

# Lee County School District Chromebook Policy, Procedures, and Information

## Lee County Chromebook Program

The focus of the Chromebook program for Lee County School District is to provide tools and resources necessary for the 21<sup>st</sup> century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing anytime/anywhere access to technology is essential for that future.

Learning, results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher; it transforms the teacher into a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anywhere.

The policies, procedures and information within this document apply to all Chromebooks used in the Lee County School District. Teachers may set additional requirements for use in their classroom.

### 1. RECEIVING YOUR Chromebook CHECK-IN

- Chromebooks will be distributed after a parent/student orientation where both parents and students sign a Chromebook Protection Plan and Student Pledge.
- Chromebooks are assigned to students by serial number.
- Chromebooks will be returned during the final week of school. If a student transfers out of the Lee County School District during the school year, the Chromebook must be returned before the student's academic records can be released to the next school district.
- Failure to return a Chromebook will result in a theft report being filed with the Beattyville Police Department.

### 2. TAKING CARE OF YOUR Chromebook

- The Chromebook that you will be issued is the property of Lee County School District, and is made available to you as a tool for learning.
- Do not mark the Chromebook in any way with markers, stickers, etc. Each Chromebook is labeled with a district identification barcode. **DO NOT REMOVE THIS BARCODE LABEL.**
- The Chromebook must be charged daily.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not eat or drink near the Chromebook. There should not be food or drink around the Chromebook.
- Make sure hands are clean before using the Chromebook – the glass screen should be regularly wiped clean with a microfiber cloth (however any soft cotton fabric will work). Please do NOT use commercial liquid or spray cleaners on the Chromebook screen.
- When charging cable is connected, be sure to line it up correctly when inserting and removing. Students are responsible for damage to the charger port or connector pin resulting from mishandling.
- If you have problems with your Chromebook, stop using the device and ask your teacher for help.

### 3. USING YOUR Chromebook AT SCHOOL

The Lee County Acceptable Use Policy must be followed at all times. The use of a Chromebook is a privilege that can be revoked. Inappropriate use or neglect of a Chromebook can result in limits to or loss of use of the Chromebook.

- It is the expectation that students will bring the Chromebook to school each day fully charged.

- The software/apps installed by Lee County School District must remain on the Chromebook in usable condition.
- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. If a student repeatedly leaves their Chromebook at home, they may lose their “take-home” privileges.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students must not leave the Chromebook unattended at any time while at school.

#### 4. USING YOUR Chromebook AT HOME

- The Chromebook is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way.
- Parents are responsible for supervising student Internet use while at home; the filtering services we implement do not transfer to home use.
- Students are not permitted to sync the Chromebook with a personal computer or “jailbreak” the device to alter the configuration or functionality that has been established by the district. The Chromebook comes pre-loaded with all the software you will need for your classes. Students are not allowed to uninstall or modify school loaded applications in anyway.
- Installation of apps by students is not permitted without teacher prior approval.
- File-sharing, including downloading music or any other activity that violates copyright laws is not permitted.
- Students are allowed to set up wireless networks on their Chromebooks for use while at home.

#### 5. Loss/Damage and Repair

- Guardians are responsible for the Chromebook in case of loss or damage. These include but are not limited to:
    - Burglary/Robbery/Theft that involves a break-in, force, or is otherwise unavoidable despite exercising due diligence.
    - Leaving the Chromebook unattended, leaving it in an unlocked car, leaving it on the bus, etc.
    - Accidental Damage – Includes damage resulting purely by accident despite following all guidelines for care and handling of the Chromebook.
      - Damage caused by liquid/beverage spills
      - Excessive scratches/wear to Chromebook exterior caused by failure to use proper care.
      - Intentionally marking, defacing, and/or abusing the Chromebook
      - Damage caused by tampering with hardware components or operating system
1. Parent/Guardian Responsibility
    - Any damage to the Chromebook could result in the loss of take-home privileges by the student.
    - **Parent/Guardian is responsible for the cost of repair or replacement for a damaged or lost device.**
    - Students who have more than two repairs in a single year will lose their take-home privileges.
    - The charger and cable that comes with the Chromebook, if lost or damaged, must be purchased through the Lee County Schools Technology Department. This requirement is to ensure the correct charger is used for the device. The replacement cost is the responsibility of the parent/guardian.

