



Central Heights USD288

Technology Director
3521 Ellis Road
Richmond, KS 66080

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Welcome Parents!

Enclosed in this packet is a copy of the Chromebook Handbook Policy and Chromebook Pledge as well as the Acceptable Use Policy. You and your student will need to read through all of the information enclosed and then sign and return the following documents or accept digitally with a \$45 technology fee per student.

Digitally Accept:

1. Policy Handbook and Student Pledge
2. Chromebook Technology Agreement
3. Central Heights Technology Acceptable Use Policy

Please submit your \$45.00 Tech fee at enrollment. The fee must be paid before Chromebooks will be distributed. Any additional unpaid fees from last year **MUST** be paid before receiving the Chromebook unless other arrangements have been made.

We are thrilled to provide this opportunity to our students! Please do not hesitate to call if you have any questions.

Central Heights School District

Chromebook Policy Handbook

The policies, procedures, and information within this document apply to all Chromebooks used at Central Heights School District by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classrooms.

Receiving Your Chromebook

Students grade 6- 12 will be allowed to take their Chromebooks home each day, after their Yearly Technology Fee has been collected. Students in grades 1-5 will keep their devices at school with their teachers. Chromebooks will be distributed on the first day of school. **Students who currently have outstanding balances, fines, or fees will not be issued a Chromebook until the debts have been resolved. Parents and Students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child.**

Yearly Technology Fee:

Central Heights School District requires that a technology fee be paid prior to deployment of the Chromebook to your child (6-12). The yearly fee will be \$45 per device and must be paid during the student registration (You may pay at enrollment or online through your efunds account). This fee is for Chromebook usage and accidental damage to the device. If you are unable to pay the fee, your child will be allowed to check out a Chromebook device daily during the school day only.

Training:

Students may be trained on how to use the Chromebook by their teachers. Students are also encouraged to practice appropriate skills at home to maximize use of the device.

Return:

Student Chromebooks and accessories (charger) will be collected at the end of each school year for maintenance and examined for damages. Students will retain their original Chromebook each year when possible.

Any student who no longer attends Central Heights will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full.

If payment is not received, the parent/guardian will be turned over to a collection agency and reported as stolen property of Central Heights USD 288.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be taken to the tech office. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- Food or drink is not recommended near your Chromebook
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook case.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a bookbag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperatures prior to turning it on.

Screen Care:

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

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke and press the screen.
- Do not place anything on the keyboard before closing the lid.
- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do NOT use window cleaner or any type of liquid or water on the Chromebook. You can purchase individually packaged pre moistened eyeglass lens cleaning tissues to clean the screen.

Using Your Chromebook:

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebooks. Students are responsible for bringing their charged Chromebook to all classes, unless specifically advised not to do so by an individual teacher.

At Home:

All students who have paid their TECH FEE are encouraged to take their Chromebook home each night throughout the school year for charging (6-12). *Chromebooks must be brought to school each day in a fully charged state.* Alternate assignments or disciplinary actions may result when Chromebooks are not being brought to school or charged for a prolonged amount of time. Students need to charge their Chromebooks each evening. The school cannot guarantee time to charge in class. If fully charged at home, the battery should last throughout the day.

Sound:

Sounds must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to a clean external memory device such as a mini SD or USB Flash drives. Saving to Google Drive will make the file accessible from any computer or device with internet access. It will be the responsibility of the student to maintain the integrity of their files and to keep proper backups. Students will be trained on proper file management procedures.

Originally Installed Software:

All Chromebooks are supplied with the latest available version of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. The software originally installed on the Chromebook must remain on the Chromebook in usable conditions and be easily accessible at all times.

From time to time the school may add software or apps for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the end of the school year as well.

Additional Software:

Students are prohibited from installing additional software on their Chromebook, unless instructed by their teacher or administration.

Inspection:

Students may be selected to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. Inappropriate use or content will be subject to disciplinary action.

Procedure for Restoring Chrome OS:

If technical difficulties occur, the device may be restored to the factory settings. All data saved and synced on Google Drive will be intact after the factory reset.

Chromebooks must remain free of any decorative writing, drawings, stickers, paint, tape, or labels that are not property of the Central Heights School District. Spot checks for compliance will be done by the administrator team or Central Heights faculty at any time.

Students may add appropriate music, photos, and videos to their Chromebook with permission from the teachers. Personalized media are subject to inspection and must follow the Central Heights School District Acceptable Use Policy.

