CUSD 1:1 Student Chromebook
Rules, Guidelines, and Procedures

1:1 Student Chromebook Mission:

CUSD endeavors to prepare students for an ever-changing world where technological advancements occur at a rapid rate.

The mission of the CUSD 1:1 Student Chromebook program is to create a collaborative learning environment for all students where technology is immediately available as a tool for learning. Making technology available enables students and teachers to implement transformative uses of technology and enhances student engagement with the content. It also promotes the development of self-directed and lifelong learners who are able to keep pace with a rapidly evolving technological landscape.

Before a student is authorized to use District technology, including the Chromebook, the student and his/her parent/guardian must sign and return the Student-Technology Acceptable Use Agreement ("Acceptable Use Agreement"). The terms of the Acceptable Use Agreement apply to the student's use of the Chromebook.

1. Receiving Your Chromebook

a. Appropriate Use

Student Chromebooks are intended for educational purposes, not for entertainment. Excessive use for browsing the web, playing games and watching videos can shorten the life of the battery and other components.

b. Carmel Unified Chromebook Use and Digital Citizenship Agreement

In addition to signing and returning the Acceptable Use Agreement, a CUSD Parent-Student Chromebook Agreement must be signed before a Chromebook can be issued to the student.

c. Distribution

Students who have a signed agreement on file will receive their Chromebooks and cases during the first week of school. Chromebooks are all assigned a barcode tied to the serial number of the individual machine. Chromebooks are checked out like a textbook and students must return the same Chromebook that they were issued or pay the full replacement cost.

d. Transfer/New Student Distribution

All transfers/new students participate in a school orientation and will be able to pick up their Chromebooks from the library. Both the student and parent/guardian must sign the CUSD Parent-Student Chromebook Agreement prior to picking up a Chromebook.

2. Returning Your Chromebook

a. End of Year

At the end of the school year, students will turn in their Chromebooks, chargers, and cases to the library. Chromebooks will be inspected and fines assessed as necessary to make the Chromebook fully functional.   Failure to turn in the same Chromebook that was issued will result in the student being charged the full $250 - $350 (depending on model/year) replacement cost. The District may also file a report of stolen property with local law enforcement agency.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from CUSD must turn in their Chromebooks and cases to the library prior to their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. The district will also file a report of stolen property with the local law enforcement agency.

3. 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 the library as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unsecured.

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks can be decorated with removable, school-appropriate stickers. Writing or drawing on the Chromebook is not allowed.
- Student names should be visible at all times on the top cover.
- Heavy objects should never be placed on top of Chromebooks (even inside a backpack)

b. Cases

- Each student will be issued a protective case for his/her Chromebook that must be kept on the Chromebook at all times.
- Although the cases help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

c. Carrying Chromebooks

- Always transport the Chromebook with care and in the CMS issued protective case. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

d. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. 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.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Barcodes

- All Chromebooks will be labeled with a library barcode.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a library barcode.

4. Using Your Chromebook at School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

a. **Loaner Chromebooks and Chargers**

- Students who do not bring their Chromebook to school and/or do not bring their Chromebook to school fully charged may check out a loaner Chromebook from the library and/or borrow a charger from their classroom teacher.
- The student who obtains a loaner will be responsible for returning the device to the library before 3:30 PM.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- The library will document the number of times a student borrows a Chromebook and/or charger and a warning slip will be issued the third time a student has to borrow either item.
- Students will receive an office referral and will be assigned disciplinary consequences for borrowing a Chromebook and/or charger a combined 4 times or more.
- Consequences for borrowing Chromebooks/Chargers are as follows:
  1. Any combination of 4 borrowed items per trimester = 1 lunch detention
  2. Any combination of 5 borrowed items per trimester = 2 lunch detentions
  3. Any combination of 6 borrowed items per trimester = One week LDTN + restricted activities

b. **Chromebooks being repaired**

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the library.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- The librarians will contact students when their devices are repaired and available to be picked up.

c. **Backgrounds and Themes**

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

d. **Sound**

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teacher.
- Students should have their own personal set of headphones for sanitary reasons.

e. **Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students should set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: http://www.google.com/cloudprint/learn/.
- Students can also print at home by logging on to their Google accounts on a computer connected to a printer.
- Students can print at school in some classrooms or by sharing their files with a librarian who will print for them before or after school or at break or lunch.

f. **Logging into a Chromebook**

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Only CUSD students and staff can log into school Chromebooks.
- Students should never share their account passwords with others, unless requested by an administrator.

g. **Managing and Saving Your Digital Work with a Chromebook**

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.

- The district will not be responsible for the loss of any student work.

