

Concord High School District

Chromebook/Device Policy

2023-2024

Chromebook devices will be assigned to each student grades K-12. Use of the chromebook provided to the student by the school district is a privilege, not a right. The loan of equipment by the Concord School District to the student is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation and/or loss of this privilege.

Orientation - Before students will be permitted to take home their assigned chromebook on a daily basis, **All** the following obligations must be met:

1. Parents must sign and return the Parent and Student Chromebook User Agreement.
2. Parents and Students must sign the Concord School District's Acceptable Use Policy.

Proper Care - Guidelines to ensure long life expectancy for the student's Chromebook.

1. Screen-
 - a. Protect the screen by opening/closing the lid gently. Do not pick up the chromebook by the open screen
 - b. Avoid placing weight or pressure on the lid.
2. Hinges -
 - a. Stress on the hinges of the chromebook creates another potential for chromebook damage
 - b. Open/close the chromebook gently, grasp the hinge of the lid and not the corner.
3. Cord -
 - a. The connector on the power cord can be subject to damage if the cord is pulled or the device is moved while being plugged in.
 - b. Avoid stretching the cord across an area where it can be snagged or tripped on.
 - c. Move the chromebook close to the power source and always disconnect the power cord before moving the chromebook.
 - d. Each chromebook charger cord will be assigned to a specific student by serial number of the charger.
4. Cleaning the chromebook screen -
 - a. Clean with a lightly moistened (water ONLY or a spray purchased specifically for computer screens) soft cloth.
 - b. NO Windex, Lysol, or products containing alcohol, ammonia, or other strong solvent.
 - c. Do NOT use paper towels or Kleenex to wipe the screen.
 - d. Microfiber cloths work the best.
5. Proper handling -
 - a. Carry the chromebook with both hands.
 - b. Close lid while carrying
 - c. Make sure there are no school supplies (pens, pencils, etc.) when shutting the lid.
 - d. A student chromebook should be securely placed on a desk or table when using it during class. Not placed on your lap.
6. Safely store the chromebook -
 - a. Do NOT leave your chromebook unattended on or off school grounds
 - b. Keep your chromebook in a protective case, locker or other secure space when not in use.
 - c. Never leave your chromebook laying on the floor, seat, bed or other space where it is likely to get stepped on or sat on. This is a common way to break your screen.
 - d. Keep food and drink away from your chromebook.
 - e. Do NOT let your chromebook get wet and keep it out of extreme weather conditions (cold and heat). DO NOT leave in a vehicle.

Personalization -

1. Each chromebook will have a district inventory tag placed on the device. Tag should NOT be removed. If it is, please notify the technology coordinator.
2. No other personalization will be allowed - no stickers, markers, or writing of any kind on the chromebook. This will warrant replacement by a student and or parent of the chromebook at the end of the school year.

Filtering -

1. Each student's chromebook will be filtered through the Concord School District internet filtering system while at school in compliance with the Child's Internet Protection Act. However, filters may not be 100% accurate so parental attentiveness to their child's online usage outside of school is helpful and necessary.
2. Concord School district is not responsible for the filtering of the device while off campus.

Returning Chromebook -

1. If a student is to withdraw from Concord School District, the student must return their chromebook. Failure to do so may result in the district filing a report of stolen property with the local law enforcement agency. Any unpaid repair or replacement costs at the time of withdrawal may be turned over to a collection agency. Chromebooks will be regarded the same as textbooks, uniforms, lunch charges etc. If not returned the value of the chromebook must be paid.
2. At the end of the school year, each student must return their chromebooks for the summer months. Failure to do so may result in the district filing a report of stolen property with the local law enforcement agency. Any unpaid repair or replacement costs at the time of may be turned over to a collection agency. Chromebooks will be regarded the same as textbooks, uniforms, lunch charges etc. If not returned the value of the chromebook must be paid.

