

TCUSD #3 Device/Chromebook Procedures

Note: This document is updated regularly. Please visit our website for continual updates.

Goals for our Student Users:

- To increase students' productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

Receiving and Returning a Chromebook:

Receiving a Chromebook

- Parents/guardians must sign the *User Agreement* and *Parent Permission Form*, and make the registration payment before a Chromebook is issued to the student.
- Each student will receive a Chromebook, protective sleeve or backpack, and AC charger.
- Chromebooks will be labeled in a manner specified by TCUSD, including the serial number.
- The Chromebook and district-issued email account are the property of the TCUSD and as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.

Returning a Chromebook

- Chromebooks and all TCUSD accessories will be returned during the final two weeks of school so they can be checked for serviceability. (This may change for students taking summer school.)
- Chromebooks must be returned immediately when a student transfers out of the TCUSD or terminates enrollment for any reason.
- Students will be required to turn in Chromebooks prior to the end of school. Returning students will be issued the same Chromebook for the following year. All items included when disbursed, including but not limited to carrying cases, carrying straps, power cords, etc will be required to be returned and undamaged.

Fines Related to a Chromebook

- Chromebooks, district-provided sleeves or backpacks, and AC charger will be turned in to the technology support staff, when requested, in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The TCUSD Administration will make the final determination of any fees assessed.
- If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook, or if applicable any insurance deductible.
- Failure to return the Chromebook will result in a theft report filed with the Taylorville Police Department.

Caring for a Chromebook:

Students are responsible for the general care of the Chromebook they have been issued by the TCUSD. Chromebooks that are broken or fail to work properly must be given to the technology support staff for an evaluation of the equipment. Care must be taken to protect the screen. ***Students are responsible for anything done while using their assigned Chromebook or their login.*** Chromebooks are the property of the TCUSD and all users will follow these procedures and the TCUSD *Acceptable Use Policy*.

General Precautions

- Avoid using any sharp object(s) on the Chromebook.
- Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem immediately to technology support staff or the building administrator.
- There is no “jailbreaking” or attempting to change the operating system of this device.
- Never throw, slide or pick up a Chromebook by its screen.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and district-provided sleeves or backpacks must remain free of any writing, drawing, stickers, or labels that are not the property of the TCUSD or approved by the building administrator.
- Chromebooks can be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the *Acceptable Use Policy (AUP)* and grounds for disciplinary action.
- Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- Chromebooks must never be left in an unlocked locker, on top of a locker, in a car, or in any unsupervised area. Exposing the Chromebook to extreme heat, humidity or cold (i.e. leaving it in a car on a hot or cold day) will damage the device. If for some reason this situation occurs, allow the Chromebook to return to room temperature before turning it on. Chromebooks should be stored in a dry area.
- Chromebooks should be placed vertically in the top locker compartment or in a backpack/book bag to avoid putting any pressure on the screen.
- Chromebooks must be charged for school each day. This is the student’s responsibility.
- Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.
- ***PLEASE DO NOT ATTEMPT TO CONTACT SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL DISTRICT.***

Carrying a Chromebook

Students must never carry Chromebooks outside the classroom without first placing the device in the provided protective sleeve. The protective sleeves and/or backpacks include sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. To prevent damage to the device, students must close Chromebooks between classes and when transporting it.

Using a Chromebook at School:

Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook 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 a teacher.

Chromebooks Left at Home

If a student leaves the Chromebook at home, a limited number of loaner devices may be made available to check out. The student is responsible for getting the coursework completed as if the Chromebook were present.

Chromebooks Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of loaner Chromebooks are available so having a loaner is not guaranteed. Exceptions to this practice will be based upon whether the Chromebook requires routine maintenance and repairs or was damaged due to negligence or abuse.

Charging a Chromebook Battery

- **Chromebook chargers will stay in the bag, backpack, or protective sleeve at all times** to prevent students from saying “I didn’t have a charger at home, so I couldn’t do my work.”
- It is the student’s responsibility to ensure that Chromebooks are fully charged for each school day.
- Repeated violations (a minimum of 3 days) of this procedure will result in students being required to checkout their Chromebook from the technology support staff every day for three weeks.
- In cases where the battery does run out, students may be able to connect their Chromebook to a charging station at various places in the school building and classrooms.

