

Kenesaw Public Schools

Administrative Chromebooks Procedures and Information

Kenesaw Public School Technology Mission Statement:

In this dynamic age of information, We are dedicated to promoting the use of technology as a tool for assisting staff and students in all educational applications and in learning how to utilize technology in more meaningful and efficient ways. We want to inspire students to realize their full potential and to prepare them to function successfully in a complex world.

Idea behind the Chromebooks at Kenesaw Public Schools:

The focus of the Chromebook program at KPS is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st century student is the chromebook. The individual use of the Chromebook is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

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

The procedures and information within this document apply to all Chromebooks used at Kenesaw Public Schools, including any other device considered by the administration to come under the procedures. Teachers may set additional requirements for use in their classroom.

1. Receiving your Chromebook & Check-in

1.1 Receiving your Chromebook

Chromebooks will be distributed each fall during Chromebook Orientation. Parents and students must sign and return copies of the Chromebook Protection Plan, Student Pledge, and acceptable use policy documents before the Chromebook can be issued. The Chromebook Protection Plan outlines the requirements for obtaining the Chromebook.

1.2 Chromebook Check-in

Chromebooks will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of the Kenesaw Public School during the school year, their Chromebook will be returned at that time.

1.3 Check -In Fines

Individual school Chromebooks and accessories must be returned to the Kenesaw Public School at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Kenesaw Public School for any other reason must return their individual school Chromebook on the date of termination. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the Chromebook, or, if applicable, any insurance deductible. Failure to return the Chromebook will result in a theft report being filed with the Adams County Sheriff's Department.

Furthermore, the student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook Protection Plan and must return the Chromebook and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Tech room-Mr. Kroos for an evaluation of the equipment.

2.1 General Precautions

- The Chromebook is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen; no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebook and bag must remain free of any writing, drawing, stickers, or labels that are not the property of the Kenesaw Public School.
- No Stickers may be put on your Chromebook.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Students must keep their Chromebook in the protective bag when walking in the hallways, provided by the school, at all times.

2.2 Carrying Chromebooks

The protective bag provided with the Chromebooks have sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks must always be within the protective bag when being transported
- First time of transporting the Chromebook not in its protective bag will be a warning
- Second offense, will be a loss of the Chromebook for the day
- Third offense and beyond will be loss of Chromebook for the day and then the administration will establish the length of the loss of the chromebook
- The Chromebook is the only thing that is to go in your protective bag. Books, folders, notebooks, and binders should be carried in a different bag

2.3 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook.

- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft, microfiber cloth or anti -static cloth. Use of harsh chemicals WILL damage the screen.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. Using Your Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook computer. Students must be responsible to bring their Chromebook to school each day.

3.1 Chromebooks Left at Home

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 (three or more times as determined by any staff member) leaves their Chromebook at home, they will be required to “check out” their Chromebook from the tech room for three (3) weeks. Violations will be handled by the classroom teacher. Repeated violations may be handled by the administration.

3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair in the tech room. There may be a delay in getting a Chromebook should the school not have enough to loan.

3.3 Charging Your Chromebook’s Battery

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Repeat violations (minimum of three days – not consecutively) of this policy will result in students being required to “check out” their Chromebook from the tech team for three (3) weeks. (Will not be able to take home for 3 weeks)

In cases where use of the Chromebook has caused batteries to become discharged during the school day, students may be able to connect their Chromebooks to a power outlet in class.

3.4 Screensavers

- Inappropriate media may not be used as a screensaver or background photo.
- Pictures, symbols, or messages promoting drugs, alcohol, tobacco, gangs or gang activity, sexploitation, discrimination, profanity, or violence, will result in disciplinary actions.
- Passwords must be used.

3.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the Chromebook and can be used at the discretion of the teacher.
- Internet games are not allowed on the Chromebooks. If game apps are installed, they must be school appropriate and are subject to inspection at anytime by any Kenesaw Public Schools staff member.
- Data storage will be through apps. Only school-related email accounts will be allowed, unless pre-approved by school staff
- Students must provide their own headphones.

3.6 Printing

Printing will be available with the Chromebook on a very limited basis.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a wireless printer, proper settings on the Chromebook, and the correct app.

4. Managing Your Files & Saving Your Work

4.1 Saving to the Chromebook/Home Directory

Students will save all work to the cloud. The Chromebook is a google brand and will use the cloud to save all work done on it device.

