



Elmwood Local School District Chromebook Guidelines & Agreements

2018-2019

Cases

Students will be provided a case from the school in a color of the student's choice. Cases are required to be on the device at all times. Staff may confiscate any device that does not have a case on it.

Device Check-in/Returns:

- Devices will be labeled in a manner specified by the district and those labels should not be altered or covered in any manner.
- Parents & students must sign and return the Elmwood Local School District electronic device guidelines and agreements and Acceptable Use Policy.
- Devices must be returned prior to the end of the school year at the direction of the district and buildings. During the summer the Devices will be updated, cleaned, and any minor repairs will be done as necessary.
- Devices and chargers provided by the district must be returned in good working condition. The student may be charged should any of the equipment be damaged.
- Students who graduate early, transfer to another district, withdraw, or for any reason are no longer enrolled at Elmwood Local Schools, must return their device and charger immediately to their building. Failure to return the device and the accessories will result in a theft report being filed with the Local Police Department.

Discipline Policy:

The electronic device is like any other teaching and learning tool provided to the student by Elmwood Local Schools. Students are expected to show proper use and respect for the device. Any misuse of the device, software or network will be cause for discipline as outlined in the Elmwood Local Schools Staff & Student Network & Internet Acceptable Use & Safety Policy. Teachers will use classroom management techniques appropriate for the age and maturity of the student. The teacher will make classroom procedures for the devices clear at the beginning of the term. All school handbook policies are in effect.

Device Security:

The district has attempted to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to the Elmwood Local School system. Two primary forms of security exist:

- Device Security - Student account privileges are limited to prevent certain activities. These include downloading or installing software on the devices, removing software, changing system settings, etc.
- Internet Filtering– Elmwood Local Schools provides Internet filtering at all times while at school and at home. At no time should students attempt to bypass this filtering. Note: No filtering system is 100% effective.

Examples of Damage or Loss Not Covered by Warranty:

The following does not represent a complete accounting, but is reflective of damages not covered under warranty. Students will be responsible for the full cost of repair or replacement:

- Broken screens or missing keys.
- Liquid/beverage spills on the laptop. Damage caused by eating and/or drinking near a laptop is not accidental.
- Excessive scratches/wear to laptop exterior caused by failure to regularly use the protective case as required.
- Damage caused by repairs made by an unauthorized source. District devices should only be brought for repair to Elmwood Local Schools Technology Department.
- Deliberate damage, neglect or abuse caused by you or others you allow to use your device This includes intentionally tampering with, marking, defacing and/or abusing the laptop.

- Failing to secure the device or leaving it unattended. This also includes, but is not limited to, events such as: leaving the device in an unlocked locker, an unattended device being knocked off a desk or table, leaving the laptop in an unlocked car (no forcible entry) or on the bus, and covers not being on device.
- Mysterious disappearance of the device — meaning that the device user has no knowledge as to the place, time or manner of the loss.

**Invoices for repairs will be sent home with the student as well as to the parent/guardian’s email that is on file with the district. Payment terms are net 30-days, after which the amount will be applied to the student’s permanent account as a fine through the building. In the event of financial hardship, please inquire about an installment plan for the cost of the repair.

Repair Costs

Note: costs are an estimate...
 exact cost may differ depending on the exact device used by the student
 (you will not be charged more than it cost to fix or replace the device).

Damage Incidents:
Replacing screen: \$70-\$120
Replacing keyboard: \$80-\$130
Replacing touchpad: \$50-\$75
Total Chromebook replacement: \$200-\$250
Other parts not listed: Cost of part

Student Responsibilities:

- I will not load any unapproved or inappropriate software onto the device.
- I will return the device when requested or upon my withdrawal from Elmwood Local Schools.

