Computer Usage & Loan Agreement

August 1, 2024

Sumner-Fredericksburg Community School District

Computer Usage and Loan Agreement

The Sumner-Fredericksburg 1:1 initiative is designed to prepare students for a future dominated by digital technology and information. Access to technology is crucial for this future, and computers are a key learning tool for 21st-century students. By integrating technology into their daily studies, we aim to enhance student engagement, foster lifelong learning, and support the development of productive, informed citizens. Our goal is to provide equitable access to technology for all students.

This document outlines policies, procedures, and guidelines that apply to all computers and devices used at Sumner-Fredericksburg, as determined by the Administration. Teachers may also establish additional requirements for computer use within their classrooms.

Device Check-out and Check-in

Chromebooks will be distributed each fall during an orientation session. Parents and students must sign and return all required documents and fees before the computer can be issued.

Chromebooks will be returned during the final week of school so they can be checked for serviceability. If a student leaves Sumner-Fredericksburg during the school year, the Chromebook will be returned at that time. The student will be responsible for any damage to the Chromebook and may be charged a fee for any needed repairs, not to exceed the replacement cost of the device. Failure to return the Chromebook may result in criminal prosecution or civil liability for the replacement cost.

Taking Care of Your Chromebook

Students are responsible for the general care of their Chromebooks. If a Chromebook is broken or not functioning properly, it must be taken to the Technology Office for evaluation.

General Information:

- The Chromebook is school property, and all users must adhere to this policy and the Sumner-Fredericksburg Acceptable Use Policy for technology.
- Clean the screen only with a clean, soft cloth; do not use any cleansers.
- Insert cords and cables carefully to avoid damage.
- Chromebooks must remain free of writing, drawings, stickers, or labels that are not authorized by Sumner-Fredericksburg.
- Never leave the Chromebook in an unlocked locker, an unlocked car, or any unsupervised area.
- The Chromebook must always be kept in the school-provided protective case.
- Students are responsible for ensuring their Chromebook battery is fully charged for each school day.

Screen Care

Chromebook screens are sensitive to damage and can be harmed by rough treatment or excessive pressure. To protect your Chromebook:

- Never lean on the top of the Chromebook.
- Avoid placing objects near the Chromebook that could exert pressure on the screen.
- Do not put anything in the carrying case that might press against the cover.
- Clean the screen with a soft, dry cloth or an anti-static cloth.
- When carrying the Chromebook in a book bag, minimize extra weight to prevent excessive pressure on the screen.

Using your Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for computer use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by their teacher.

Chromebooks Left At Home

If students leave their computer at home, they are responsible for getting the coursework completed as if they had their computer present. If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they will be required to "check out" their Chromebook from the Office for 14 calendar days.

Chromebook Undergoing Repair

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

Charging Your Chromebook's Battery

Computers must be brought to school each day in a fully charged condition. Students may need to charge their Chromebook each evening. Repeat violations (minimum of three days-not consecutively) of this policy will result in students being required to "check out" their Chromebook from the Office for 14 calendar days. The administration will deal with repeat offenders. In cases where use of the computer has caused the batteries to drain, students may be able to connect their computer to a power outlet in the classroom.

Screensavers and Background Photos

Inappropriate media must not be used as a screensaver or background photo. The presence of images or pictures depicting guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related content will result in disciplinary action. Students are prohibited from using passwords to deny school personnel access to their Chromebooks.

Printing

Items will be sent to the teacher digitally. Printing will take place at the teacher's discretion.

Home Internet Access

Students are expected to use their Chromebooks as intended and for educational purposes only. They are permitted to access home or public wireless networks. However, the use of inappropriate media or content on their devices is strictly prohibited. This includes screensavers or background photos depicting guns, weapons, pornographic material, inappropriate language, alcohol, drugs, or gang-related images. Any violations will result in disciplinary action.

Saving to the Chromebook

Students are responsible for backing up their own files. They can save work to their Google account or store documents locally for offline access. Students should be aware that files saved on the Chromebook will not be backed up if the device needs repairs. It is the student's responsibility to prevent work loss due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for missing assignments.

Network Connectivity

Sumner-Fredericksburg cannot guarantee that the network will be operational 100% of the time. In the rare event of network downtime, Sumner-Fredericksburg will not be responsible for any lost or missing data.

