

1 to 1 Chromebook Handbook

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RECEIVING THE CHROMEBOOK

- A. Chromebooks will be distributed within the first two weeks from the start of school.
- B. Before receiving the Chromebook, students and parents must sign the Acceptable Use Policy.

RETURNING THE CHROMEBOOK

- A. Chromebooks and chargers must be returned to the district at the end of each school year.
- B. Each chromebook and charger have a matching inventory label. If the inventory label is tampered with on the chromebook or charger, the student may be charged. Each year when the devices are collected for summer break, the school district matches the chromebook with the charger, so they can be re-dispersed the following year.
- C. Students leaving the district must return the chromebook and charger to the district.
- D. If Chromebooks are not returned to the district, the chromebook will be considered stolen property and law enforcement agencies will be notified.

STUDENT INSURANCE

- A. The following premium will be assessed to each student annually for insurance coverage
This coverage will NOT be waived and is not optional.

Grade Level	Fee
3 rd – 6 th	\$25
7 th – 12 th	\$35

- B. This insurance will cover the following:
1. All chromebooks will be maintained by USV.
 2. The school will cover the cost of repair/replacement for the first accident while the student is enrolled at USV.
 3. After the first accident, the cost for repair/replacement will be billed to the student.
- C. The responsibility for the cost of purposeful damage, negligence, loss or theft, will fall on the student/parent/guardian.
- a. Screen Replacement - \$35
 - b. Charger Replacement - \$10
 - c. Broken Hinge - \$10
 - d. Broken Plastic Shell - \$15
 - e. Carrying Case - \$30
 - f. Keyboard Replacement - \$35
 - g. Chromebook Replacement - \$200
- D. A letter will be sent home notifying the parent/guardian only if the school has made the determination that the damage was caused intentionally or negligently.

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school district.

- A. General Precautions
1. The Chromebook is school property and all users will follow this policy and the Acceptable Use Policy for technology.
 2. Only use a clean, soft cloth to clean the screen. DO NOT USE cleansers of any type.
 3. Cords, Cables, and Thumb Drives must be inserted carefully into the Chromebook to prevent damage.

4. Chromebook and cases must remain free of any writing, drawing, stickers, labels, etc
5. Never leave devices unattended or unsupervised.
6. Students must keep their Chromebook in the protective case, provided by the school, at all times.

B. Carrying the Chromebooks

1. It is recommended to carry the chromebook in a bag/case that does not have anything else in it. Do not put the Chromebook in a bag/case that has other heavy books or other objects that could cause damage to the chromebook.

USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for use, school messages, announcements, calendars, handbooks, and schedule may be accessed using the device. School staff and administration have the right to check any material stored on a student's chromebook or user account at any time.

A. Chromebook Undergoing Repair

1. The Technology Supervisor may issue a loaner device to students depending on the repair needed.
 - a. If insurance is paid, students within grade levels that are allowed to take their chromebook home may also take their loaner chromebook home.
 - b. If insurance has not been paid the loaner chromebook must be returned at the end of the day and **MAY NOT** be taken home.

B. Charging your Device's Battery

1. Battery should be fully charged each day upon the start of the school day.
2. Students should not bring their charger to school to charge.

C. Sound, Music, Games or Programs

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Music may be allowed at the discretion of the teacher.
3. Internet gaming is not allowed. If non-instructional game apps are installed, they must be approved by the administration or technology staff.

MANAGING YOUR FILES AND SAVING YOUR WORK

Student work is automatically saved while using Google Drive. It is recommended that students use a flash drive to take files from Microsoft products (Word, Excel, PowerPoint, etc.) and save them to Google Drive for conversion. Documents may also be emailed to teachers or other students using Google Drive or Google Classroom.

SOFTWARE ON CHROMEBOOKS

- A. All software/apps/bookmarks installed by USV school staff must remain on the Chromebook in usable condition and accessible at all times. From time to time, the school may add software application for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required software/apps/bookmarks.
- B. Devices are controlled and monitored by a Google Management System. This prevents most viruses from infecting the devices. Go Guardian will also be used to monitor student chromebooks on and off campus.
- C. Students are allowed to load school appropriate software/apps on their Chromebooks if properly approved by the USV staff.
- D. If technical difficulties occur, illegal software is downloaded, or non-USV school installed/approved apps are discovered, the Chromebook will be wiped clean and put back to its original settings. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and/or re-image.
- E. Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebooks for periodic updates and syncing.

PROTECTING AND STORING YOUR CHROMEBOOKS

- A. Chromebook identification of student chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified and stored in our tracking system in the following ways:
 - 1. Serial Number of device
 - 2. USV inventory barcode label
 - 3. Individual Student label that has been placed on the device by USV staff.
- B. Storing your Chromebook

1. Chromebooks that are not in use should be stored in a locker. Never leave it unattended or unsecured.
2. Do not sit items on top of device.
3. Never leave device in a place that is experiencing extreme hot or cold conditions
4. No food or drink while using the device.

C. Password Protection

1. Never give your passwords to anyone other than your parents/guardians. This practice will help make the students information more secure.

