

# Corning High School

## Chromebook Handbook



**The policies, procedures, and information within this handbook apply to all Chromebooks used at Corning High School.**

### **Program Description**

Beginning with the 2016-17 school year, Corning High School will participate in a 1:1 initiative. This initiative provides access to online resources for learning by providing Chromebook devices to every student in grades 7-12. This ensures that students can access needed information and materials from wherever they are-home, school, anywhere with an internet connection.

Corning High School is implementing the Chromebook initiative to further personalize student use of time, assist students in mastering essential skills, and to improve student understanding of content.

### **Technology Use**

All students in grades 7-12 will be issued a school-owned Chromebook. All parents/guardians and students will be required to read and abide by the rules set forth in this Chromebook Handbook as well as the Corning School District Computer Use/Internet Policy found in the Student Handbook. A Chromebook Use Permission Form with parent/guardian and student signature will be required before taking possession of a school-owned device.

Chromebooks are for educational use in school and at home. This document includes information for students and parents/guardians about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, as well as use and care of the devices.

*Students and their parents/guardians are reminded that use of school technology is a privilege. Everything done on a school owned device and network may be monitored by school authorities. Inappropriate use of school technology may result in limited or banned computer use, disciplinary action, and/or legal action as stated in the Corning School District Student Handbook.*

For more information on the technology use expectations, students and their parents/guardians should view the Corning School District's Student Computer and Internet Use Policies in the Student Handbook.

## **Ownership of the Chromebook**

Corning School District retains the sole right of possession of the Chromebook. Corning School District lends the Chromebook to the students for **educational purposes only** for the academic year. Additionally, Corning School District administration and faculty retain the right to collect and/or inspect the Chromebooks at any time, including electronic remote access and to alter, add, or delete installed software or hardware.

## **Procedures**

The Chromebook will be checked out in much the same manner as a library book using scanned barcodes according to Chromebook serial number, battery serial number, and power adapter serial number.

The student is responsible for all equipment checked out in his/her name. Therefore students are not to exchange Chromebooks, batteries, or power adapters. At the conclusion of the school year, students will be required to check in their Chromebooks. These devices will be inspected by the technology department at this time. Students are expected to check in the same serial numbered equipment as originally checked out unless replacement equipment has been issued by the technology department.

## ***Receiving Your Chromebook***

***Students in grades 7-12 will be issued a Chromebook after the following conditions of the loan are met:***

- **Parent/Guardian and student must sign the Chromebook Loan Agreement forms (mandatory).**
- **Parent/Guardian must sign Computer Insurance Form (mandatory). Parents are to designate the appropriate choice. (Full-time User or Day-User Only)**
- **The annual insurance premium is \$25. Checks are made payable to Corning Schools. More information about the optional insurance plan is listed in this handbook. Note: If parents choose not to pay for the insurance policy, then the parent and/or student will be liable for payment of ALL damages to and/or loss of computer. The replacement cost of the computer is up to \$450. Computers will not be reissued to students until damages and/or losses are paid to the school district.**

The Chromebook remains with the student for the remainder of the school year unless he/she withdraws from school. Students will be reassigned the same Chromebook each year while enrolled.

**Students are responsible for bringing Chromebooks to school every day, taking them home (or checking them in and out of the library every day if a day-user), and charging the battery each night.**

### **Full-Time User or Day-Only User**

Students who wish to be a full-time user of the Chromebooks (may take them home) **must complete and return all mandatory forms and pay the annual insurance premium.** When the forms and the premium have been paid, the student will be issued a Chromebook and accessories to use full-time. **Full time users are responsible for bringing their fully-charged Chromebooks and power cords to school every day. Failure to bring charged Chromebooks and/or power cords to school will result in disciplinary action.**

Students who choose not to pay the premium will remain Day Users only. They will check out their assigned Chromebook each morning from the CHS Library and return it to the library at the designated time each afternoon. The check-in and out process will be supervised by the high school media specialist. **Day-Users are solely responsible for making sure their Chromebooks are placed in the appropriate charging stations so that they are charged the next morning. Failure to bring charged Chromebooks and/or power cords to classes will result in disciplinary action.**

### **Transfer/New Student Distribution**

All transfers/new students will be issued Chromebooks in the same manner as above. Both students and their parent/guardian must sign all appropriate forms prior to receiving a Chromebook.

