

1 to 1 Chromebook Initiative Policies and Procedures

Raymond Central Public Schools is proud to offer our students Chromebook devices for use at school. The 1 to 1 Chromebook program, which provides mobile computing and wireless technology to all grades 1-12 students, has been designed to enhance delivery and assist with individualized instruction.

For parents and students, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Chromebook.

- Students will receive instruction on the proper use and care of a Chromebook.
- Students will be able to access the Chromebook during the school year once the student and parent have signed the Chromebook Loan Agreement Form, The Student Handbook Receipt, and paid the required technology fee.
- Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Chromebook unattended or in an unsafe place.
- Students must take precautions to prevent damage to the Chromebook; for example, do not leave the Chromebook where there is danger of coming into contact with moisture or excessive heat/cold temperatures.
- Students are to use the Chromebook to access only educationally and socially appropriate materials and websites.
- Students are to use the Chromebook in accordance with all Raymond Central Public Schools technology policies including all stipulations found on the Chromebook Loan Agreement Form.
- Chromebooks are property of Raymond Central Public Schools and must be returned at the end of the school year, upon withdrawal from Raymond Central Public Schools, and/or at the request of the administration. Willful failure to return the Chromebook in accordance with the stated conditions will result in criminal prosecution.
- Since the Chromebooks are property of the school district, officials of the school have the right to review all material stored on or accessed by any Chromebook and/or student. School officials may revoke a student's Chromebook privileges for any misuse or violation of policies.

Receiving Your Chromebook

Chromebooks will be assigned during our "Chromebook Orientation." At least one parent and student must attend an annual session for Chromebook orientation and information. Before being assigned a Chromebook, students and parents must sign and return the following items:

1. Chromebook Loan Agreement/Acceptable Use Form
2. Chromebook Take Home Form
3. Signed receipt of the Student/Parent Handbook (JH/HS)
4. Pay technology fee

This equipment is, and at all times, remains the property of Raymond Central Public Schools of Raymond, Nebraska, and is here with lent to the Student/Borrower for educational purposes only for the academic school year.

Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the Chromebook may result in the Student/Borrower losing his/her right to use this Chromebook. The equipment will be returned to the school when requested by Raymond Central Public Schools, or sooner, if the Student/Borrower withdraws from Raymond Central Public Schools prior to the end of the school year.

Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property.

Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrowers agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Raymond Central Public Schools. The Chromebook must be returned in good working order with all original parts.

*Any student and parent who may need assistance in paying the Chromebook technology fee should contact your building principal.

Chromebook Repairs

- Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair with the Technology team, if available.
- Students will be expected to return the loaner Chromebook by the end of the school day until their issued Chromebook returns from repair. The student is financially responsible for all damages and repairs to the Chromebook.

Lost/Stolen/Destroyed	225
Screen Repair	100
AC Adapter (Port)	25
Cosmetic Damage	30
Upper Case	40
Lower Case	40
Keyboard	100
Bezel	20
Battery	40

Motherboard	200
LCD Cable	25
Hinge Set	40
Power Cord	35
Wifi Card	25
Speaker	25
USB Board	25
Camera	50
Trackpad	40

Screensavers and Background

- Only appropriate backgrounds and screensavers may be used on the Chromebook.
- Presence of any weapons-related, pornographic, inappropriate language, alcohol or drug-related, gang-related, or inappropriate pictures or words on the Chromebook or within its files, as determined by the administration, will result in disciplinary action and where appropriate, law enforcement officials.
- The Chromebook is the property of Raymond Central Public Schools. Therefore, staff, teachers, and administration have the right to check any material being used or stored on the Chromebook at any time.
- Violations of this policy can result in disciplinary action.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet. Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

Email and Shared Documents

Student/Borrower are assigned a school email account to use for appropriate academic communication with other students and staff members. Users should use appropriate language and should only communicate with other people as allowed by Raymond Central Public Schools policy or the teacher or administrator. Users are expected to communicate with the same appropriate, safe, mindful, courteous manner online as offline. Email and shared document usage may be monitored and archived. Outside email accounts should not be used on this school device at any time.

Managing Your Files and Saving Your Work

Students should save all of their work to their Google Drive. It is the student's responsibility to ensure work is not lost due to technical mistakes and accidental deletions.

Security

Chromebooks will be filtered by software for appropriate use at school and off campus. Parents/guardians are responsible for monitoring appropriate use while off school grounds. The District is not responsible for any viruses that may be transferred to or from Student/Borrowers other data storage medium and Student/Borrower agrees to use his/her best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student/Borrowers possession.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, parent if using the device at home).

Inspection

Students may be selected at random to provide their school-issued Chromebook for inspection without notice by administrators and/or the technology department.

Chromebook Identification and Protection

- Student Chromebooks will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels.
- Tampering with the Chromebook security measures is forbidden. Violations of this policy will result in disciplinary action and possible loss of technology use privileges.

