

PURPOSE

Learning, work, and citizenship in today's world demand that our graduates responsibly, ethically, and capably apply a variety of technology skills. By providing each secondary student with a Chromebook computer for use at school and home, the Elko County School District aims to create an engaging, collaborative, self-directed, and empowering learning environment that supports students' preparation for fulfilling futures beyond high school.

Through rich and ample opportunities to use technology for learning in school and at home, it is our goal that students will:

- Safely access digital resources when and where you need them.
- Proficiently and safely use information, media, and technology to succeed in a digital world.
- Communicate with peers, teachers, and appropriate resources beyond the schoolhouse in support of learning.
- Learn, share, collaborate, and create to think and solve problems.
- Manage work, equipment, resources, and timelines to lead to accomplishment; and
- Take ownership of goals and apply resources to reach them.

The use of district-provided technology requires students to abide by all Elko County School District policies and procedures related to technology, as well as the Acceptable Use Agreement, local, state, and federal laws. Students are expected to use district technology and network resources responsibly and to maintain their district-issued devices in a safe, secure, and working order. The information in this Manual will assist students and parents in meeting these expectations:

1. STUDENT RESPONSIBILITIES
2. PARENT RESPONSIBILITIES
3. CHROMEBOOK MAINTENANCE FEES

STUDENT RESPONSIBILITIES

DEVICE RULES AND GUIDELINES BOOK USE, CARE, AND CLASSROOM ROUTINES

General Care

- Always keep your device in your backpack or case when not in use.
- Leave asset tags displayed; do not tamper with or remove.
- Do not put any stickers or tape of any kind on the Chromebook.
- Leave vents uncovered.
- Clean the screen with a soft, dry microfiber cloth if needed.
- Use designated computer disinfectant wipes to clean other parts of the device, including the keyboard. (Never clean an electronic device with water.)
- Report any damage to the device as soon as possible. This means no later than the next school day.
- Log off and shut down your Chromebook each night to ensure you receive updates.

Classroom Habits

- Center the device on the desk.
- Use two hands to open the lid and carry the device.
- **Do not close the lid with anything inside the Chromebook** (headphones, pencils, etc.).
- Do not place or store anything on the keyboard (such as headphones or pencils).
- Follow all directions given by the teacher.
- Follow copyright laws and cite sources used from electronic media appropriately.
- Inform your teacher as soon as possible, without discussing this with other students, about any identified security problems or potential online safety issues.

Chromebook use during breaks, lunch, after, and before school:

- Students are permitted to use headphones with teacher permission.
- Students are only allowed to use their Chromebooks for school-related activities during breaks and lunch.
 - **ACCESSING YOUTUBE OR GAMES FOR ENTERTAINMENT PURPOSES IS NOT ALLOWED AT SCHOOL AT ANY TIME (unless given direct permission by teacher or staff).**
- Follow all directions given by the teacher or staff.
- Inform your teacher as soon as possible, without discussing this with other students, about any identified security problems or potential online safety issues.

If Chromebook is taken home:

- Take your device home every day.
- Charge the device fully each night.
- Use the device in a common room of the home (family room, kitchen, dining room).
- Store the device on a desk or table, never on the floor.
- Do not leave the device in a vehicle.
- Protect the device from:
 - Extreme heat or cold
 - Food, drinks, other liquids
 - Small children or pets

Traveling To, From, and Around School

- Completely shut down the device before traveling.
- Do not leave the device in a vehicle.
- Do not leave the device outside.
- Never leave the device unattended for any reason.
- Do not lean against the device or on your backpack with the device inside.

Remember that files, including email, stored on Elko County School District equipment or the Elko County School District network are the property of the district and are subject to regular review and monitoring.

Any failure to comply with these responsibilities may result in disciplinary action. Elko County School District staff may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity. Elko County School District staff reserve the right to confiscate the property at any time.

School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds.