Personalizing

Students are **not** permitted to personalize their Chromebook, wallpaper, or screensaver.

Sound, Music, Games, Software/Apps

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students are encouraged to provide their own headsets/earbuds. Headsets with microphones are encouraged to allow students to record presentations on the Chromebook without interference from background noise.
- Music is only allowed on the Chromebook at the discretion of the teacher. Students will not be able to use Youtube as a music source (This is an issue with bandwidth).
- All software/apps will be provided by the district. Data storage will be through apps on the Chromebook, i.e., Google Docs, Notepad, etc.
- Internet games, extensions, or apps other than those assigned by the student’s teacher are not allowed on the TCUSD Chromebooks.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the technology support staff.
- Plagiarism is a violation of the TCUSD rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to TCUSD discipline. Violation of applicable state or federal law may result in criminal prosecution.

Printing

We are working to save as much paper as possible. Google Apps for education offers the ability to share documents and make comments within, therefore the Chromebooks will not be set up with printing capabilities.

Home Internet Access and Filtering Policy

TCUSD 3 will install internet filtering on the Network that meets the federally regulated Child Internet Protection Act. Although the district does make every effort to block inappropriate material on school systems, it's important for parents/guardians to monitor activity on their child's electronic devices and

understand that nothing is foolproof. We recommend that parents/guardians take an active role to view what content students are viewing on Chromebooks outside the classroom setting. Students removing filtering software and/or bypassing filtering (proxy redirectors, etc) will be disciplined in accordance with the Student Handbook. Each student is responsible for the content viewed on their Chromebook.

Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Students are prohibited from tagging photos without permission of the teacher. Cameras may never be used in a locker room or restroom per state statute or for taking inappropriate photos and/or videos.

Network Connectivity

TCUSD makes no guarantee that the district's 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. Students are urged to back up all files to a cloud storage applications approved by the District. TCUSD is committed to supporting students in the event of problems with the network or individual Chromebook.

Classroom Computers and Hard Copy Textbooks:

A limited number of desktop computers and hard copy textbooks may be available to students who do not have access to a computer.

No Loaning or Borrowing Chromebooks

- Do NOT loan Chromebooks or other equipment to other students.
- Do NOT borrow a Chromebook from another student.
- Do NOT share passwords or usernames with others.

Unauthorized Access

Students are prohibited from accessing (hacking) other persons' accounts or computers.

Vandalism

Students are not allowed to change the look of the chromebook in any way. This includes, but is not limited to painting, adding stickers, carving initials, etc. Student cannot remove any of the stickers that identify the chromebook such as the TCUSD #3 label, the serial number label, or the label that identifies to whom the chromebook belongs.

Repairing or Replacing a Chromebook:

School District Protection

TCUSD assumes responsibility for Chromebook repairs or replacement due to normal and typical daily use. The District will provide students instructions regarding the procedures for handling requested repairs. District technology staff will provide repair and replacement services and will notify the student when the Chromebook is again available for use. **(Do not attempt to repair the Chromebook yourself or to have the device serviced by a third party.)**

Personal Home or Homeowners'/Renters' Coverage

Lost, damaged, or stolen Chromebooks in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent. Most homeowner/renter policies will provide some limit of coverage for the "damage to the property of others" under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners'/renters' coverage or a personal articles policy.

Fees for Incidental Damage

In the case where a Chromebook or district-issued accessory is damaged by means other than normal use, wear and tear (i.e. abuse, neglect, intentional damage), the student/parent/ guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The TCUSD Administration will make the final determination of any fees assessed.

