

Starmont Community School District Student Chromebook Program Handbook

2023-2024

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STARMONT COMMUNITY SCHOOL DISTRICT

CHROMEBOOK USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of the Chromebook between the Starmont Community School District (the District), the student receiving a Chromebook ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a Chromebook, software, and related materials (the "Chromebook") for use while the student is at Starmont Community School District, hereby agree as follows:

1. Equipment

- 1.1 Ownership: The District retains sole right of possession of the Chromebook and grants permission to the Student to use the Chromebook according to the guidelines set forth in this document. Moreover, the District's administrative staff retains the right to collect and/or inspect the Chromebook at any time, including via electronic remote access and to alter, add or delete installed software or hardware.
- 1.2 Equipment Provided: Efforts are made to keep all Chromebook configurations the same. All Chromebooks include a charging cord. The District will retain records of the serial numbers of provided equipment.
- 1.3 Substitution of Equipment: In the event the Chromebook is inoperable, the District will make an effort to provide a substitute device. Since the District has a limited number of spare Chromebooks for use while the Chromebook is being repaired or replaced, the District cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may not opt to keep a broken Chromebook or avoid using the Chromebook due to loss or damage.
- 1.4 Responsibility for Electronic Data: The Student is solely responsible for any data stored on the Chromebook.

2. Damage or Loss of Equipment

- 2.1 Responsibility for Damage: The Student is responsible for maintaining a fully functional Chromebook at all times. The device should be charged and ready for use daily. The Student shall use reasonable care to ensure that the Chromebook is not damaged. Refer to the Standards for Chromebook Care document for a description of expected care. **In the event the damage is intentional, the Student and Parent will be billed a fee according to the damage sustained to the Chromebook and the cost to repair or replace the Chromebook.**
- 2.2 Responsibility for Loss: In the event the Chromebook is lost or stolen, the Student and Parent will be billed the full cost of replacement.
- 2.3 Actions Required in the Event of Damage or Loss: **If there is damage or loss to the Chromebook, it must be reported to the District immediately.** If the Chromebook is stolen or vandalized while not at the District or at a District sponsored event, the Parent shall file a police report.
- 2.4 Technical Support and Repair: The District does not guarantee that the Chromebook will be operable at all times, but will make technical support, maintenance, and repair available.
- 2.5 Chromebook Insurance

<u>Grades JK-12</u>	<u>\$40.00 Annual Fee</u>
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This premium is on a voluntary basis and **will cover the repairs to a school issued Chromebook**. This insurance fee will cover costs of repairs that are the result of accidental damage. Neglect or intentional damage will not be covered and will be assessed to the student/family for repairs. Theft of the computer will require a police report be filed and a copy of that report be turned in to the school. *If a student/family decides not to pay the insurance premium the student will be responsible for the total cost of repairs or replacement.*

3. Acceptable Use Policies

- 3.1 Monitoring: The District may monitor Chromebook use using a variety of methods, including but not limited to electronic remote access, to assure compliance with the District's Acceptable Use Policies.
- 3.2 Acceptable Use: All aspects of the District's Chromebook Use Policy remain in effect, except as mentioned in this section.
- 3.3 Students should only log into the school issued device with their school issued email account, failure to do so could result in loss of use of the device.
- 3.4 File-sharing and File-sharing Programs: The installation and/or use of any file-sharing may not be used to facilitate the sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the District.
- 3.5 Allowable Customizations: The Student is permitted to alter or add files to customize the assigned Chromebook to their own working styles (i.e., background screens, default fonts, and other system enhancements) as long as the customization is school appropriate and does not violate any school policies.

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STANDARDS FOR CHROMEBOOK USE

1. Student Use in Classrooms

- Students will be required to take their Chromebook to each class each day, unless told differently by the teacher for that specific day.
- When the Chromebook is not being used in class it is to be closed.

2. Charging of Chromebooks

- It is the student's responsibility to have their Chromebooks charged each day. If a student comes to class with a Chromebook that is not charged, consequences may occur for the student.

3. Loss or Theft of Chromebooks

- Chromebooks that are lost or stolen need to be reported to the school office immediately.
- If a Chromebook is lost the student will be financially responsible for its replacement.
- If a Chromebook is stolen or vandalized while not at a District sponsored event, the parent shall file a police report.
- The student should never bring Chromebooks into the District's locker rooms.

