

Two Rivers School District



Technology Handbook

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Purpose Statement

Two Rivers School District recognizes the prominent role technology plays in our world and community. Our goal is to continue to integrate valuable technology skills into the daily curriculum. To meet this goal, our students will have access to multiple devices to aid in that endeavor. Students will use these devices for research, assignments, communication and state testing.

GENERAL INFORMATION

High School 1-to-1 (Grades 9-12)

- Chromebooks will be distributed to students at a designated time to be announced.
- Factory stickers, labels, and identification markers should not be altered or covered in any manner.
- Parents and students must sign and return the **Student Electronic Device and Internet Use Agreement** before the Chromebook will be issued to the student.
- Upon graduation, students must return their district provided Chromebook and charger to the Technology Department in good working condition. Should any of the equipment be lost or damaged, the student may be charged in accordance with the Fee Schedule.
- Students who graduate early, transfer to another district, withdraw, or for any reason are no longer enrolled at Two Rivers School District must return their Chromebook and charger immediately to the Technology Department. Failure to return the Chromebook and any accessories will result in a theft report filed with local law enforcement.
- New students or students that transfer from another district will have a device issued to them after meeting with building administration.

Classroom Sets (Grades K-8)

- Classrooms will be equipped with a class set of Chromebooks in a charging cart.
- Factory stickers, labels, and identification markers should not be altered or covered in any manner.
- Students must sign and return the **Student Electronic Device and Internet Use Agreement**.
- Chromebooks must be placed back into the charging cart and plugged into a charging cable at the conclusion of each class.
- Students may not take Chromebooks out of the classroom unless specifically directed to do so by the instructor.



- In the event that homework is assigned that will require the use of a Chromebook outside of class, a limited number of devices may be available to check out from the Library.
- A student borrowing a Chromebook from the Library will be responsible for any damage to, or loss of the loaned device, charger, or any other accessories.

Damage / Loss / Theft

- If at any point during the school year there is damage, loss, or theft of a Chromebook (or any accessories), the student must report the incident to his or her teacher or building administration, who will contact the Technology Department. All reports will be investigated and addressed on a case-by-case basis, and damage restitution will follow the Fee Schedule.
- If a device is stolen, a report of the theft must be reported to the building administration and Technology Department. The student and parent must file a police report with local law enforcement, and a copy of the report must be provided to the Technology Department. Two Rivers School District will assist law enforcement authorities in an attempt to recover the device. A loaner device will be provided to the student in the meantime. If the device is not recovered, a permanent replacement will be provided.
- Deliberate damage will be referred to building administration and will be handled per the student handbook as damage to school property. No replacement or loaner Chromebook will be issued until all replacement/repair costs are paid.

GENERAL TERMS & CONDITIONS

- The Technology is being made available to the student on the terms and conditions described in this document only for purposes of educational services provided by the District.
- The Technology is and will remain at all times the property of the District. The District may recall the Technology, or place additional restrictions on the student's use or possession of the Technology, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any District teacher or administrator, the student or the student's parent/guardian will immediately surrender the Technology to that teacher or administrator.
- The District reserves the right to change the terms or conditions of the student's possession or use of the Technology, or to impose new restrictions on use or possession of the Technology, at any time.
- The student's possession and use of the Technology will be subject at all times, both on and off campus, to the terms and conditions described in this document, as well as any



additional rules, regulations, and restrictions that may be imposed from time to time by the District.