Claims

- All insurance claims must be reported to the TCUSD. In cases of theft, vandalism, or other acts covered by insurance, the student/parent/guardian must file a report with the Principal's Office before a Chromebook can be repaired or replaced.
- In the event of a lost or stolen Chromebook, TCUSD may deploy location software which may aid in recovering the Chromebook.
- Failure to report a stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

TCUSD #3 Acceptable Use Policy Grades K-12

Internet Acceptable Use Policy

Taylorville Community Unit School District (TCUSD) offers Internet access to students. In order to be provided access to the Internet provided by TCUSD, **each student's legal guardian** must sign this Acceptable Use Policy (AUP) after having read the document. Once the AUP is signed, the parent agrees that their child will adhere to the document's content when using the Internet provided by Taylorville Schools.

Mission Statement:

Taylorville Schools offer Internet service, in collaboration with the Illinois State Board of Education (ISBE), with the expressed purpose of supplementing a student's educational experience at TCUSD.

General Internet Policy:

Access to the Internet enables students to explore thousands of libraries, databases, and other knowledge repositories linked together through the network called the Internet. Students may use the Internet to participate in distance learning activities, to seek answers from experts, or to find information related to learning assignments given in classes. District technology staff and classroom teachers will assist a student to develop skills and etiquette necessary to discriminate among information sources, identify appropriate information for their assignment, and to evaluate the truthfulness of information found on the Internet.

Making Internet access available to a student carries with it a potential for encountering information not appropriate for students. It is not easy to control website content ahead of going to a web site. Creating a "safe Internet environment" for a student is an important goal for our school, but cannot be perfectly achieved without assistance from all participating parties – **student, parent, and school**. Each **student** must be aware this school **does not** give "unlimited access" privilege to the student. Instead, the student only receives authorization to visit websites related to educational assignments given to the student. **Parents** must assist the school with this task by insisting their child be a "responsible" Internet user. Parents should encourage their child to visit only proper web sites and should monitor Internet activities of their children when at home. The **school** will bear the responsibility of "attempting" to limit access to non-educational websites through the use of Internet filtering. TCUSD makes every effort to filter Internet information through the use of electronic filters, user policies, and teacher supervision. Efforts to provide safe use include, but are not limited to, the following:

1. Blocking access by minors to inappropriate matter on the Internet.
2. Educating minors about the use of electronic mail, chat rooms, and other forms of direct electronic communications.
3. Preventing unauthorized access including "hacking" and other unlawful activities by minors online.
4. Preventing unauthorized disclosure, use and dissemination of personal information regarding minors.
5. Restricting minors' access to materials harmful to minors.

Student Privilege to Use the Internet:

Using the Internet at Taylorville Schools whether using school equipment or personal computing devices is, indeed a privilege and not a right for each student. It is entirely possible for a student to receive an education without access to the Internet.

Therefore, each student must be aware there is a consequence for inappropriate use of the Internet

that will result in immediate loss of privilege to use the Internet by the student. Depending upon the nature of the infraction, the length of time the student is kept off the school's Internet service will be determined on a case-by-case basis. If warranted, other disciplinary measures may be necessary as outlined in the Student Handbook.

Student Email Accounts:

Taylorville School District offers email accounts for student use. These accounts are to be used for educational purposes only. Some web-based educational activities, including blogs, document uploading, podcasting, and web page creating, require that the user have an email account. An email system has been established for a limited educational purpose to include classroom activities. It has not been established as general public access or public forum. Taylorville School District has the right to place reasonable restrictions on accessing or posting of email using our email system. Further, this system may not be used for commercial purposes to offer, provide, or purchase products or services through the system or use the system for any other use except for the purpose defined by the classroom project. Access to the email system is available through this school only with permission of the parents (for students). The school district archives all email and reserves its right to review/copy any email message sent using its email system as prescribed by law. Each student is responsible for his/her individual account and should take all reasonable precautions to prevent others from being able to use his/her account. Under no condition should a student give his/her password to another person. It is the student's responsibility to immediately notify a teacher or the system administrator if you have identified a possible security problem. This document will serve as permission to use the student email/blog service as well as other educational web tools that may require the use of the email account.