4. Downloading Programs & Personalizing the Chromebook

- Only the Technology Team in the school can install programs to the student Chromebooks.
- All students will be able to personalize their Chromebook by changing screen savers, wallpaper, and other display items on the Chromebook. All items must be school appropriate and not violate any school policies.
- Students will not be allowed to stream videos or download audio files during the school day unless directed by a teacher to do so. Live streaming impacts the District's available bandwidth.
- Personal stickers and other markings on the outside of the Chromebook will not be allowed. Each Chromebook is easily identified by a specific numbering system that is placed on the Chromebook and must remain on the device.

5. Devices from Home

- Students are allowed to bring their own personal devices from home with the understanding that it must be able to complete all tasks teachers assign. The District's Chromebooks are all formatted with the same basic programs and structures. These may not be compatible with personal devices. The district will not provide technology support on personal devices.

6. Earbuds

- The use of earbuds in class and/or during study times are at the teacher/supervisor's discretion.
- Earbuds will not be provided by the District.

7. Student Printer Use

- Students will not have access to a designated school printer.
- It is hoped that less material will need to be printed as a result of the opportunities to communicate with the teacher by sending assignments and other materials to them through their Chromebook.

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STANDARDS FOR CHROMEBOOK CARE

Students are expected to follow all the specific guidelines listed in this document and take any additional **common sense** precautions to protect the Chromebook assigned to you. Loss or damage resulting from failure to abide by the details below may result in full-financial responsibility.

1. General Care

- Treat this equipment with as much care as if it were your own property.
- **Do not attempt to remove or change the physical structure of the Chromebook, including but not limited to the keys, screen cover or plastic casing. If these actions are taken, students and parents will be responsible for the cost of repair or replacement.**
- Do not remove or interfere with the serial number or any identification stickers placed on the Chromebook.
- Keep the equipment clean.
- Do not eat or drink while using the Chromebook.
- Do not do anything to the Chromebook that will permanently alter it in any way.
- Do not put stickers or use any type of markers on the Chromebook.
- Close the lid of the Chromebook when it is not in use, in order to save battery life and protect the screen.
- Do not walk from one location to another with an open Chromebook. This is applicable at school and at home.
- At the end of the school day, power off the chromebook to conserve battery and allow updates to be installed upon restart of the device.

2. Keep the Chromebook in a Safe Place

- The Chromebook and other equipment must be stored in a safe place. A locker, with a lock, is considered a safe place. Do not leave the Chromebook on the floor where it might be stepped on or within reach of small children or pets. Do not leave it anywhere it might be exposed to extreme temperatures.
- Chromebooks left in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the Chromebook back. If the Chromebook is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the Chromebook back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen - including at school -will be the student's responsibility.

3. Chromebook Case

- A Chromebook case is available upon request. Contact the school office to request a chromebook case.

4. Keep the Chromebook Away from All Liquids

- Exposure to liquids will severely damage a Chromebook and will result in large repair costs. Keep all food and liquid away from the Chromebook. Open cans of pop and cups of coffee (even those with lids) are especially dangerous.

5. Chromebook Problems

- It is a student's responsibility to maintain a fully functioning Chromebook at all times.
- If the student's Chromebook is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, the device needs to be taken to the school office with a note describing problem behavior. If the Chromebook cannot be fixed immediately, the student may be issued a different Chromebook to use on a temporary basis.
- **Do not attempt to remove or change the physical structure of the Chromebook, including keys, screen cover or plastic casing. Doing so will void the warranty, and the student and parents will be responsible for the costs of repair or replacement.**

6. Only One User

- Do not allow anyone else to use your Chromebook you have been assigned. Loss or damage that occurs when anyone else is using it will be your responsibility.

7. Cleaning the Chromebook

- Use a soft, dry, lint-free cloth in most cases when cleaning the Chromebook. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Chromebook screens show fingerprints and smudges easily. Be sure to follow proper cleaning procedures to keep the screen looking new.

8. Shutting Down the Chromebook.

- Shut down the Chromebook when it will not be used for an extended duration.
- Putting the Chromebook to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.

9. Closing the Chromebook

- The Chromebook lid/screen needs to be completely closed when moving it from one point to another.

10. Carrying the Chromebook

- Always completely close the lid before moving it.
- Extreme pressure on the Chromebook can cause permanent damage to the screen and other components. No books should be placed on the Chromebook.