

SIDNEY CITY SCHOOLS STUDENT CHROMEBOOK USER GUIDE

1.0 GENERAL INFORMATION

The policies, procedures, and information within this document apply to all student Chromebooks used at Sidney City Schools, including any other device considered by the Administration to come under this policy. Teachers may set additional reasonable requirements for use in their classroom.

1.1 Receiving your Chromebook

Chromebooks will be distributed during the first weeks of school. Parents and students must sign and return the Technology Acceptable Usage Agreement and Chromebook Acceptable Use/Student Pledge before the Chromebook can be issued to their child.

1.2 Returning your Chromebook

Chromebooks with accessories will be returned back to Sidney City Schools during the final week of school. If a student transfers out of Sidney City Schools during the school year, the Chromebook will be returned at that time. Students who withdraw, are suspended or expelled, or terminate enrollment at Sidney City Schools for any other reason must return their individual school Chromebook with accessories on the date of termination.

Furthermore, the student will be responsible for any damage to the Chromebook and must return the computer and accessories to the office in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

1.3 Student Owned Devices

All students will be assigned a school owned Chromebook. The student and his/her parent/guardian are responsible for any textbook fees associated with the school owned Chromebook. If a student brings their own device, mobile or computer, to school they must have administrative approval to connect to the school network. Once a student owned device is connected to the school network, the student and parent/guardian must understand that the device will be regulated by the same rules and requirements as if it was a school owned device. This includes, but is not limited to, the acceptable usage agreement, Chromebook agreement, student handbook, and all appropriate laws and regulations.

All students will be assigned a school owned Chromebook. The student and his/her parent/guardian are responsible for any fees associated with the school owned Chromebook. Other personally owned devices (including, but not limited to personal Chromebook, laptop computer, smart phone, etc.) are not permitted.

2.0 CARE OF THE CHROMEBOOK

The Chromebook is school property and all users will follow this policy and the Sidney City Schools acceptable use policy for this technology. 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 as soon as possible to the High School Technology room for an evaluation of the equipment.

The following fees are associated with Chromebook damage or lost parts:

1st time- \$100.00

2nd time- \$125.00 or replacing the Chromebook

Intentional or extreme damage- Full replacement cost of the device

Extreme damage may result in the student being charged for the replacement cost of the device even on a 1st time damage.

Missing parts:

Adapter/Charger- \$20.00

HotSpot: \$50.00

2.1 General Precautions

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- 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 Sidney City Schools. If students use “skins” or cases to personalize their Chromebooks they must not take off any Corporation labels.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook’s battery charged for school each day

2.2 Chromebooks Care

- Backpacks that hold other objects (such as folders and textbooks), should not be used to carry Chromebooks to avoid placing too much pressure and weight on the Chromebook screen
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Do not expose to extreme heat or cold.
- Only labels or stickers approved by Sidney City Schools may be applied to the computer.

3.0 USING YOUR CHROMEBOOK AT SCHOOL

3.1 Screensavers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions. Passwords are not to be used.

3.2 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music and games are allowed on the Chromebook and can be used at the discretion of the teacher. All software, Apps, and music must be school appropriate and follow all regulations in the student handbook. Data Storage will be through apps on the Chromebook and email to a server location.

3.3 Home Internet Access

Students are allowed to set up wireless networks on their Chromebooks. Printing at home would require a specific make/model printer at this time, proper settings on the Chromebook and the correct app. Home wireless Internet access is not required by Sidney City Schools; while helpful, educational activities can be completed without home access.

4.0 MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chromebook/Home Directory

Students may save work directly on the Chromebook. It is recommended students have a method of backing up their information personally. Storage space will be available on the Chromebook—BUT it will NOT be backed up in case of reimaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work. Sidney City Schools makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5.0 SOFTWARE ON CHROMEBOOK

5.1 Originally Installed Software

The software/Apps originally installed by Sidney City Schools 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. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps or added apps that are not school appropriate as defined by the student handbook, acceptable usage policy, and all applicable laws.

5.2 Additional Software

Sidney City Schools will provide access to synchronize the Chromebooks so that they contain the necessary apps. All items contained on the Chromebook must be school appropriate and follow all school guidelines whether personal or not. Students must remember the Chromebook is property of Sidney City Schools.