Unacceptable Student Use of the Internet:

This list represents major issues related to unacceptable Internet use, whether school equipment or a personal computing device. It is impossible to cite all possible unacceptable uses of the Internet. Thus, the student is aware that he or she may be cited for "other" unacceptable uses not specifically listed here. Our advice to students is to error on the side of caution when in doubt about a particular use of the Internet being acceptable or unacceptable. When a student is in doubt about a particular use of the Internet, he or she is encouraged to speak with a staff member, building administrator, or the director of technology to receive clarification on the issue.

- Posting personal information about yourself or another person including such items as residential address, telephone number, or certain school information.
- Entering into or initiating an Internet chat session using Instant Messenger, Yahoo Messenger, IRC, etc. unless monitored by a staff member and as a part of a classroom assignment or project
- Downloading or sending files over the Internet unless this activity under the supervision of a staff member and for a class assignment or project
- Viewing websites on the Internet not directly related to a classroom discussion or assignment
- Using inappropriate language while using Internet service at school to transmit a message of any kind or material posted to a web site
- Any additional activity not specifically listed that uses the school's computer network to violate any conduct code specified in the Student Handbook
- Using a proxy server to bypass the school Internet filter in order to access prohibited materials, or hide one's identity
- Violating copyright law by illegally using information the student does not have proper permission to use.

Illegal Use of Internet service:

Taylorville staff and administrators expect that each student will make good decisions about appropriate use of the Internet accessed through our school computer network. Each computer has

several unique identification numbers used when communicating with other computers. All Taylorville computers have logging software that feeds data about the user to a permanent record. Information about websites visited, time of day, software use, etc. are recorded and archived from each computer.

Taylorville Schools willingly cooperates with local, state, or federal agencies accountable for policing Internet use. All school Internet abuse incidents will be investigated as completely as possible utilizing all enforcement agencies whose jurisdiction warrants inclusion. **In cases where state or federal law is broken by student use of the Internet, evidence residing on school computers and routing devices will be available to law enforcement officials to use for prosecution of those responsible for the act.**

Possible situations that students should avoid include:

1. Vandalizing school computer hardware or software. This would include stealing computer hardware components, tampering with a computer or software, or pirating software residing on school computers. Posting personal information, pictures and/or videos about a person without his or her consent to any Internet site whether using a school computer over the school's network or a personal computing device.
2. Attempting to gain unauthorized access to any computer that is a part of the Internet including file and web servers. In addition, the act of simply probing another computer to find computer security weaknesses is considered an illegal activity.
3. Attempting to disrupt normal computer operation or network operation in any fashion so that users are limited or stopped from accessing other computers on the network (including the Internet). Activity such as downloading a virus onto a computer or spreading a virus over a network of computers constitutes an illegal action.
4. Engaging in any other illegal activity not specifically listed above using the school computer network and/or personal computing devices will be pursued to the full extent of the law.

Chromebook Agreement TCUSD 3

Taylorville Community Unit School District 3 (TCUSD) will provide a Google Chromebook and protective sleeve to 7th grade students beginning with the 2020-2021 school year. By accepting the Chromebook the student and parents/guardians understand and agree to:

- Adhere to TCUSD rules and regulations governing the use of TCUSD computers and network and will comply with all applicable copyright and other regulations regarding the use of the device.
- Will not sell, lease or otherwise grant anyone rights to the computer and/or peripheral devices.
- Provide reasonable care and maintenance of the Chromebook. Refer to the Chromebook procedures for students for further information.
- Will not remove any factory or school label from the machine.

If the Chromebook is damaged in any way, the student and/or his/her parents/guardians will be held responsible for the repairs. Any needed repairs will be addressed on a first come-first served basis at the Technology Department Office. The Technology Support Staff will provide:

- Loaner devices while inoperable units are out for repair may be provided.
- Replacement devices for lost or stolen Chromebooks.

If a student exhibits a pattern of negligence, the Technology Support Staff will report the student to the administration for discipline in accordance with the Acceptable Use Policy and student handbook. The student and/or his/her parents/guardians will be held responsible for the full cost to replace or repair a damaged Chromebook.

In case of theft, the student is responsible to promptly contact the local authorities and file the appropriate police report. Should the theft take place on the Taylorville Community Unit School District 3 campus, the student should immediately contact the office and file a theft report.

