



Cleburne County Schools

1:1 Chromebook Information & Guidelines

2018-19

Chromebook Information: Students (mandatory) and parents/guardians must attend the local high schools technology meeting during school orientation or make up day and present this form with parent and student signatures in order for the school system to loan and assign a chromebook.

Each student will be assigned their own personal chromebook to use during their 9-12 grade years.

- No food or drink should be next to the chromebook.
- Cords, cables, removable storage devices must be inserted carefully into the chromebook.
- Chromebooks should not be exposed to pets, liquids, food, and/or extreme temperatures.
- Chromebooks should not be used with the power cord plugged in, if the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, labels, etc.
- Heavy objects should never be placed on top of chromebooks.
- Never swap or share your chromebook. You are responsible for your assigned chromebook.
- Students are not allowed to download or install any software or other materials.
- Chromebooks should only be used while they are on a flat and stable surface.
- Keep the chromebook secured or attended at all times.

Transporting Chromebooks:

- Each student will be issued a chromebook bag to transport the chromebook. This is the only chromebook bag that will be allowed on campus. Chromebook bags will need to be returned in good condition when the chromebook is returned. Replacement bags cost \$25.
- Always transport chromebooks with care and inside the issued chromebook bag.
- Do not place textbooks in the chromebook bag.
- Do not over stuff the chromebook bag; extreme pressure on the chromebook can cause permanent damage to the screen and other components.
- Never open the chromebook by pushing on the screen.
- Never pick-up the chromebook with the screen open.
- Chromebooks may not be used in the cafeteria during lunch. They must remain in the chromebook bag at all times. It is encourage that they are left locked in the classroom or your locker.
- Never leave the chromebook in your car.
- Students attending or participating in physical education class and/or extracurricular activities should leave chromebooks in their locker, which must be locked, when not in use. Student attending or participating in activities outside of school should exercise extreme caution to protect the chromebook from harm. Students are liable for all damages and theft.

Screen Care:

- The chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, other liquids, etc. The screens are particularly sensitive to damage from excessive pressure.
 - Do not put pressure on the top of a chromebook when it is closed.
 - Do not store a chromebook with the screen open (lid up).
 - Do not place anything on the outside that will press against the cover.
 - Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.)
 - Only clean the screen with soft, dry microfiber cloth or anti-static cloth.

Inventory Numbers:

- All chromebooks will be labeled with a Cleburne County Schools (CCS) Inventory Number sticker.
- These stickers may NOT be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a chromebook for tampering a inventory sticker or turning in a chromebook without the inventory sticker.

Using your Chromebook at School:

- Students are expected to bring a fully charged chromebook to school every day and bring their chromebook to all classes unless specifically advised not to do so by their teacher.
- No loaner chromebook will be given to a student who does not bring his/her chromebook to school.

Chromebooks being Repaired:

- Do not attempt to remove or change the physical structure of the chromebook, including the keys, screen, casing, etc. Doing so will void the warranty on normal wear & tear and families will be responsible for the cost of repair or replacement.
- Loaner chromebooks may be issued to students when they leave their school-issued chromebook at the helpdesk for repair.
- A student borrowing a loaner chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their school-issued chromebook repaired may be taken home.
- The student will be contacted when their chromebook is repaired and available to be picked-up.

Backgrounds:

- Inappropriate media may not be used as chromebook backgrounds. The presence of such media will result in disciplinary action.

Sound:

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphone/earbuds may be used only at the discretion of the teacher.

Printing:

- Students are encouraged to digitally publish and share their work with teachers and peers when appropriate.
- Students will be able to print at the Media Center.

- There will be a small fee for printing determined by the Media Specialist.

Logging onto a Chromebook:

- Students will login to their chromebooks using their school issued username and password.
- Students should never share their account passwords with others, unless requested by an administrator.
- Visit the Help Desk for user name and password if forgotten.

Using Chromebook Outside School:

- Students are encouraged to use their chromebook at home and other locations outside of school.
- Wi-Fi connection is encouraged, but not mandatory.
- Some applications can be used while not connected to the Internet.
- All content is sent to the CCS filter no matter the location of the chromebook.

Damage:

- CCS will pay for the normal wear & tear (To be determined by the Technology Coordinator)
- Student/Parents will pay for any other damage to the chromebook.

Repairing the Chromebook:

- All chromebooks in need of repair must be brought to the Help Desk as soon as possible.

Privacy:

- There is no expectation of privacy.
- Students should not have expectation of confidentiality or privacy with respect to any usage of a chromebook, regardless of whether that use is for school-related purposes or not, other than as specifically provided by law.
- CCS may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student chromebook at any time for any reason related to the operation of the district.
- Teachers, school administrators, and the Technology Department may use monitoring software that allows them to view the screens and activity on student chromebooks.

Appropriate Uses and Digital Citizenship:

- School-issued chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times.
- While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself.

- a. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. Protect Yourself.

- a. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. Respect Others.

- a. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. Protect Others.

- a. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual Property.

- a. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property.

- a. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software.

Consequences:

- If you forget to bring your chromebook to school, it is just like forgetting a textbook (same rules –student's responsibility)
- Failure to use the chromebook in an appropriate manner will result in consequences per code of conduct.

Restrictions & Limitations:

- There will be content filtering and this will apply outside of school as well. For example, if you cannot access Facebook at school, then you will not be able to access it at home.

Charging:

- Students are expected to bring their chromebook to school fully charged. Computers can be charged at school during lunch (left in classroom to charge).

Possession of Chromebook:

- Student does not have possession of the chromebook at school during the day:
 - First Time – Student receives a disciplinary warning.
 - Second Time – Parent call/email by teacher.
 - Third Time – Student receives an office disciplinary referral.
- Parent will be notified through discipline referral.

Inappropriate Content:

- Inappropriate content on the student chromebook will be handled on a case-by-case basis according to board policy. Please refer to the code of conduct.

Security:

- Illegal use of a proxy and/or a breach of security:
 - First Time
 - Student receives a disciplinary referral.
 - Possible loss of chromebook privileges, suspension, and/or expulsion.
 - Second Time
 - Student receives a disciplinary referral.
 - Parent will be notified through discipline referral.
 - A conference will be held to discuss removal of chromebook privileges.
 - Possible suspension and/or expulsion.

Writing, Drawing, Adding Stickers, etc. on the chromebook:

- The damage costs will be paid by the student as this is viewed as vandalism of school property:

I acknowledge that I have received and read the Cleburne County Schools 1:1 Chromebook Information & Guidelines.

Print Student Name

Print Parent Name

Student Signature

Parent Signature

Date

Date