### **Returning Your Chromebook**

The right to use and possess a school owned Chromebook ends no later than the last day of the school year unless earlier terminated by the district or upon withdrawal from school.

#### End of the Year

- All Equipment is to be returned to the District Technology Coordinator at the designated time.
- The Chromebook remains the property of Corning School District and cannot be loaned, sold, bartered, traded, leased, rented, or given to any other person(s).
- At the end of the school year an announcement will be made for students to turn in their Chromebooks and all equipment/accessories. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. Additionally, a report of stolen property with local law enforcement may be filed by the school.
- Failure to return all equipment on or before the due date may result in criminal charges being filed against the student, parent, and/or the person who has the Chromebook.

#### Transferring/Withdrawing Students

Students who transfer out of or withdraw from Corning High School must turn in their Chromebooks and accessories to the principal's office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. **Unpaid fines and fees of students leaving Corning High School may result in a school designee filing a report of stolen property being filed with the local law enforcement agency.**

## **Insurance**

Parents/Guardians of full time users must purchase a nonrefundable annual insurance policy with a premium of \$25 before taking possession of the school-owned Chromebook.

If a student and/or family is **unable** to pay the premium but wants to be a full-time user, he or she must contact the CHS administration in order to discuss the unique situation. If a student and/or family is **unwilling** to pay the premium for whatever reason, the student will be assigned Day-User Only status and will still have access to his/her Chromebook during school hours only.

### **What the Original Insurance Premium Covers**

- **Key Replacement**
- **Case Replacement**
- **Keyboard, Palm Rest, Touchpad Assembly Replacement**
- **Screen Replacement**
- **Any other accidental damage**

**Chargers and other accessories are NOT covered by insurance. Chargers must be replaced with the same part number. Charger replacement cost is \$50.**

**\*This insurance policy will only cover repairs up to cost of the replacement value of one Chromebook per calendar year. If total loss occurs and/or once the replacement value of the student's original computer has been exceeded, the student will have to pay a \$50.00 deductible.**

Specific procedures for filing claims must be followed and may be picked up in the high school library.

The School will repair or replace damaged equipment resulting in normal use. Students and/or their parents will be financially responsible for damages resulting from abuse or neglect.

There are some limitations on the insurance coverage. An additional deductible will be required for repair resulting from neglect or abuse. Intentional misuse or neglect can result in loss of Chromebook use, disciplinary action, and/or fines for any needed repairs or maintenance.

**If the insurance coverage is not purchased, the parent will be liable for all costs related to repairs or replacement.**

### **Estimated Costs (subject to change)**

The following are estimated costs of Chromebook parts and replacements:

- Replacement- up to \$450.00
- Screen- \$50.00
- Keyboard/Touchpad- \$52.00
- Power Cord- \$50.00

### **Rights and Responsibilities**

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school.

- Updates-The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
- There is no need for additional virus protection.

### **Educational Purposes Only**

School issued Chromebooks are to be used for educational purposes only. Students are to adhere to the Student Computer and Internet Use Policies outlined in the Corning School District Student Handbook both during and after school. School property cannot be used to access inappropriate material as defined by Arkansas law.

### **No Expectation of Privacy**

Network and Internet access is provided as a tool for the user's education. Corning 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 Chromebook 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.

### **Monitoring Software**

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

### **Failure to Follow Policy**

Student use of the school network and its Internet is a privilege. A user who violates this policy may have his or her access to the network and Internet terminated. A user violates this policy by their actions, and/or if he or she permits another to use his or her account or password to access the Chromebook network and Internet, including any user whose access has been denied or terminated. The school district may take other disciplinary action in such circumstances.