Acceptable Use Guidelines

- Students are responsible for their ethical, socially appropriate and educational use of the technology resources of Raymond Central Public Schools.
- Access to Raymond Central Public Schools technology resources is a privilege, not a right. Each employee, student, and/or parent will be required to follow all applicable technology, including stipulations in the Chromebook Loan Agreement and the Student/Parent Handbook.
- Transmission of any materials that is in violation of the law is prohibited and law enforcement will be contacted. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of the Chromebook, or the files of another user, without the consent of the administration and/or technology department, is against our Acceptable Use policy and will result in disciplinary action, including the loss of privileges to check out Chromebook for home use.
- The Student/Borrower agrees to not use the Chromebook for commercial use or political advocacy.

Integrity and Civility

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility associated with our school district:

- Cheating
- Plagiarizing
- Falsifying information
- Violating copyright laws
- Hacking into others' systems, including the school and/or district

- Gaining unauthorized access to any network or other Chromebook or computer

Technology Left in Unlocked Areas

- Under no circumstances should Chromebooks or other technology equipment be left in unlocked areas. Do not leave unattended in locker areas, PE or athletic locker rooms, classrooms, commons areas, cafeteria, bathrooms, busses, or hallways. Any Chromebook left in these areas is in danger of being stolen.
- Lockers are always to be locked. Do not share your locker combination with anyone, including “best friends.”
- Unsupervised Chromebook will be confiscated by staff and taken to the administrative office. Disciplinary action may result from Chromebooks being left without supervision. Each student is responsible for his or her Chromebook once it has been issued to the student.

Using Your Chromebook At School

Devices Left at Home

Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to all classes each day, unless specifically told not to do so by a teacher or administrator. Repeat violations will result in disciplinary action.

Charging Your Devices Battery

Chromebooks must be brought to class each day fully charged. Chromebooks have battery life of up to 10 hours, so charging should not be needed throughout the school day. Charge stations will be available in a central location in the mornings and during lunch for those who need to charge. Only charge your Chromebook with the charger you are given at checkout or a school provided charger.

Devices Undergoing Repair

Damage to devices MUST be reported to appropriate staff as soon as possible. Loaner devices may be issued (subject to the same lost/stolen/damaged responsibilities) when their device is being repaired. A loaner device can only be checked out through the designated device person at each school. The use of a loaner device may be denied based upon the circumstances of the need.

Chromebooks in the Classroom

All students will have the opportunity to utilize their Chromebook in their daily learning. Students are reminded that the machines are school property and should be treated accordingly. Students using the Chromebook for inappropriate uses at home or school will conference with an administrator to determine an appropriate consequence. Students who violate the educational intent of the Chromebook will be subject to the disciplinary procedures found in the Raymond Central High School Student/Parent Handbook related to the use of school technology, internet or general behavior.

- Teachers will notify students when the Chromebooks are appropriate for use in the classroom.
- Students may not use any gaming or social media applications during a scheduled class time.
- Students must keep volume on mute or will use earbuds.

Please see the Chromebook Parent/Student Agreement in the Appendix. A signed copy must be on file in the High School Office to check out and use a school issued Chromebook.

Chromebook Parent/Student Loan Agreement/Acceptable Use Form

Parent Responsibilities

Your son/daughter has been issued a Chromebook to improve and personalize his/her education while at school this year. It is essential the following guidelines be followed to ensure the safe, efficient, and ethical operation of this Chromebook.

- I will supervise my student's use of the Chromebook in the event there is a need to use it at home.
- I will discuss our family values and expectations regarding use of the internet and email at home and will supervise my student's use of the internet and email.
- I will not attempt to repair or alter the Chromebook.
- I will report to the school any problems with the Chromebook.
- I understand if my student comes to school without his/her Chromebook, they will be held accountable according to the student handbook.
- I agree to make sure the Chromebook is kept at school and returned upon my student's withdrawal from Raymond Central Public Schools.
- I have read and understand the expectations related to the Chromebook 1-to-1 learning initiative in the Raymond Central Public School Student/Parent Handbook.

Student Responsibilities

Your Chromebook is an important learning tool and is for educational purposes only. In order to access your Chromebook each day, you must be willing to accept the following responsibilities:

- When using the Chromebook, I will follow the policies and student handbook of the Raymond Central Public Schools and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- My Chromebook is my responsibility and I will properly care for it at all times.
- I will not load inappropriate material on the Chromebook.
- I will honor my family values when using the Chromebook.
- I will not give personal information when using the Chromebook.
- I will bring the Chromebook to class every day with the battery fully charged.
- I agree email (school), or any other Chromebook communication should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- I will clean my Chromebook using only the appropriate cleaning solution suggested by the school tech department.
- I will return the Chromebook when requested and upon my withdrawal from Raymond Central Public Schools.
- I have read and understand the expectations related to the Chromebook 1-to-1 learning initiative in the Raymond Central Public School Student/Parent Handbook.

Raymond Central Public Schools is NOT RESPONSIBLE, NOR LIABLE for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network, inappropriate use of unauthorized or authorized use of the network. The student and the student's parents/guardians, by submitting to the Acceptable Use Policy through your signature, agree to waive Raymond Central Public Schools from any liability for physical or emotional harm or damage to a student that is caused by or related to the inappropriate use of technology.

By signing this form, you are agreeing to this Chromebook Loan Agreement and Acceptable Use Form.

Date: _____

Parent Signature _____ Print Name _____

Student Signature _____ Print Name _____