# Lee County School District Chromebook Protection Plan

The Lee County School District recognizes that with the implementation of the Chromebook initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of responsibilities.

1. I understand parent/guardians are responsible for the Chromebook to cover theft, loss or unintentional damage. This includes:
  - Burglary/Robbery/Theft that involves a break-in, force, or is otherwise unavoidable despite exercising due diligence.
  - Leaving the Chromebook unattended, leaving it in an unlocked car, leaving it on the bus, etc. These and similar situations are classified as loss through negligence and would result in the student losing their take home privileges of the Chromebook
  - Accidental Damage – Includes damage resulting purely by accident despite following all guidelines for care and handling of the Chromebook.
    - Damage caused by liquid/beverage spills
    - Excessive scratches/wear to Chromebook exterior caused by failure to use proper care.
    - Intentionally marking, defacing, and/or abusing the Chromebook
    - Damage caused by tampering with hardware components or operating system
  
2. Parent/Guardian Responsibility
  - Any damage to Chromebook could result in the loss of take-home privileges by the student.
  - **Parent /Guardian is responsible for cost of repair or replacement for a damaged or lost device.**
  - Students who have more than two repairs in a single year will lose their take-home privileges.
  - The charging cable that comes with the Chromebook, if lost or damaged, must be purchased through the Lee County Schools Technology Department. This requirement is to ensure the correct charger is used for the device. The replacement cost is the responsibility of the parent/guardian

Parent/Guardian Name (Please Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Lee County School District  
Student Pledge for Chromebook Use**

1. I will take good care of my Chromebook.
2. I will never leave my Chromebook unattended.
3. I will never loan out my Chromebook.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook from magnets.
9. I will use my Chromebook in ways that are appropriate and meet the Lee County Acceptable Use Policy.
10. I will not place decorations (stickers, markers, etc.) on my Chromebook.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Lee County School District.
12. I will file a police report in case of theft, vandalism and other acts covered by insurance.
13. I agree to return the District Chromebook and power cords in good working condition.
- 14. I will complete my Digital Citizenship within one month of receiving my Chromebook.**

**I agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information; the Acceptable Use Policy; Chromebook Protection Plan and the Student Pledge for Chromebook Use.**

Student Name (Please Print) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Please Print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Individual school Chromebook and accessories must be returned to the Lee County School District at the end of each school year. Students who withdraw, or terminate enrollment at Lee County School District for any reason must return the individual school Chromebook on the date of termination.**

## Guidelines for the responsible use of web-based tools, including Google Apps for Education, by students:

- 1. Official Email**—Students will continue to use the school provided email address. It is organizational owned and provided by the Kentucky Department of Education. Students will **not** use Gmail for their school email. That feature is disabled.
- 2. Google Apps for Education Account**—This account will be created and provided by the IT department. If students have a personal google account it will not work with the device that has been assigned to them.
- 3. Prohibited Conduct**—Please refer to the Lee County Middle/High School handbook Internet Acceptable Use Policy.
- 4. Security**—Lee County Schools do not guarantee the security of electronic files located on web-based systems, including those provided by Google. Educational content should only be placed in this cloud based service.
- 5. Access Restriction**—Access to email and these web-based tools is a privilege. Lee County School District maintains the right to immediately withdraw access and use of these services including email when there is reason to believe that violations of laws or school district policies have occurred. If violations have occurred, the alleged violation will be referred to a building administrator for further investigation.
- 6. Privacy**—All electronic users should treat electronically stored information in individuals' files as confidential and private. Students are restricted from accessing certain files and information other than their own. Lee County School District has the right to access student web-based accounts, including Google Apps for Education accounts in accordance with the schools acceptance use policy.

I have read and understand the guidelines for the responsible use of web-based tools.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_