Protecting & Storing Your Chromebook:

Chromebook Identification:

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

- Record of serial number and Central Heights asset tag
- Individual Google Account Username

Under no circumstance are students to modify, remove, or destroy ID labels.

Storing Your Chromebook:

When students are not monitoring their Chromebooks, it should be stored in their lockers with the locked securely fastened. Nothing should be placed on top of the Chromebook, when stored in the locker. Students that have paid their tech fee need to take their Chromebook home with them every night. The Chromebook is not to be stored in lockers or anywhere else at school outside of school hours. The Chromebook should be fully charged each night at the student's home. Chromebooks should never be stored in a vehicle for an extended period of time, especially during times of extreme temperatures. Do not leave them lying in the locker rooms!

Storing Chromebooks at Extracurricular Events:

Students are responsible for securely storing their Chromebooks during extra-curricular events. A locked locker is suggested for storage.

Chromebooks Left Unsupervised/ Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include: the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised Chromebooks may be confiscated by staff and taken to the Principal's office.

Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students who have paid the cost of the repair when they leave their Chromebook for repair at the tech office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook, unless full replacement cost has been rendered prior.
- Repaired Chromebooks may end up with the original factory images as first received. It is important that students keep their school data synced to the cloud drive so documents and data will not be lost.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

Accidental Damage or Loss Prevention:

As part of the 1:1 Chromebook initiative, the Central Heights School District is requiring a tech fee prior to deployment of the Chromebook to your child. The fee will cover accidental damage or loss due to an act of nature. The Central Heights School District will require that a police report be submitted in case of theft. Fraudulent reporting of theft will be turned over to the police for persecution. A student making a false report will also be subjected to disciplinary action as outlined by the school discipline code.

This tech fee does not cover loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by misuse or abuse. Central Heights School District will assess Chromebook damages and repair or replace the device if the damage is determined to be within the protection guidelines.

Parents/students will be charged for the full replacement cost of a device that has been damaged due to intentional misuse or loss.

Chromebook Device Fee

Central Heights School District requires that a technology fee be paid prior to the deployment of the Chromebook to your child. The fee is \$45 yearly for each Chromebook. In the event that a Chromebook is damaged due to misuse, abuse, or neglect, the student may be charged an additional repair fee; as is reflected in the table below.

If a student withdraws from Central Heights School District and then re-enrolls later in the current year, the prior fee paid at the student's initial registration will be reinstated along with the number of claims made prior to the withdrawal.

Annual Tech Fee Due at Registration	First Repair	Second Repair	Third Repair
\$45 per device	Up to \$50	Up to \$100	Up to \$235

Lost or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of the property. It will be the discretion of the Central Heights administration to determine fault. The user may not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

Estimated Costs of Repairs: (Subject to Change)

- Replacement of the Chromebook (\$235 for devices purchased by Central Heights)
- AC Adapter & Power Cord- \$20
- Battery- \$98
- Protection Case- \$20
- Screen Replacement- \$50
- Top Cover- \$23
- Screen Bezel- \$29
- Keyboard- \$40
- Bottom Case- \$27
- Power Ports- \$12
- LCD Video Cable- \$27

Chromebook Technical Support:

The Tech Office will be the point of contact for repair of the Chromebooks.

- Password ID
- User Account Support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Operating System or software support
- Restoring Chromebook to factory default
- System software updates
- Hardware maintenance and repair

Central Heights Schools USD 288

Technology Use Policy

User expectations for computer, networks, or Internet

1. Users will respect the privacy of other individual's login name, password, and data.

Examples of Violations:

*Accessing a user I.D. or network directory other than your own.

*Changing the system setup in the Mac/Windows/DOS environment.

2. Users will access and create information appropriate for the educational environment.

Examples of Violations:

*Creating obscene files, folders, or directories

*Creating explicit files within software programs

*Accessing educationally inappropriate areas within public networks.

3. Users will respect software developer's copyright on software, CD-Roms, and manuals.

Examples of Violations:

*Copying of copyright programs on software, CD-Rom, Internet, or manuals

*Copying any materials that have been copyrighted without permission of the owner/company.

4. Users will use hardware and peripherals for their intended purposes.

Examples of Violations:

*Destruction, theft and/or vandalism of computer hardware and furniture.

*Use or abuse of computer hardware beyond intended purposes.

5. All policies and handbook procedures for acceptable use of computers and networks are intended to make the computers and networks more useful for the students and staff. They are also intended to minimize the burden of administering the networks, so more time can be spent enhancing services.