- The student's possession and use of the Technology will comply at all times, both on and off campus, with all applicable state and federal laws and regulations.
- The student's possession and use of the Technology will be governed at all times, both on and off campus, by all applicable policies and procedures of the District. They further certify that they are aware that all board policies are available on the school system's website and at each school, and that it is their responsibility to inform themselves as to any board policies that might apply to the student's use or possession of the Technology and to comply with those policies at all times.
- Under no circumstances will the student use the Technology or permit the Technology be used in furtherance of any crime; fraud; threat; defamation; plagiarism; copyright, patent, or trademark infringement; illegal downloading; theft of intellectual property; gambling; accessing, viewing, or transmission of pornographic or violent images or content; illegal or unauthorized accessing or use of data; bullying or harassment (including cyber-bullying); malicious internet activities (including "hacking" of other computers or websites); advertising or commercial activities; abusive or insulting communications; or any unlawful activities of any kind.
- Students will use their Technology to access the Internet only in public or common family areas. Parents or guardians will supervise and monitor students' internet use whenever possible.
- By signing this document, the student and the student's parent/guardian acknowledge that they are solely responsible for ensuring that the student's use of the Technology to access the internet while off campus will be safe and responsible and in compliance with all applicable laws, policies, rules, and regulations. The student and student's parent/guardian will hold the District and its employees harmless for any harm that may come to the student or any other person as a result of the student's off-campus internet activities.
- Should the student inadvertently gain access through the Technology to any confidential information about other students or staff members at the District, including but not limited to course work or grade information, the student will immediately report the incident to the school principal and will not share the information with any other person.
- Because the Technology is school property and is intended only for approved educational uses, the student's use of the Technology will be governed by this document and the rules, policies, and guidelines described in this document at all times and in all locations, both on and off campus and both during and outside of instructional time.
- Any violation of the terms or conditions set forth or referenced in this document may result in my possession or use of the Technology being restricted, suspended, or terminated, with or without prior notice, at the sole discretion of the District.



- The student's possession and use of the Technology is a privilege, not a right. By signing the **Student Electronic Device and Internet Use Agreement**, the student and the student's parent/guardian acknowledge that they have no right or entitlement to possession or use of the Technology and that neither this document nor any conversation, correspondence or understanding between themselves and any representative of the District gives them any ownership or contractual rights of any kind whatsoever in the Technology.

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook issued by the District. Chromebooks that are broken or fail to work properly must be reported to their teacher as soon as possible.

General Precautions

- The Chromebook is school property. All users must follow the guidelines contained in this manual and the **Internet Safety and Electronic Device Use Policy**.
- Chromebooks should never be left in an unsupervised area, unlocked car, or locker. Students should take care to always keep their Chromebook secured when not in their possession.
- Students are responsible for charging their Chromebook each night and bringing it to school fully charged. Charging cables should remain at home and should NOT be brought to school.
- Chromebooks, like any device, are sensitive to extreme heat and cold. Students should not leave their device in cars or direct sunlight.
- Do not stack books or other heavy materials on top of the Chromebook, as that could damage the screen or keyboard.
- Do not lean on top of the Chromebook when closed.
- Keep food and drinks away from the Chromebook to prevent damage from spills.
- Use care when plugging the charging cable or other accessories into the Chromebook.
- Clean the screen with only a soft, dry cloth, or anti-static cloth. No cleansers of any type should be used. If in doubt, check with your teacher or a member of the Technology Department.

Carrying the Chromebook

- Do not carry or transport the Chromebook while the screen is open.
- Chromebooks should never be carried by the screen.



Security Reminders

- Students should not share logins or passwords with anyone, except their parents/guardians.
- Students should follow Internet safety guidelines and school rules and policy.
- Students should understand that the Chromebooks and network are filtered and monitored.

USING YOUR CHROMEBOOK

Chromebooks are intended for use at school each day, however there may be days they are used more than others. Students are expected to bring their fully-charged Chromebook to school every day. The Chromebook is the property of the District, and the District has the right to search the Chromebook at any time.

Chromebooks Left at Home

- If a student leaves their Chromebook at home, they may check out a loaner Chromebook from the Library. The number of loaner Chromebooks is limited, and there might not be a Chromebook available. Students are still responsible for getting their class work completed. The Loaner Chromebook must be returned to the Library at the end of the day before the student leaves campus. Failure to return the Chromebook at the end of the day may result in disciplinary action.
- If a student repeatedly leaves their Chromebook at home during the school week, the student may be required to “check out” and “check in” their school issued Chromebook each day for the remainder of the term.