- When using my device at home, school or anywhere else, I will follow the policies of Elmwood Local Schools and abide by all local, state and federal laws.
- I will treat my device with care by not dropping it, getting it wet, leaving it outdoors or using it with food or drink nearby. I will provide the necessary means, including a case, to protect my device.
- I will recharge the device battery each night. I will bring my device and all necessary accessories (e.g. power cord, battery, bag) to school, and to all classes, each day.
- I will not place decorations that will leave adhesive or permanent marks (stickers, markers, etc.) on my device.
- I understand that my device is the property of Elmwood Local Schools. All accounts, programs, and files are subject to inspection and search at any time without notice.
- I will not remove any school labels on my device, otherwise the device may be confiscated.
- I will not lend my device to anyone.
- I will keep all accounts and passwords assigned to me secure.
- I understand that I am responsible for backing up my files.
- I agree that e-mail or any other digital communication including social media should be used only for appropriate, legitimate and responsible communication.
- I agree not to share personal information about myself (full name, address, etc.), family, friends, or anyone else.
- I agree not to search for, download, display, post or distribute vulgar, offensive material or images as described in applicable district policies, regardless of whether I am at school, home, or using my device at another location (Acceptable Use, Internet Use, Rights and Responsibilities of Students).
- I understand that, at school, sound must be muted or headphones used unless permission is obtained from the teacher.

- I understand that all files stored on my device (as well as Internet browser history)—including but not limited to documents, pictures and videos—must be appropriate. I also understand that screensavers and backgrounds set on the device must be school appropriate.

Parent/Guardian Responsibilities:

- I will review materials provided by the school to ensure that I understand the school's responsibility, my student's responsibility and my responsibility. We will discuss, at home, acceptable and unacceptable uses of the device according to district policies.
- I understand that Elmwood Local Schools has made all reasonable attempts to provide a safe computing environment for students within the district's network. Students using their district-assigned device are responsible and accountable for appropriate use of the Internet regardless of where they are, or when Internet access occurs.
- I will supervise the usage and storage of the device at home.
- I will not load unauthorized programs, delete authorized programs or attempt to repair the device, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I understand that if my child's device is damaged, I will be responsible for the damages through direct payment to Elmwood Local Schools.
- I understand that if any outstanding repair costs are not paid, students will be provided a device to use during the school day, but will be required to return this device to the building library or office prior to leaving the property.
- I will make sure my child recharges the device battery nightly.
- I will make sure my child brings the device to school every day.
- I will return the device when requested or upon my child's withdrawal from Elmwood Local Schools.

Service Request Procedure:

- All service requests must be made to Elmwood Local Schools Technology Department through your school media center
- If a student experiences an issue with their device while in class, they will notify the teacher of the issue. The teacher may provide them a pass to go to the media center or the student may utilize the time between classes to report the issue.
- If a student has an issue with his/her device while at home, they must take their device to the media center before school starts the following school day.
- Upon arrival at the media center, a student will speak with media center staff about the issue they are experiencing. The staff may ask questions to determine the cause of the issue.
- If the media center does not have an immediate resolution, and the device is inoperable, the student will be issued a temporary device to use during the school day until the problem with their device has been resolved. (FMX ticket would then be filled by Media Center).
- Loaner devices may be taken home at night only if the student has paid for repairs and has an approved case.
- Students will be notified when their issue has been resolved and the repaired unit returned to the building.

DEVICE USE DURING SCHOOL

<p><u>During school hours, students must have permission of a teacher before accessing any of the following:</u></p> <ul style="list-style-type: none">-Streaming music or videos-Movies-Games-Social Media-Printing	<p><u>Care of device at school:</u></p> <ul style="list-style-type: none">-Never leave the device flat on the bottom of the locker.- Never pile things on top of the device.- Never leave the locker set to open without entering the entire combination.- Ensure the device lid is closed when carrying or not being used
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DEVICE USE AWAY FROM SCHOOL

<p><u>With parent/guardian permission, students may:</u></p> <ul style="list-style-type: none">- Listen to music- Watch movies- Play games (No downloading)- Access social media	<p><u>Care of device away from school:</u></p> <ul style="list-style-type: none">- Charge the device fully each night- Use the device in a common area of the house- Store the device on a desk or table, never on the floor-Never stack items on the device
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LOST OR STOLEN DEVICES:

- In the event a device is lost or stolen, the student or parent/guardian must report it to the school immediately. If stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent/guardian within five school days.

- If there is not clear evidence of theft, or the device has been lost due to student negligence, the student and parent will be responsible for the full cost of replacement.

Elmwood Local Schools 1:1 Chromebook Policy Signature Form

I agree to comply with all regulations provided in this handbook.

Student Name: _____
(Please Print)

Student Signature: _____ **Date:** _____

I agree to enforce all of the school's 1:1 regulations and monitor my child(ren)'s computer usage at home.

Parent Name: _____
(Please Print)

Parent Signature: _____ **Date:** _____