6. Users will not use computers for access to any material which is deemed inappropriate by the teacher or administration. This includes the use of proxy networks, apps, or other sites that intend to circumvent the settings and policies set in place for USD 288.

Examples of Violations:

Viewing pornographic **websites**, proxy, unblocked games etc.

Use of computers for programs, software, e-mail and to access telecommunications resources is a privilege not a right.

Consequences

1. Any student in violation of the policy will be referred to the discipline grid in the student handbook.

2. Any student who destroys or damages any school materials or equipment will make restitution at his/her expense.

3. Any student may be expelled from school if he/she engages in illegal conduct on the Internet as defined by State or Federal Law. Any student expelled for misuse of technology may also lose future computer privileges. This includes classes where technology is essential for completion.

(Digitally Accepted by Parent & Student)

Central Heights Chromebook & Chrome Policy Handbook & Student Pledge

- I will take good care of my Chromebook and may be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- 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 to full capacity each night and bring it to school daily.
- I will keep food and beverages away from my Chromebook.
- I will not disassemble any part of my Chromebook or attempt any repairs without permission.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of the Central Heights School District.
- I have read and will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school and outside of school as well.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger, ID tag in good working condition at the end of each school year.
- [Google Additional Services](#) are not covered by our organization's Google Workspace for Education agreement. This means that this service may collect and use information for the purposes described in our [Privacy Notice](#) and the terms that apply to this service. You can [learn more](#) about the differences between Core and Additional Services in our Help Center. If you have end users under the age of 18, your institution is required under its Google Workspace agreement to get parental consent before allowing these users to use Additional Services. More information your institution can share with students and parents about Google's services and privacy practices is available in our [Help Center](#). You acknowledge and agree that you will comply with all laws and regulations that apply to your provision of Google Additional Services to your end users, including, as applicable, the Family Educational Rights and Privacy Act (FERPA) and the Children's Online Privacy Protection Act (COPPA).
- If you have end users under the age of 18, your institution is required under its Google Workspace agreement to get parental consent before allowing these users to use YouTube. More information your institution can share with students and parents about Google's services and privacy practices is available in our Help Center.
- You acknowledge and agree that you will comply with all laws and regulations that apply to your provision of YouTube to your end users, including, as applicable, the Family Educational Rights and Privacy Act (FERPA) and the Children's Online Privacy Protection Act (COPPA).

(Digitally Accepted by Parent/Guardian during Online Enrollment)

Central Heights School District Chromebook Agreement

Student/Parent Chromebook Use Agreement

(Digitally Accepted by Parent)

Terms:

- You agree to pay \$45 yearly device insurance.
- You will comply at all times with the Central Heights School District's Chromebook Policy Handbook and its guidelines as well as the Central Heights Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.

Title:

- Legal title to the Chromebook is to the Central Heights School District, and it shall remain in the School District. The student's right of possession and use is limited to and conditioned upon full and complete compliance with their Agreement and the Chromebook Policy Handbook.

Email:

- Students will only be allowed email access through an address assigned or approved by the district. (College Class accounts) This email access will be through Google Gmail system managed by the USD 288 Central Heights School District. The interface is monitored by the administrators and is subject to filtering of inappropriate content.
- Always use appropriate language. Do not send material that is profane/obscene, abusive, or offensive.
- Do not use email or any other electronic messaging system to engage in harassment, cyberbullying, mass emails, chain letters, or spam.
- Email is subject to inspection at any time by school administration.

Loss or Damage:

- If the property is damaged or incurs loss due to an act of nature, Central Heights School District will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents or guardians involved in the loss or property. Loss or theft of the property must be reported to the school by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution. Physical damage, past normal wear and tear, will incur a fine for the student and parent.

Repossession:

- Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default, and authorities may be sent to your place of residence or other location of the Chromebook to take possession.

Term of Agreement:

- Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School District or upon student withdrawal from Central Heights School District.

Appropriation and Payment of Fees & Fines:

- Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property, and you will be turned into collections for the full replacement cost of the device, charger, and bag.
- All fees and fines must be paid on a yearly basis on or prior to the registration date.

Central Heights School District Technology Handbook

Chromebook Policy Handbook

Technology Acceptable Use Policy

Chromebook Policy Pledge and Student Agreement

Parent Chromebook Usage Agreement

June 2023

****Any USD 288 School Board Policy that differs or conflicts with the above policies, Acceptable Use, or Usage Agreement will override the Technology Handbook.***