PARENT/GUARDIAN RESPONSIBILITIES

The parent/guardian is responsible for the cost of repair or replacement if the device is:

- Not returned
- Intentionally damaged
- Lost because of negligence
- Stolen

Monitoring Student Use

Elko County School District leadership makes every effort to equip families with the necessary tools and information to ensure the safe use of digital devices at home. Filtering services, provided in our schools in compliance with minimum federal regulations for the protection of students, are extended to Chromebooks when they are used outside of school.

Parent involvement is key for keeping students safe online.

Suggestions

- Communicate expectations for the types of resources your student accesses online and for interacting with others online in a kind, respectful, and safe manner.
- Only allow the use of electronic devices in common areas of the home (e.g., living room or kitchen) and not in bedrooms.
- Develop a set of rules/expectations for electronic device use at home. Some websites provide parent/child agreements for you to sign.
- Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request to see their work often.
- Investigate and apply parental controls available through your Internet Service Provider and/or your wireless router.
- Put all electronic devices “to bed” for the night at a designated time. This is a great way to ensure the Chromebook is charged nightly.

CHROMEBOOK MAINTENANCE AND SERVICE

Chromebook devices are loaned to students and remain the property of the Elko County School District. Just like textbooks, team uniforms, and other school property issued to students for school purposes, there is a responsibility to care for and return the property in good condition. We know, though, accidents or loss may happen, even when students are doing their best to take care of their devices.

Service

Unexpected problems can occur with devices that are not the user's fault (computer crashes, software errors, etc.). Elko County School District Tech Support is available to assist students with resolving such issues. Students should inform their teacher. Elko County School District-owned devices should not be taken to an outside computer service for repair or maintenance.

Device Exchange

Replacements are available so that learning may continue if something happens to a device. If you have questions about this process, please check with your school's office.

Repairs

Costs of accidental damage and theft are covered as follows. (Accidental damage, fire, flood, or natural disaster.)

Accidental Damage	Stolen*	Not Covered
1st Incident: \$0	1st Incident: \$20	ECSD Asset Tags - \$20
2nd + Incident per: \$20	2nd + incident \$40	-Cords
		-Charger - \$25
		-Negligent/willful damage
		-Lost devices
	*Police Report is required.	-Theft/failure to return
		Cost of Chromebook:
		\$400

- If a lost or stolen device is later recovered in working condition, the fine will be refunded.

Accidental damage vs. Negligence

Accidents do happen. There is, however, a difference between an accident and negligence. If the device is deemed to have been intentionally or willfully damaged, the student may be subject to discipline and be required to cover the cost of repair or replacement. Willful damage includes damage caused by the removal of the case, writing on the machine, willful destruction, prying off keys/trackpad/, or identifying stickers, spilling liquid in the machine, etc.

Repair costs are for parts; no labor charges are assessed. Representative costs are provided here:

REPLACEMENT AND REPAIR COSTS

Damage	Costs
Chromebook Full Replacement	\$400
Power Adapter Replacement	\$25
Keyboard Repair or Keyboard/Trackpad Replacement	\$20
Screen Replacement	\$20
Casing/Housing Replacement (top section only)	\$20
ECSD Asset Tag	\$20

Payment Timeline

Parents/guardians/students have 30 days to pay any fees or fines. If fines are not cleared within 30 days, students/parents will be billed for the full cost of repairs, and a claim will be filed by the school. The school may establish payment plans to settle fines, if necessary.

Lost Equipment

If any equipment is lost, the student or parent must report it to the school immediately. When a device is reported as lost or stolen, the Technology Department will remotely disable all device functionality, making it unusable.

Equipment Return

All District-owned devices must be returned. Students leaving the Elko County School District mid-year must return their device to the school office or their teacher. As a part of the return procedure, the device will be inspected to assure that it is functioning properly and is not damaged. If a student leaves the Elko County School District without returning the device, they will be fined the full replacement cost, and standard rules for restricting records and transcripts will apply. Law enforcement may be involved to recover Elko County School District property.