Chromebooks Undergoing Repair

- Replacement Chromebooks may be issued while a student is having their Chromebook repaired. There are a limited number of spares, so there may be a delay in getting one.
- Replacement Chromebooks will not be issued for use until all fines for damage have been paid, if applicable.
- A student borrowing a Chromebook will be responsible for any damage to, or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.



Charging Your Chromebook

- Chromebooks must be brought to school each day fully charged. Students should charge their Chromebook at home and leave their school issued charger at home.
- Chargers should not be brought to school.
- Violations will be treated the same as if the student left the Chromebook at home.
- Replacement chargers may be purchased through the Technology Department to replace lost or damaged chargers.
- Chargers that have malfunctioned without any other loss or damage will be exchanged at no cost.

Sound and Apps

- Sound must be muted at all times in classrooms, unless directed by the teacher for instructional purposes.
- When using a Chromebook in a common area (Study Hall, Cafeteria, etc.), headphones or earbuds should be used if audio is needed.
- Only approved apps should be installed.

Webcams

- School use - Webcams are to be used for educational purposes only.
- Home Use - Webcams may be used at home only with the permission and supervision from parents/guardians.
- For general safety, webcams should be disabled when not in use.
- Two Rivers does NOT have the ability to remotely access the webcams.

Home Access

- Students are permitted and encouraged to add their school issued Chromebook to their home WiFi network. This will allow the student to access their stored documents and information, email, and complete assignments.
- Internet access will still be filtered, but parents are encouraged to monitor home access. If a student or parent discovers an unsafe site, they are asked to contact the Technology Department at tech@trgators.org as soon as possible.
- Students who do not have WiFi access at home, or who are doing school work while traveling can use public WiFi locations such as libraries, restaurants, or coffee shops. Use caution when accessing a public connection as not all public locations are secure connections.



- Some applications can be used without an internet connection, but a WiFi connection is recommended for full functionality.
- Students are not permitted to share their Chromebook with siblings.

Issues With Your Chromebook

- Chromebooks are fast and reliable, but if students experience an issue, they can seek help from the Technology Department.
- Two Rivers School District cannot troubleshoot home network issues. If the Chromebook works at school, but not at home, try using an alternate or public location to see if the problem persists.

Updates / Virus Protection

- Updates - Chromebooks use the Chrome Operating System, which updates itself automatically. Students do not need to manually update their Chromebook. If there is an Update Notification in the corner of the screen next to the Clock, the Chromebook may need to be rebooted to complete the update.
- Virus Protection - Chromebooks provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

FEE SCHEDULE	Accidental Damage (First Offense)	Physical Damage (Each Additional Offense)
Broken Screen	\$10	\$50
Broken Keyboard / Touchpad	\$10	\$60
Broken Chassis/Other	\$10	\$30
Replacement Charger	\$10 - Damaged \$20 - Lost	\$20 - Lost or Damaged
Other Parts Not Listed	\$0	Cost of Part
Total Chromebook Replacement	\$100	\$250



Two Rivers School District Student Electronic Device and Internet Use Agreement

STUDENT / USER

I understand and will abide by the **Two Rivers Technology Handbook**. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary action or appropriate legal action may be taken.

User's Full Name: _____ Graduation Year: _____

User's Signature: _____ Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Two Rivers Technology Handbook. I understand that this access is designed for educational purposes. I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct. Furthermore, I understand that I am responsible for any fines or restitution in the event of loss or damage in accordance with the Fee Schedule as outlined in the Two Rivers Technology Handbook.

Guardian's Full Name: _____

Guardian's Signature: _____ Date: _____

FEE SCHEDULE	Accidental Damage (First Offense)	Physical Damage (Each Additional Offense)
Broken Screen	\$10	\$50
Broken Keyboard / Touchpad	\$10	\$60
Broken Chassis/Other	\$10	\$30
Replacement Charger	\$10 - Damaged \$20 - Lost	\$20 - Lost or Damaged
Other Parts Not Listed	\$0	Cost of Part
Total Chromebook Replacement	\$100	\$250