Purchase Program

*As a means to provide equal access to all students at Taylorville Community Unit School District 3 Chromebooks will be provided to parents for student use who participate in and complete all required activities, (orientation, form signatures). Families will pay **an annual Chromebook fee** each year for the period of three years (this is in lieu of the textbook fee at registration. The fee is equal to the registration fee, which for 2021-22 is \$100. You will NOT pay two separate fees). Families who qualify for free or reduced lunches in 2021-22 will pay a \$50 fee. **The students will be not be allowed to take the Chromebook home until all fees are paid and parents have attended a meeting and signed a contract.** Ownership of the Chromebooks will be granted to students and families upon receipt of the final annual fee contingent upon completion of all required activities. Students and families that transfer to Taylorville Community Unit School District 3 mid-year or during the three year period will have the opportunity to participate in the chromebook purchase on a prorated basis. Students or families that do not participate in all required activities will forfeit their opportunity to purchase the Chromebook as determined by the school. Any student or family that forfeits their opportunity shall return the chromebook to the school immediately upon request by the school.*

Terms of the Chromebook Purchase

Terms:

You will comply at all times with the Taylorville Community Unit School District 3 Parent/Student Chromebook Handbook and Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the property.

Title:

Legal title to the property belongs to the school district until the student and family completes all

required activities and makes required annual technology fee payments. Upon completion of all required activities and submission of all required fees, ownership will be transferred to students and families who have met all requirements. The right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Parent/Student Chromebook Handbook.

Repossession:

If you do not timely and fully comply with all terms of this Agreement and the Parent/Student Chromebook Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

Term of Agreement:

Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

Appropriation:

Your failure to timely return the property and the continued use of it for non school purposes without the District's consent may be considered unlawful appropriation of the District's property.

Use & Fees

- Damage to the Chromebook that occurs at school must be reported to the school immediately. Damage to the Chromebook that occurs at home must be reported to the school no later than the next school day. A Chromebook repair ticket must be completed.
- In case of theft, vandalism, and other criminal acts, a **police report MUST be filed by the student, parent or legal guardian within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school.**
- Seniors must clear all records and pay all fees before participating in graduation.
- If a Chromebook is lost or damaged, the parent or guardian will be responsible for the replacement cost of the device.

Parent/Guardian Signature Signifying Agreement to Comply with Acceptable Use Policy:

As the parent or guardian of this student, I have read the school district's acceptable use policy document. I understand that this network access to the Internet is designed for educational purposes to supplement my child's education. I understand that Taylorville Schools will exercise due diligence in filtering questionable Internet web sites using filtering software at their firewall computer. I recognize that it is impossible for the school to restrict access to all controversial Internet content, and I will not hold the school liable for inappropriate material that might be viewed by my child using school computers. I also understand that no filter exists for personal computing devices, and therefore the school assumes no responsibility for content accessed through these devices. Further I accept my responsibilities spelled out in this acceptable use document to supervise my child's Internet activities at home and to speak with my child about acceptable uses of the Internet both at home and school.

I hereby give my consent to allow my child access to the Internet using the school computer network connected to the Internet and/or his/her own personal computing devices:

Print Student Name: _____

Parent/Guardian Signature: _____

Dated: _____

By signing below, the student and his/her parents/guardians agree and accept the Chromebook Agreement as presented and understand that Taylorville Community Unit School District 3 owns the Chromebook, software and issued peripherals. In no event shall Taylorville Community Unit School District 3 remove the device from the student's possession without prior notice. If the student withdraws from and/or is no longer enrolled in the Taylorville Community Unit School District 3 he/she agrees to return the Chromebook in good, working order or to pay for any necessary repair or replacement. In no event shall the student or parents/guardians hold Taylorville Community Unit School District 3 liable for any claim of damage, negligence, or any breach of duty resulting from any act or omission related to the unauthorized use of the Chromebooks.

Print Student Name _____

Print Parent/Guardian Name _____

Signature of Parent/Guardian _____ Date _____