## General Use and Care of the Chromebooks

- Students are expected to treat their Chromebooks with care and respect.
- The Chromebook should be kept clean and free of marks at all times.
- No stickers, writing, drawing, engraving, decorations or otherwise defacing the Chromebook, power cords, battery, or otherwise defacing school property will be allowed and may result in the loss of privileges.
- Students should protect the Chromebook from extreme heat or cold. Chromebooks should be protected from the weather, water, or other liquid, food, and pets.
- Heavy objects should never be placed or stacked on top of the Chromebooks (this includes books, musical instruments, sports equipment, etc.)
- Students should not use their Chromebooks while walking. Always use Chromebooks on a stable surface.
- Students are responsible for saving and backing up their data to their school provided Google Drive. Corning School District will not be held responsible for lost data.
- The Chromebook should never be left unsupervised. Students and parents/guardians are responsible if a Chromebook is stolen.
- The Chromebook, battery, and power cord are subject to inspection at any time without notice.
- Always carry Chromebooks with care and with the screen closed. Chromebooks should be in their protective carriers when being transported outside of the classroom.
- Never lift Chromebooks by the screen.

## Use of Chromebooks at School

- Students are expected to bring a fully charged Chromebook and power cord to school every day. They are to bring their Chromebooks and power cords to all classes unless specifically advised not to do so by their teacher.
- Failure to have your assigned device in class is the same as not having your assigned textbook or homework. Students will be responsible for completing all work at home when they fail to complete it at school due to not having their device. In addition, other disciplinary action may be taken. Loaner Chromebooks will not be issued to students who forget to bring their Chromebooks to school. Other district computers may be available for student use.
- If a student repeatedly leaves his/her device at home, his full-time status will be changed to day user only and the insurance premium will not be refunded. In addition, other disciplinary action may be taken.
- Students should never swap or share their Chromebook or power cords with other students. Not all chargers are compatible with every type of Chromebook. Therefore, **students are responsible for any loss or damage that occurs to the Chromebook due to swapping power cords.**
- Passwords should be kept confidential, and students should not allow others to use their Chromebooks.

## **Chromebooks left Unattended**

Under no circumstances should a Chromebook be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the principals' office.

### **Negligence is defined as:**

- Intentional damage
- Leaving a Chromebook unattended
- Leaving a Chromebook unsecured
- Exposing a Chromebook to unacceptable conditions such as exposure to any liquid or moisture of any kind
- Exposing a Chromebook to unacceptable conditions such as rain, extreme heat or cold.

## **Use of Chromebooks Outside of School**

Students are encouraged to use their Chromebooks at home and other locations outside of school. An Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Corning School District Student Computer and Internet Use Policies, and all other guidelines in this document whenever they use their Chromebooks, regardless of location.

## **Managing and Saving Your Digital Work with a Chromebook**

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- Corning School District does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided on an "as is" basis without warranties of any kind. In the event that the network is down, neither Corning School District, nor any of its employees will be responsible for lost or missing data.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

## **Chromebook Repairs**

- Students who need to have their Chromebook repaired or replaced should leave the device with the School Library Media Specialist.
- The Media Specialist will document the issue for the Technology Department. The Technology Department will collect the device for repair.

- If available, a loaner Chromebook may be issued to students when they leave their Chromebooks for repair. If repair is needed due to malicious damage, the school may refuse to provide a loaner or re-issue a Chromebook until restitution is provided.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home if the students are full-time users.

**Inventory Tags**

All Chromebooks are labeled with a school ID tag (bar code) that is assigned to the student responsible for the device. Tags may not be modified, tampered with, or removed. If a label is intentionally damaged, tampered with, or removed the student may be assessed a damage fee of \$5.00.

**Theft**

Incidents of theft occurring off campus must be reported to the police the day of the theft. Copies of the police report must be given to the principal the following day that school is in session. Parents/students who fail to do so are responsible for the full replacement cost of the Chromebook. Any theft occurring on school grounds must be reported immediately to an administrator.

If there is no clear evidence of theft or if the Chromebook has been lost due to a student’s negligence, the parent/student will be responsible for the Chromebook’s replacement cost.

The district will work with the police department to report all model, asset, and serial numbers of Chromebooks to area law enforcement agencies in the event of loss or theft.