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks for school work at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use, however, some applications, such as Google Docs, can be used while not connected to the Internet. Students are bound by the CMS Use of Technology Policy, Administrative Procedures, Acceptable Use Agreement, and all other guidelines in this document whenever and wherever they use their Chromebooks.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

a. Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

7. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers or the library staff to request the site be unblocked. Parents and students should be aware that the filter is not perfect. If objectionable material is discovered it should be reported immediately to their teachers or library staff.

8. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Educational Chrome extensions and web apps will be pushed out to student Chromebooks by the district. Students are not allowed to install additional web apps or extensions from the Chrome Web Store.

9. Chromebook Identification

a. Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

b. Users

- Each student will be assigned the same Chromebook for the duration of his/her time at CMS. In other words, the Chromebook you are assigned is YOURS for three years, so ***take good care of it!***

10. Repairing/Replacing Your Chromebook

a. Chromebook repair

- If your Chromebook is not working notify your teacher and take it to the library for repair.

b. Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the library.

c. Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

- Replacement - $250 - $350 (depending on model/year)
- Screen - $54.00
- Keyboard/touchpad - $52.00
- Power cord - $32.00

d. Optional Insurance (subject to change)

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
- The district has contracted with a third party insurance agency to provide optional coverage. You can get a quote here http://www.safeware.com/ or from your insurance agent. (The cost is about $30 a year and comes with a $100 deductible).

11. Appropriate Uses, Acceptable Use Policy, and Digital Citizenship

As described above, the Acceptable Use Policy applies to use of the Chromebook. School-issued Chromebooks should be used for educational purposes and students are to adhere to the CUSD Digital Citizenship Agreement and Acceptable Use Policy at all times. Please read and sign the use agreement below and have your student return it to their CORE teacher.

<u>**Please sign and return ONLY the page below. Keep the above information for your records.**</u>

<u>**Students must have a signed agreement on file in order to be assigned a Chromebook.**</u>

Carmel Unified Chromebook Use and Digital Citizenship Agreement

Carmel Unified believes that the best way to prepare our students for their digital future is to have them practice using online tools appropriately in school. We have monitoring software and filters, but these tools are not perfect guarantees that students will not encounter potentially harmful situations (harassment, inappropriate content, etc.). Our goal is to use potential mistakes as teachable moments to help protect our students against future harmful experiences online.

Student Chromebooks are intended primarily for educational purposes, not for entertainment. Excessive use for browsing the web, playing games and watching videos can shorten the life of the battery and other components.

Respect and Protect Yourself

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information.
- I will only post text and images that are appropriate for school.
- I will be aware of with whom I am sharing my files (keeping them private, sharing with teachers and classmates or posting them publicly).
- I will always log off before leaving a computer.
- I will immediately report any inappropriate behavior directed at me to my teacher, librarian, counselor, or other adult at school.

Respect and Protect Others

- I will not use computers to bully or harass other people.
- I will not log in with another student's username and password.
- I will not trespass into another student's drive, documents, files, or profile.
- I will not disrupt other people's ability to use school computers.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to my teacher, librarian, counselor, or other adult at school.

Respect and Protect the Learning Environment

- I will limit my web browsing at school to school research or personal research similar to that which I would do in class.
- I will not visit inappropriate web sites. If an inappropriate page, image or search result comes up, I will immediately close the window or tab.
- I will not play games on my computer without specific teacher instructions.
- I will not send or read instant messages or participate in online forums, chats or hangouts without specific teacher instructions.
- I will only send and receive school related email.
- I will only change background images and screen savers to school appropriate images.

Respect and Protect School Property/Chromebook

- I will bring my Chromebook to class charged every day.
- I will keep the protective case on my Chromebook at all times.
- I will not eat or drink while using my Chromebook.
- I will not carry my Chromebook by the top screen.
- I will immediately report any problems with my Chromebook (such as cracked screen, missing keys, and connectivity issues) to the library.

Honor Intellectual Property

- I will not plagiarize.
- I will cite any and all use of websites, images, books and other media.
- I will not use my chromebook to copy another student's work or share my work with another student in order for it to be copied, nor share my work with others who intend to use it as their own or submit someone else's work as my own.

By signing this agreement, I acknowledge that I have read, understand, and accept the terms of Chromebook Use Agreement, the Acceptable Use Agreement, and any other applicable laws and District policies and regulations governing the use of District Technology. I understand that there is no expectation of privacy when using District Technology. I agree to be financially responsible for the repair or replacement cost should the Chromebook be lost, stolen, or damaged. This includes any damage or loss

that occurs on or off campus.

Student Name: _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name: _____

Parent/Guardian Signature _____ **Date:** _____