4.2 Network Connectivity

The Kenesaw School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. Software on Chromebooks

5.1 Originally Installed Software

The software/apps originally installed by Kenesaw Public School District must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from Chromebooks at the completion of the course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are not allowed to load extra software/apps on their Chromebooks. Kenesaw Public School will synchronize the Chromebooks so that they contain the necessary apps for school work. Students will not synchronize Chromebooks or add apps to their assigned Chromebook to include home syncing accounts.

5.3 Inspection

Students may be selected at random to provide their Chromebook for inspection.

5.4 Procedure for Re -loading Software

If technical difficulties occur or illegal software or non-Kenesaw Public School installed apps are discovered, the Chromebook will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re -format and re-image.

5.5 Software Upgrades

Upgrade 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.

6. Acceptable Use

The use of the Kenesaw Public School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Kenesaw Public School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Kenesaw Public School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Kenesaw Public School District's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of having a Chromebook, you will need to sign a letter indicating this, stating the reason(s) why, and understand that your student is still responsible for meeting the course requirements.

6.2 School Responsibilities

- School will provide Internet and email access to its students while at school.
- School will provide Internet blocking of inappropriate materials as able.
- School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.3 Student Responsibilities

- Students will use computer/devices in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to Chromebook/computer use.

- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via Kenesaw Public School District’s designated Internet system is at your own risk. Kenesaw Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help the Kenesaw Public School District protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off and secure their Chromebook after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to print a copy and turn it into the office.
- Students will return their Chromebook to the tech room at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Kenesaw Public School for any other reason must return their individual school Chromebook computer on the date of termination.

6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services (i.e. MSN Messenger, ICQ, etc.)
- Internet/computer games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of Chromebook setting (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps.
- Spamming – sending mass or inappropriate emails.

- Gaining access to another student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Kenesaw Public School web filter through a web proxy.

6.5 Chromebook Care

- Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order. Students will be responsible for damages to their Chromebooks.
- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Kenesaw Public School District may be applied to the Chromebook.
- Chromebook bags furnished by the school district must be returned with only normal wear and no alterations to avoid buying a new bag.
- Chromebooks that malfunction or are damaged must be reported to the tech room. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally or be responsible for full replacement cost.
- Chromebooks that are stolen or lost must be reported immediately to the Office and the Sheriff Department.

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Kenesaw Public High School Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

6.7 Student Discipline & Suspensions

If a student violates any part of the above procedure, he or she will be subject to consequences as listed below. Consequences may change throughout the year due to unforeseen challenges. Please check school website for changes.

<u>Violation:</u>	<u>1st offense</u>	<u>2 offense</u>
A. Unattended Chromebook	1 day	2-10 days
B. Unbagged Chromebook in halls	1 day	2-10 days
C. Inappropriate-Unauthorized (games, email, any social media without staff permission)	1 day	2-10 days
D. Music (without staff permission)	1 day	2-10 days
E. Voice Recording (without staff permission)	1 day	2-10 days
F. Abuse of Chromebook	1-5 days	6-14 days
G. Printing Inappropriately	1-5 days	6-14 days
H. Inappropriate Pictures (Screen Saver, Home screens, saved file)	1-5 days	6-14 days
I. Inappropriate internet site	1-5 days	6-14 days
J. Inappropriately Accessing School networking (hacking)	3-10 days	20 days

The administration retains the right to suspend the student's Chromebook for a longer period of time if the offense warrants or any offense not listed on this sheet. This includes suspending the Chromebook for the remainder of the semester or school year. Suspension days are school days.

The Kenesaw School District is not liable for and disclaims any liability arising from any damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network

A student or the student's parents or guardians, by submitting the User Application and Waiver Form with their respective signatures in order to gain access to the Chromebook network, agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the Chromebook network

7. Protecting & Storing Your Chromebook Computer

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number and correlated asset tag.
- Kenesaw Public School label.

7.2 Storing Your Chromebook

When students are not using their Chromebooks, they should be stored in the bag in their school-issued lockers. Nothing should be placed on top of the Chromebook when stored in their locker. Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed. Chromebooks should not be stored in a student's vehicle at school or at home.

Do NOT leave your Chromebook in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself. Extreme cold will cause severe screen damage.

7.3 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any Chromebook left in these areas is in danger of being stolen. If an Chromebook is found in an unsupervised area, it will be taken to the tech room or the office. Violations may result in loss of Chromebook privileges and/or other privileges.