Acceptable Use

The use of the school district's technology is a privilege, not a right. This privilege is non-transferable and non-extendable to individuals or groups outside the district, and it ends when a student is no longer enrolled. This policy outlines the responsibilities associated with the efficient, ethical, and lawful use of technology resources. Violations of the User Terms and Conditions will result in the termination of privileges, denial of access to the district's technology resources, and appropriate disciplinary action, which may include suspension or expulsion. In certain cases, law enforcement agencies may be involved.

Parent or Guardian Responsibilities

- Discuss with your children the values and standards they should uphold when using the Internet, just as you do for other media sources like television, telephones, movies, and radio.
- Actively monitor their use of the Chromebook and the Internet at home.
- Do not attempt to repair the Chromebook yourself.

School Responsibilities

- Provide Internet access to students on campus.
- Implement Internet filtering to block inappropriate materials while at school.
- Offer cloud data storage areas. Sumner-Fredericksburg reserves the right to review, monitor, and restrict information stored on or transmitted via district-owned equipment and to investigate any misuse of resources.
- Provide staff guidance to assist students with research and ensure compliance with the acceptable use policy.

School Issued Accounts

- Students will use school-issued Google accounts appropriately and exclusively for educational purposes and school-related activities.
- Personal use of school Google accounts is prohibited to maintain a clear distinction between school and personal activities.
- Students will not use their school accounts to connect to outside apps or social media platforms.
- Only school-approved applications and tools should be accessed using school-issued accounts.
- Students must keep their passwords confidential and not share them with anyone.
- Use strong, unique passwords and update them regularly to ensure account security.
- Any suspicious activity or potential security breaches must be reported to the school's IT department immediately.
- Students should use professional and respectful language in all communications conducted through their school Google accounts.
- Timely responses to emails from teachers, staff, and classmates are expected to facilitate effective communication and collaboration.
- Adherence to the school's digital citizenship policies is mandatory when using Google services.
- Respect the privacy and rights of others; do not share or post content without explicit permission from all parties involved.
- Regularly organize and manage files and emails to ensure the account remains efficient and uncluttered.
- Back up important school work and projects to avoid data loss.
- Students must maintain academic integrity by not engaging in cheating, plagiarism, or any other forms of academic dishonesty.
- Collaborative tools should be used to enhance learning and not to share answers or complete assignments dishonestly
- School administrators reserve the right to monitor and review the content and usage of school-issued Google accounts to ensure compliance with these expectations and school policies.

Student Responsibilities

- Use devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to computer use.
- Use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by the student's negligence, errors, or omissions. Use of any information obtained via the district's designated Internet system is at your own risk. Sumner-Fredericksburg specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.
- Help district personnel protect the computer system by contacting an administrator about any security problems they encounter.
- Monitor all activity on their account.
- Turn off and secure the Chromebook when they are done working to protect their work and information.
- Keep the Chromebook in a safe, secure environment when not in use. If placed in a locker the locker must be locked appropriately.
- If the student discovers content containing inappropriate or abusive language or questionable subject matter, they should take a screenshot and report it to school personnel.
- Return the Chromebook to the district at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any reason must return their Chromebook on the date of termination.

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.
- Plagiarism, including accessing sites that sell term papers, book reports, and other forms of student work.
- Spamming-sending mass or inappropriate emails.
- Using another student's accounts, files, and/or data.
- Use of the school's Internet or email accounts for financial or commercial gain or illegal activity.
- Use of anonymous and/or false communications.
- Use or possession of hacking software.
- Vandalism of school equipment (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to: the uploading or creation of computer viruses, which are computer programs that can infiltrate computer systems and/or damage software components).
- Bypassing the district Internet filter through a web proxy.

Chromebook Care

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

- Batteries must be charged and ready for each school day.
- Only labels or stickers approved by the school district may be applied to the Chromebook
- Protective cases furnished by the district must be returned with only normal wear and no alterations.
- Chromebooks that malfunction or are damaged must be reported to the technology staff. The district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired. The student may be responsible for any deductible. Multiple incidents during any one school year may incur additional charges.
- Chromebooks that are stolen must be reported immediately to the office so a report can be filed with the police. Chromebooks that are stolen will be replaced. The student will be responsible for the cost of replacement.

Student Discipline

If a student violates any part of the above policy, he/she will put on the following disciplinary steps

- First offense – the student will check-in and check-out their Chromebook from the Office daily for 14 calendar days.
- Second offense – a 14 calendar day Chromebook privilege suspension (the student is still responsible for all required work).
- Third offense – disciplinary action will be determined by the administration.