**Fee Schedule: Incident Description Fee**

| <b>Incident Description</b>  | <b>Fee</b>   |
|--|--|
| <b>Chromebook fee for insurance coverage for use during term of loan (one school year)</b> | <b>\$25</b>  |
| <b>Damage incident not covered under warranty or insurance or due to negligence</b>        | <b>Actual cost of repair or replacement cost of the Chromebook up to \$450</b> |
| <b>Intentional Damage</b>  | <b>Actual cost of repair or replacement cost of the Chromebook up to \$450</b> |
| <b>Theft or loss of Chromebook not covered by insurance</b>                                | <b>Replacement cost of the Chromebook</b>                                      |
| <b>Replacement cost of Chromebook AC Adapter (power cord)</b>                              | <b>\$50</b>  |
| <b>Intentional tampering to identifying information labels on the Chromebook</b>           | <b>\$5</b>   |



## **Consequences for Violations of the Student Chromebook Handbook, Internet Use and/or Computer Use Policy**

As a result of a violation of Corning School District Chromebook Policy, one or more of the following disciplinary actions may be taken at the administrator's discretion:

1. Removal of Chromebook
2. Restitution
3. Parent Contact
4. Loss of Chromebook rights
5. Removal of Unauthorized Files and Folders
6. Restriction of Internet Privileges\*
7. Restriction of the District-Issued Chromebook Use Privilege\*\*
8. In-school suspension
9. Out-of-school suspension
10. Notification of outside authority/police (charges filed if appropriate)
11. Expulsion

\*If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may only access Internet while at school and under teacher supervision.

\*\* If a student's District Issued Chromebook privileges are restricted, this means that for the period of the restriction, the student may only use his/her Chromebook while at school and under teacher supervision.

### **General Use**

If there is a repeated occurrence of a Chromebook not being usable for the school day, i.e. not being charged, then the administration reserves the right to make the student a day use for a length of time to be determined by the administration.

The following rubric is not meant to be all-encompassing, but to serve as a guideline for determining appropriate disciplinary action when a violation of a technology rule occurs.

| <b>Level I Offense</b>   | <b>Level II Offense</b>   |
|--|---|
| <p>Level I Offenses are less serious and begin with a student and/or parent conference. However, depending on the frequency, a Level I violation may merit a more severe disciplinary action such as the ones set forth above.</p>   | <p>Level II Offenses are more serious and begin with a required conference, the restriction of the Internet and/or District-owned Chromebook privileges, and an in-school alternative placement. However, depending on the seriousness and frequency of the violation, a Level II offense may merit a more serious disciplinary action such as the ones set forth above.</p>  |
| <p>Examples of Level I Offenses</p> <ul style="list-style-type: none"> <li>● Sharing passwords</li> <li>● Plagiarism</li> <li>● Bypassing District Security Controls</li> <li>● Defacing computers (e.g. stickers, marker)</li> <li>● Removing District labels</li> <li>● Repeated failure to charge battery</li> <li>● Clearing web browser history</li> <li>● Creating, accessing, downloading, or distributing non-educational materials (e.g. games, music)</li> <li>● Commercial or Political use</li> <li>● Accessing chat rooms, bulletin boards, or blogs without teacher/administrator permission</li> <li>● Failure to follow teacher directives</li> <li>● Failure to be Polite and Courteous (online etiquette)</li> </ul> | <p>Examples of Level II Offenses</p> <ul style="list-style-type: none"> <li>● Downloading, posting, or distributing materials that: <ul style="list-style-type: none"> <li>○ Are harmful or prejudicial to others (e.g. defamatory or libelous)</li> <li>○ Are pornographic, obscene, or sexually explicit, or profane (e.g. videos, pictures and/or music)</li> <li>○ Are Illegal (e.g. copyrighted materials)</li> <li>○ Reference to weapons, alcohol, drugs, guns, or gangs</li> <li>○ Constitutes gambling</li> <li>○ Are restricted</li> </ul> </li> <li>● Engaging in online activity that threatens, intimidates, bullies, harasses, discriminates, or defames</li> <li>● Intentionally destroying hardware or software</li> <li>● Engaging in theft</li> <li>● Engaging in any illegal activity</li> <li>● Harming or destroying another user’s data</li> <li>● Creating or sharing a computer virus</li> <li>● Disrupting the network or the educational process</li> </ul> |