8. Repairing or Replacing Your Chromebook Computer

8.1 School District Protection

The Kenesaw School District Protection Plan is required to cover Chromebook repairs or replacement in the event of theft, loss, accidental damage, or maintenance. The protection cost will be \$35 one time fee for each Chromebook unless damaged, (if do not want to pay the fee, the Chromebook will stay at school) Yearly School District Protection Plan fees will be placed into an account to self -fund Chromebook repairs and replacement. This plan will include one replacement per year, if more than 2 repairs in 2 years students will be responsible for cost to fix Chromebook. Additional replacements will cost the student/parent the full value of an Chromebook (approximately \$235). Parents will need to purchase this protection plan through the Kenesaw Public School office at orientation before their student is allowed to check out an Chromebook tablet. Also, jr/high school students and their parent/guardian will be required to attend orientation training at Kenesaw High School before they will be allowed to check out an Chromebook.

If students or parents wish to carry their own additional personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the Chromebook computer. Most insurance companies will require a rider for electronics and only provide so much coverage and generally a higher deductible.

8.2 Claims

All protection plan claims for accidental damage and maintenance must be reported and filed with the technology administration. In cases of theft or loss, students or parents must file a police or fire report and bring a copy of the report to the principal's office before an Chromebook can be replaced with the School District Protection Plan.

9. Cost of Repairs

Students will be responsible for damages to their Chromebooks including, but not limited to, broken screens, cracked plastic pieces, interoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction or maintenance issue, the School District Protection Plan would be used to cover the cost of repairs. In the case of intentional damage and/or neglect, should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. The School District Protection Plan does not cover lost items such as protective sleeves and cables. Lost items such as sleeves and cables will be charged the actual replacement cost.

Kenesaw Public School District Chromebook Protection Plan

The Kenesaw 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 School District Protection Plan.

School District Protection

The Kenesaw Public School District Protection Plan is available for students and parents to cover Chromebook repairs or replacement in the event of theft, loss, accidental damage, or maintenance. The protection cost will be between \$20-\$35 (depending on grade level) for each **Chromebook**. This \$35 fee only covers the **Chromebook**, not the bag, charger or any accessories for the Chromebook. Any damage to the accessories will have to be paid at the end of the year. Yearly School District Protection Plan fees will be placed into an account to self-fund Chromebook repairs and replacement. This plan will include one replacement per year (if exceeds 2 in 2 years). Additional replacements will cost the student/parent the full value of a Chromebook (approximately \$235). Parents will need to purchase this protection plan through the Kenesaw Public School office at orientation before their student is allowed to check out a Chromebook tablet. Also, high school students and their parent/guardian will be required to attend orientation training at Kenesaw Public School before they will be allowed to check out a Chromebook. This is a one-time cost if no damage occurs to the Chromebook. If damaged, the plan will need to be repurchased at the beginning of the next school year.

Personal Home or Homeowners Insurance Coverage

If students or parents wish to carry their own additional personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the Chromebook computer. Most insurance companies will require a rider for electronics and only provide so much coverage and generally a higher deductible.

Additional Information

In cases of theft, vandalism, or other criminal acts, a police report, or in the case of fire, a fire report must be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the school office. In the case of **intentional damage**, the student/parents are responsible for full payment. The School District Protection Plan **DOES NOT** cover intentional damage of the Chromebooks.

Fines

Fees will be assessed at replacement cost to cover damages to bag and charging device at the end of the year if damaged.

**Kenesaw Public School District
Student Pledge for Chromebook Use**

- I will take good care of my Chromebook.
- I will never leave my Chromebook unattended.
- I realize the Chromebook is a learning tool and not a toy.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery daily.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by only carrying it in the bag provided.
- I will use my Chromebook in ways that are appropriate, meet Kenesaw Public School District expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc.) on my Chromebook or provided case; I will not deface the serial number Chromebook sticker on any Chromebook.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Kenesaw Public School District.
- I will follow the policies outlined in the Chromebook Handbook and the Acceptable Use Policy while at school, as well as outside the school day.
- I will file a sheriff report in case of theft, vandalism, and other acts covered by insurance as well as report to the Kenesaw Public School District.
- I will follow all Kenesaw Chromebook procedures laid out in the handbook
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Chromebook, bag and power cords in good working condition.

Individual school Chromebook computers and accessories must be returned to the Kenesaw Public School Tech room at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Kenesaw Public School District for any reason must return their individual school Chromebook computer on the date of termination.

I agree to the stipulations set forth in the above documents including the Chromebook Policies, Procedures, and Information, the Acceptable Use Policy, the 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: _____