¹ By resolution, the USV Board of Education approves item “1:1 Chromebook Handbook”, as an extension of the adopted computer technology policy 7540, adopted 11/16/09, and acceptable use policy, 7540.06, adopted 5/15/07, and further defined through Administrative Guidelines 7540.

Upper Scioto Valley School District Acceptable Use Policy and Agreement

The Upper Scioto Valley School District is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student’s misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school’s teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy of the Upper Scioto Valley School District and WOCO, the data acquisition site that provides Internet access to the district. Upon reviewing, signing, and returning this policy and agreement as the students have been directed, each student will be given the opportunity to have Internet access at school and will agree to follow the policy. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school district or, if under 18, does not return the policy as directed with the signatures of the student and his or her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the principal. If any user violates this policy, the student’s access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

- A. **Personal Responsibility** - By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.
- B. **Term of the Permitted Use** - A student who submits to the school, as directed, a properly signed policy and follows the policy to which he or she has agreed will have the computer network and Internet access

during the course of the school year only. Students will be asked to sign a new policy each year during which they are students at Upper Scioto Valley School District before they are given an access account.

- a. **Acceptable Uses - Educational Purposes Only.** The School District is providing access to its computer networks and the Internet for educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person designated by the school to help you decide if a use is appropriate.
- b. **Unacceptable Uses of Network.** - Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
 - i. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance which the possession is prohibited by the Student Discipline Policy; view, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
 - ii. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (creating fake profiles or comments that harm someone's reputation); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his or her access to the network or the Internet; upload any harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 - iii. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user. Copying files and sharing information with other students that is related to an assignment or exam is prohibited.
 - iv. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
 - v. All forms of e-mail, chat, ICQ, and Instant Messaging are strictly prohibited unless such communications are for educational purposes and specifically authorized by a teacher or administrator.
- c. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
 - i. Be polite. Use appropriate language. No profanity, vulgarities, suggestive, obscene, insulting, belligerent, or threatening language.
 - ii. Avoid language and uses that may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- d. **Internet Safety - General Warning: Individual Responsibility of Parents and Users.** All users and their parents or guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.
- e. **Personal Safety** - Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you

“meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

- f. **“Hacking” and Other Illegal Activities.** It is a violation of the Policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates State or Federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law of municipal ordinance, is strictly prohibited.
 - g. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself or herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
 - h. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are obscene, child pornography, or harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors.
 - i. **Internet filtering** - software or other technology based protection systems may be disabled only by a school administrator or the Technology Supervisor for purposes of bona fide research or other educational projects being conducted by students age 17 and older.
- C. **Privacy** - Network and Internet access is provided as a tool for your education. The Upper Scioto Valley School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.
- D. **Failure to Follow Policy** - The user’s use of the computer network and the Internet is a privilege, not a right. A user who violates this Policy shall, at a minimum, have his or her access to the computer network and the Internet terminated, which the School District may refuse to reinstate for the remainder of the student’s enrollment in the School District. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and the Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.
- E. **Warranties/Indemnification** - The School District makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older, or, in the case of a user under 19, the parent or guardian are agreeing to indemnify and hold the school, the Upper Scioto Valley School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user’s parent or guardian agree to cooperate with the school in the

event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the School District's network.

- F. **Updates** - Users, and if appropriate, the user's parents or guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his or her parent or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.
- G. **Electronic Devices** – While in some instances that possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment or devices on school property or at any school-sponsored activity without the permission of the principal, the classroom teacher, and/or advisor/coach.

Examples of prohibited devices include, but are not limited to cameras (photographic and/or video), laptops, personal digital assistants (PDAs), lasers, laser pens or pointers, radios, "boom-boxes", headphones, portable CD/MP3 players, portable TV's, electronic games/toys, and/or pagers/beepers, other paging devices.

Distracting behavior that creates an unsafe environment will not be tolerated.

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are prohibited from using cameras and other electronic equipment/devices to capture or record test, information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture or record the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture or record audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

Student's Agreement

Every student, regardless of age, must read and sign below:

I have read, understand and agree to abide by the terms of the Acceptable Use Policy and Agreement the 1:1 Chromebook Handbook. Should I commit any violation or in any way misuse my access to the district's computer network and the Internet, I understand and agree that my access privileges may be revoked and school disciplinary action may be taken against me.

Student Name: _____ Graduation Year: _____

Student Signature: _____

Student Phone: (____) _____ Date: _____

User is:

_____ 18 or Older

_____ Under 18

If I am signing this policy and agreement when I am under 18, I understand that when I am 18, this policy and agreement will continue to be enforced and agree to abide by this policy and agreement.

Parent or Guardian Agreement

To be read and signed by parent or guardian of students who are under 18 years old:

As the parent or guardian of this student I have read, understand, and agree that my child or ward shall comply with the terms of the school district's acceptable use policy and agreement and the 1:1 Chromebook Handbook for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school district to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy and agreement. I am therefore signing this policy and agreement to indemnify and hold harmless the Upper Scioto Valley School District and WOCO against all claims, damages, losses, and costs of whatever kind that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy and agreement. Furthermore, I accept full responsibility for supervision of my child's or ward's use of his or her access to account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's network and the Internet.

Parent or Guardian Name: _____

Parent or Guardian Signature: _____

Parent or Guardian Phone: _____ Date: _____