## EXPECTATIONS:

### Parent Expectations

1. Remember that while the school system will provide Internet content filtering, there is no substitute for parental supervision when using a computer.
2. Monitor student use of the laptop and Internet at home.
3. Ensure your child understands and adheres to laptop and Internet policies and guidelines set forth in the Chromebook Handbook.
4. Sign the agreement.
5. If the device is intentionally damaged, parents will reimburse the school district per school policy for any costs incurred due to misuse, neglect, damage, or loss, including theft, if not otherwise covered by warranty or insurance, up to the full replacement cost of the Chromebook.
6. Review Corning High School's Chromebook Handbook, Computer Use Policy, Internet Use Policy, and Consequences for Violations of the policies with your child.
7. Assist your child who is assigned the Chromebook with homework and school assignments. The purpose of the Chromebook Initiative is to help students learn. Student use of the Chromebook for learning is the most important priority of the Chromebook Initiative.
8. Ensure the return of the laptop and all accessories in good working condition at the end of the current school year or before the student withdraws from school.

### Student Expectations

#### I Promise to...

- Be responsible for my laptop at all times.
- Secure my laptop when not using my laptop for class.
- Immediately report technical problems with my laptop to the Library Media Specialist.
- Charge my laptop each evening. Bring the laptop to school fully charged.
- Have the AC adapter with me for necessary charging throughout the school day.
- Not share my login password with anyone.
- Not loan my laptop or any laptop component to another student for any reason.

### INSURANCE INFORMATION

**NOTE: If parents choose not to pay for the insurance policy, then the parent and/or student will be liable for payment of ALL damages to and/or loss of the computer. The replacement cost of the computer is up to \$450. Computers will not be reissued to students until damages and/or losses are paid to the school district.**

**PLEASE COMPLETE THE FOLLOWING DOCUMENTS AND RETURN TO THE SCHOOL OFFICE IN ORDER TO RECEIVE A COMPUTER:**

**(Chromebook Agreement and Computer Insurance Form)**

**Chromebook Agreement**

- By signing this agreement, the student and parent/guardian agree to follow and accept:
- Student Computer and Internet Use Policies (See Corning School District Student Handbook)
- This Chromebook Agreement in its entirety
- The Website and Social Media Guidelines (below)
- That Corning School District owns the Chromebook, software, and issued peripherals
- If the student ceases to be enrolled in Corning School District, the student/parents will return the Chromebook in good working order or pay the full \$450.00 replacement cost of the computer. In addition, the student must also return both the Chromebook and AC adapter. Students may be charged for any piece that is not returned.
- In no event shall Corning School District be held liable to any claim of damage, negligence, or breach of duty.

**Chromebook computers that are not returned prior to student departure for the summer or withdrawal from school will cause the school district to file a criminal complaint with the appropriate law enforcement office.**

**Part One**

**Website & Social Media Guidelines**

**Think before you act because your virtual actions are real and permanent!**

| Student Initials |   | Parent Initials |
|------------------|---|-----------------|
|                  | Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.   |                 |
|                  | Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.<br>Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth |                 |

|  |   |  |
|--|---|--|
|  | <p>dates, and pictures. Do not share your password with anyone besides your teachers and parents.</p>   |  |
|  | <p>Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.</p>           |  |
|  | <p>Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.</p> |  |
|  | <p>Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.</p>  |  |
|  | <p>How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.</p>  |  |
|  | <p>Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.</p>                   |  |
|  | <p>If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.</p>   |  |

**Part Two**

**Student / Parent Information and Signatures (PLEASE PRINT)**

**Yes, I have received a copy of the Chromebook Handbook. I understand the program conditions and my responsibilities in using the Chromebook computer and AC Adapter.**

Student's Full Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Parent's Best Contact Phone Number: \_\_\_\_\_

**COMPUTER INSURANCE FORM**

Please return to the school district office.

|                             |  |
|-----------------------------|--|
| Parent Name (please print)  |  |
| Student Name (please print) |  |
| Parent Phone Number         |  |
| Parent Email address        |  |

Please place your **signature** on the option you choose and attach insurance payment if applicable.

\_\_\_\_\_ I have enclosed the \$25 payment for insurance coverage. I have received a copy of the insurance policy information.

\_\_\_\_\_ I choose not to accept insurance coverage. I understand that my son/daughter will be a day-user of the Chromebook only. I understand that I am fully liable to pay for ALL damages and/or losses to the Chromebook computer. The computer will be not reissued until all damages and/or losses are paid to the school district.

Date Signed: \_\_\_\_\_