5.3 Inspection

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

6.0 ACCEPTABLE USE

6.1 Statement of Responsibility

The use of the network is a privilege. The user is responsible for what he/she says and does on the network. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

6.2 Parent/Guardian Responsibilities

Talk to your student about values and the standards that your student should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio.

6.3 School Responsibilities

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials as able.

- Provide network data storage areas. These will be treated similar to school lockers. Sidney City Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Sidney City Schools owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance and help assure student compliance of the acceptable use policy.

6.4 Students Responsibilities

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to network use and according to the Sidney City Schools Acceptable Use Policy.
- Using all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students’ own negligence, errors or omissions. Use of any information obtained via Sidney City School’s designated Internet System is at your own risk. Sidney City Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Sidney City Schools protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring activity on their account(s).
- If a student should receive email or other electronic message containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.
- Returning their Chromebook to the School Corporation at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Sidney City Schools for any other reason must return their individual school Chromebook computer on the date of termination.

6.5. 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 sites selling term papers, book reports and other forms of student work
- Messaging services and chat rooms (i.e.: MSN Messenger, ICQ, etc.) without prior staff permission
- Internet/Computer Games against corporation policy
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
- Sharing passwords or gaining unauthorized access to another person’s password
- Installing an unauthorized passcode and/or password to any part of the Chromebook without administrative approval
- Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member.
- Students will not be permitted to bring **personal** Chromebooks or other similar electronic devices (such as laptops, iPods, etc.) to school, nor are they allowed to use these personal devices in school, without the prior approval of Sidney City Schools.
- Sharing apps and programs which were specifically purchased for only one person
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student’s accounts, files, and/or data

- Posing as school personnel or **as another student** to any technical support or related department in order to gain access to corporation restricted material or devices
- 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 such as MSN Messenger, Yahoo Messenger
- 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) 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 Sidney City Schools web filter through a web proxy
- Un-enrolling or refusing to enroll in the corporation approved mobile device management system
- Other activities deemed inappropriate by Sidney City Schools.

6.6 Chromebook Care

- ***Chromebook batteries must be charged and ready for school each day.***
- Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.
- Students have been given the opportunity to individually purchase a case which best suits their needs.
- Chromebooks that malfunction or are damaged must be reported to the High School Tech room. The school corporation will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally.
- Chromebook damage: Students are responsible for any and all damage.
- Chromebooks that are stolen must be reported immediately to the school.

6.7 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Sidney City Schools Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

7.0 PROTECTING & STORING YOUR CHROMEBOOK COMPUTER

When students are not using their Chromebooks, they should be stored in their locked lockers. Nothing should be placed on top of the Chromebook, when stored in the locker. Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.

Chromebooks should not be stored in a student's vehicle while at school or at home. If a student needs a secure place to store their Chromebook, they may check it in for storage in the Library/Media Center.

8.0 LOSS OR DAMAGE

Once a school owned device has been reported as lost or stolen, the device will be rendered inoperable. This means that the device is deactivated and will no longer function.

Sidney City Schools Student Pledge for Chromebook Use

- I will bring my Chromebook to each class daily.
- I will take good care of my assigned Chromebook.
- I will never leave my Chromebook unattended.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook battery daily.
- I will keep food and beverages away from my Chromebook.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook from damage (a case is required).
- I will use my Chromebook in ways that are appropriate, meet Sidney City Schools expectations and are educational.
- 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.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Sidney City Schools.
- I will follow the policies outlined in the Student Chromebook Usage Guide while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the corporation Chromebook and power cords in good working condition.



I read, understand, and agree to follow the guidelines included in the Student Chromebook Usage Guide. The student will use the Chromebook for school purposes, and the student and his/her parent/guardian is responsible for all fees associated with loss or break **(Chromebook: 1st- \$100; 2nd \$125 or replacement cost; Adapter/Charger- \$20; HotSpot- \$50).**

Student Grade: _____

Student Name (Printed): _____

Student Signature: _____

Date: _____

Parent Name (Printed): _____

Parent Signature: _____

Date: _____

Device Assigned: _____

Mobile HotSpot? Y N _____