Insurance (per device) OPTIONAL

1. The protection premium is \$25 per device
2. The protection premium is annual.

Repairs Concord School District **WILL** cover if protection premium has been purchased. (Under this agreement):

- Accidental physical damage (ex. Walking down the hall and a student accidentally drops it, another student knocks a student's chromebook off desk). The principal and/or technology coordinator makes the final decision if there is a discrepancy if the incident causing the needed repair was accidental.
- Accidental power surge (ex. Chromebook is not plugged in correctly to the outlet and gets zapped, lightning, or power jumps up and down). The principal and/or technology coordinator makes the final decision if there is a discrepancy if the incident causing the needed repair was accidental.
- Warranty work or repairs (no deductible is required for warranty repairs as they are paid in full by the manufacturer according to the manufacturer according to the manufacturer's warranty as stated below)

Repairs Concord School District **WILL NOT** cover (the parent/guardian will pay for the repair and/or replacement of the device, whichever is less):

- Theft, burglary, or robbery of the chromebook
- Accidental loss of the chromebook and/or charger
- **Intentional** loss or damage to the chromebook or damage due to negligence
- Illegal use or fraud of the chromebook
- Dishonest acts including selling chromebook
- Damage, corrosion, or rust due to liquid or foods
- Cosmetic damage to the physical appearance that does not hinder the normal operation
- Insect or animal damage
- Any other use the school district deems inappropriate. The principal, technology coordinator and/or superintendent makes the final decision if there is a discrepancy on if the incident causing the needed repair was because of inappropriate actions.

Repairs the vendor's one-year warranty **WILL** cover:

- The vendor warrants the chromebook from defects in materials and workmanship
- The limited warranty covers mechanical breakdown and/or faulty construction
- The vendor will provide normal replacement parts necessary to repair the chromebook or, if required, a chromebook replacement.

Repairs the vendor's one-year warranty **WILL NOT** cover:

- Broken screens
- Missing keys
- Damage caused by misuse, abuse, or accidents
- Liquid/beverage spills
- Excessive scratches/wear to chromebook exterior
- Deliberate damage, neglect, or abuse
- Failure to secure chromebook by leaving unattended
- Leaving the chromebook in an unlocked bus or vehicle
- Mysterious disappearance of the chromebook, meaning the user has no knowledge as to the place, time, or manner of loss.
- Chromebook Tech support/Repair
- All chromebooks requiring repair must be brought through the Technology Department. Technology requests can be submitted through a google form that students will have access to or a paper form available from the classroom teacher..
- The Technology Staff will analyze and fix the problems that they can
- The Technology Staff will refer the issues they cannot fix to an appropriate outside source
- No student or parent should try to fix the chromebook
- No student or parent should take the chromebook to be repaired to an outside source

- The student must fill out the appropriate form from the technology department indicating the problem or damage to the chromebook. Explain in detail the issues
- A loaner chromebook/laptop may be issued to the student while they leave their chromebook for repair with the technology department.
- A student borrowing a chromebook must sign a loaner agreement and will be responsible for any damages to or loss of the loaner.
- Devices on loan to the students having their devices repaired may be taken home as long as the chromebook turned in for repair was allowed to take home.
- The technology department will notify the student or teacher when a student's device is repaired and ready to be picked up.
- All repairs must be paid for before the device is returned to the student
- The loaner must be turned in within 5 days of the completed repair.

Estimated Costs of chromebook repairs/replacements (subject to change per vendor costs):

- **Device Replacement - \$250 or current replacement amount per vendor/quote.**
- **Charger Replacement - \$25.00 or current replacement amount per vendor/quote.**
- **Screen Replacement - \$40.00 or current replacement amount per vendor/quote.**
- **Keyboard Replacement - \$40.00 or current replacement amount per vendor/quote.**

Student Information/Responsibilities -

1. This chromebook is assigned to students for school use only throughout the school day. Students are encouraged to use it for classwork when it is appropriate. Each teacher will govern when the chromebook is needed and can be used in his/her classroom.
2. The chromebook is a learning tool so it will not be used 100% of classroom time.
3. Make sure your device is charged and ready for use at the beginning of each school day. We do not have the capacity to allow you to charge your device at school. You are expected to bring your chromebook to school each day and to all classes unless specifically advised not to do so by the teacher.
4. Protect your chromebook by carrying it properly. Do not leave your chromebook in places where it may be damaged, stepped on, sat on, or stolen.
5. **USE THIS CHROMEBOOK FOR ACADEMIC PURPOSES ONLY**
6. Respect teachers' instructions regarding use of your chromebook.
7. Follow Concord School Districts computer acceptable use policy. Concord School District handbook, and all local, state and federal laws.
8. If you need technology support, fill out the google form and take the device to the technology department as soon as possible so that the chromebook can be assessed and fixed properly. All repairs are to be made by the Concord School District technology department.
9. Students are NOT to attempt to repair their own chromebook. Students are also not to take their chromebook to an outside source to be repaired.
10. Background and themes- inappropriate media may not be used as chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
11. Sound must be muted at all times unless permission is given by the teacher.
12. Printing will not be available on the chromebooks. If a student needs to print, there will be printing stations where the student can logon to their account in the computer lab.
13. Students will **NEVER** share their chromebook or chromebook charger with another student.
14. When using your chromebook outside of school, without WiFi connection, you can still use google docs, sheets and slides in an offline mode. Students are bound by the Concord School Districts Computer Acceptable Use Policy and 1:1 Policy and regulations wherever they use their chromebooks.
15. Students may not download/install any other operating system on their chromebook. The chromebook operating system, Chrome OS, updates itself automatically. There is no need for additional virus protection.
16. Students are prohibited from using cameras and other electronic equipment/devices to capture or record tests, information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture or record the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture or record audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make

determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is prohibited.

17. Unauthorized electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.
18. You may supply your own mouse, wireless mice are prohibited.
19. Your school assigned email is to be used for school purposes **ONLY**.

Parent Responsibilities -

1. I will accept responsibility for my child's use of the chromebook, internet and email at home.
2. I will discuss legal and academic expectations regarding use of the internet and email at home.
3. I will not attempt to repair the chromebook, nor will I attempt to clean it with any way other than what has been described above.
4. I will report to the school any problems with the chromebook.
5. I will not load or delete any software on or from the chromebook.
6. I will make sure my child charges his/her chromebook battery nightly.
7. I will make sure my child brings his/her device to school daily.
8. I understand that if my child comes to school without the device, I may be called to bring the chromebook to school as some class work throughout the day depends on having the chromebook at school.
9. I agree to make sure the chromebook is returned to the school when requested or upon my child's withdrawal from Concord School District.
10. I will supervise the storage of the chromebook at home.

Use of the chromebook provided to the student by the school district is a privilege, not a right. The Concord School District's loan of equipment is provided for educational purposes only. Unauthorized and inappropriate use will result in cancellation and/or loss of this privilege.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a chromebook, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student chromebooks at any time for any reason related to the operation of the District. By using a chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student chromebooks. In order for the school district to ensure the continued accessibility of its chromebooks, network and the internet, all students and faculty must take responsibility for appropriate and lawful use of this access.

Appropriate Uses and Digital Citizenship

School issued chromebooks should be used for educational purposes, and students are to adhere to the Buckeye Central Computer Acceptable Use Policy and all 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. I will show respect for myself through my actions. I will select online names that is 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. 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. 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. 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. 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. I will request to use the software and media for other products. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Disciplinary Actions:

All violations will be handled as any other infraction of school board policy. Disciplinary action may include:

1. Revocation of computer access
2. Financial restitution
3. Students:
 - Saturday school- Student will attend a Saturday school per each offense
 - Sever clause- The principal has the discretion to bypass any level of offense and invoke a higher level of penalty.

There are many sites on the internet that can be potentially dangerous to minors. These sites are blocked with the district content filter to the best of its ability, however nothing is 100%. Students may be unprotected outside of school. Students are in violation of district policy if they access these sites through other means. While the school's teacher and other staff will make reasonable efforts to supervise students' use of network and internet access, they must have student cooperation in exercising and promoting acceptable use of technology. Parents should monitor their student home internet access. To find more information about internet safety, go to www.isafe.org.

Device Agreement

(other)

This agreement is for other devices that the district may purchase to help your student(s) with his/her school work.

This agreement is until the school year 2025-2026, if changes are made you will be notified and a signature will be required.

Concord School District

2023-24 Chromebook Consent Form

By signing below, the student and their parent/guardian agree to follow, understand and accept:

- A. Acceptable Use Policy (located each year in the student handbook)
- B. Chromebook Agreement

Print Student Name: _____ Grade: _____

Student Signature: _____

Print Parent Name: _____

Parent/Guardian Signature: _____ Date: _____

PLEASE CHECK THE BOXES BELOW:

- ☐ I would like to purchase insurance on my child's chromebook device for \$25. This amount is an annual purchase.
- ☐ I understand that I am responsible for the cost of my child's chromebook/charger as well as replacement parts if damage is due to misuse as stated on page 3 of this agreement.
- ☐ I understand that misconduct of this device may result in the device being taken away from my child/children. This is determined by the building administrator and you as the parent/legal guardian will be notified.
- ☐ I understand that this device/charger is to be turned in by the end of the school year in working order.

For all applicants less than 18 years of age, the signature of a parent/guardian is required.