to damage/loss not covered by warranty as described below. I also understand that SLC will arrange for all repairs from its vendor. I further understand that SLC will not loan my child a Chromebook for home use if any repair/replacement charges remain unpaid for more than 30 days.**
- **Damage: I will pay 50% of the cost of repairing accidental damage to the Chromebook assigned to my child. The warranty does not cover damage as a result of abuse, neglect, misuse, unauthorized repair/modification, power surges, lightning, fire, and the like. I will pay 100% of damage from abuse, neglect, misuse.**
- **Loss/Damage Beyond Repair: If the Chromebook is lost, stolen or damaged beyond repair one time during my child's tenure at SLC, I will pay 50% of the replacement cost (including shipping) for a new Chromebook.**
- **Loss of AC Adapter: If the AC adapter is damaged or lost, I will pay the entire replacement cost.**

Please fill out and sign the appropriate locations of this sheet (front and back), and return to the SLC Technology Department.

SLC 1:1 - CHROMEBOOK STUDENT AGREEMENT

I agree to the stipulations set forth in the SLC 1:1 Chromebook Student Agreement document including the Chromebook Policy, Procedures, and Information; and the Acceptable Use Policy.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

SLC 1:1 - CHROMEBOOK PARENT AGREEMENT

I agree to the stipulations set forth in the SLC 1:1 Chromebook Parent Agreement document including the Chromebook Policy, Procedures, and Information; and the Acceptable Use Policy.

Parent Name(s) (Please Print): _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

I do not want my child to receive a Chromebook to bring home. I understand that the classroom requirements will stay the same, and that my child is expected to complete all required work in the same time frame as expected from other students. I also understand that I am still required to pay the Chromebook Program Security Deposit.

Parent Name: _____

Signed: _____

Date: _____

SLC 1:1 - CHROMEBOOK PROGRAMS FEE AGREEMENT

Please select one of the four payment options by placing a checkmark next to the option number.

_____ 1. I have paid the \$50.00 security deposit.

Cash _____ Check _____ (SLC Staff Initial _____)

_____ 2. I am requesting to set-up a payment plan (we'd appreciate a minimum of \$10.00 per month/per student). Our family's plan is to pay \$_____ per month (by the 15th) until the balance is paid.

Cash _____ Check _____ (SLC Staff Initial _____)

_____ 3. I am requesting a half scholarship (\$25) to cover my student's program fee.

_____ I have attached the \$25 remaining balance.

_____ I will make \$_____ monthly payments until \$25 balance is paid.

Cash _____ Check _____ (SLC Staff Initial _____)

_____ 4. I am requesting a full scholarship (\$50) to cover my student's security deposit. (You may be contacted by an administrator to confirm this.)

(SLC Staff Initial _____)