Wellington Middle School

Chromebook 1:1 Policy

Care & Procedures

Use & Ownership
Wellington Middle School students will be issued a Chromebook for the duration of each school year. USD 353 retains full and complete ownership of the Chromebook device issued.

Loan Agreement
All parents/guardians are required to read and sign the USD 353 Chromebook Loan Agreement before a Chromebook will be issued to their student. All students are required to read and sign the USD 353 Chromebook Loan Agreement before a Chromebook will be issued to them.

Chromebook Check-Out
All students in grades 6 - 8 will be issued a chromebook, power adapter and protective case for their educational use in school and eventually at home. The Chromebooks and peripherals will be distributed at the beginning of the school year (date to be determined by school).

Chromebook Check-in
USD issued Chromebooks, along with peripherals and accessories, will be returned at the end of each school year on or before the last day of school. Failure to turn in a chromebook will result in the student being <u>charged the full replacement cost</u>. Additionally, a report of stolen property with the local law enforcement agency will be filed by USD 353. Students will be responsible for any damages.

Students who transfer, withdraw or are officially expelled prior to the end of the school year will be required to return his/her Chromebook, peripherals, and accessories upon termination of enrollment. Failure to turn in the Chromebook to the tech/teaching staff on the last day of attendance will result in the student/parent - guardian being charged the full replacement cost. <u>Additionally</u>, a report of stolen property with the local law enforcement agency will be filed by the district.

Monitored Check-In & Check-Out
To protect the assets of USD 353, students who have violated the Acceptable Use Policy or any other use provisions will be required to turn in their Chromebook to the WMS tech/teaching staff at the end of each period/day for two weeks unless otherwise specified by building administration. The staff will secure the equipment during the evening and the student will be allowed to check it out for daily use during school hours only.

Chromebook Care
Students are responsible for the **general care** of the Chromebook they have been issued by the school.
- Students are responsible for all damages caused by liquid or food particles.

- Chromebooks are required to be left in the protective case at all times.
- Do not use the Chromebook with the power cord plugged in when the cord may be a tripping hazard to others.
- Never transport the Chromebook with the power cord plug connected to the Chromebook.
- The Chromebook must remain free of any writing, drawing, stickers and labels.
- Heavy objects must never be placed on top of Chromebooks.
- Never cover or otherwise obstruct the Chromebooks vents while the device is turned on.
- Always transport Chromebooks with care and with the screen closed.
- Never lift the Chromebook by the screen.
- The Chromebook screen can be easily damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat and light.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything on the keyboard before closing the lid (pens, pencils or disks)
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth only (no liquids).
- Do not remove the USD 353 label and barcode from the Chrome book.
- Under no circumstances should the Chromebook be left in a car or any unsupervised areas with extreme temperature variations and high heat and/or humidity.
- Unsupervised areas include the school grounds, lunchroom, vehicles, bathrooms, library, computer labs, unlocked classrooms, hallways, etc. 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 office.
- Contact a USD 353 staff member if a secure storage for your Chromebook is necessary.

Chromebook Monitoring
- Students have no expectation of confidentiality or privacy with respect to any usage of their Chromebook, regardless of whether that use is for school-related or personal purposes.
- The school may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks at any time for any reason related to the operation of the school. By using the Chromebook, students agree to such access, monitoring and recording of their use.
- Teachers, school administrators and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.
- All files and applications stored on the student Chromebook and in Google Cloud storage are subject to review, with or without notice.

Chromebook Audits
USD 353 Teachers and Administration may at any time conduct a Chromebook audit. The student will immediately turn over their device for a Chromebook audit when requested.

Damage or Theft Procedures
- All Chromebook problems must be reported to teacher/admin/or Tech Department
- Students are responsible for any losses or damages resulting from attempts to harm /destroy data of another person. This includes, but is not limited to, "Hacking" or creating, loading or sharing malicious software, scripts or code.
- In case of theft, vandalism or other criminal acts, a police report will be filed with the local Police Department.
- Chromebooks that are broken or fail to work properly must be reported to staff or school administration as soon as possible so they can be taken care of properly. The Chromebook **should never be taken to an outside computer service** for any type of repairs or maintenance.
- If a Chromebook is damaged while being outside the protective case, students may be liable for the entire cost of repair or replacement.
- Cost of repairs are the responsibility of the student and could be assessed up to the replacement cost of the chromebook (approximately $ 200).

Chromebook repairs
- Loaner Chromebooks or Laptops may be issued to students while repairs are completed.
- A student borrowing a Chromebook/Laptop must sign a loaner agreement and may be responsible for any damage to or loss of the loaned device.
- Chromebooks/Laptops on loan to students having their devices repaired may be taken home, unless use falls under "**Monitored Check-in/Check-out**".

Student Chromebook Replacement Costs

Total Loss Replacement		Peripherals Replacement	
Chromebook	$100-$250	Power Adapter	$5-$30
		Screen Damage	$30-$250
		Keyboard/Touchpad	$5-$50
		Case	$15-$30

Educational Use

Using the Chromebook at school
The Chromebook is intended for use at school **every day**. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks and grades using their Chromebook. Students are expected to bring a fully charged Chromebook to school each day and bring the Chromebook to all necessary classes.

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times, including off-site use.

Charging Chromebooks
- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks/Laptops at home every evening.

Sound
- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones / Ear buds may be used at the discretion of the teachers.
- For sanitary reasons, students will need to use their own personal set of headphones/buds.

Printing
- Students will be digitally publishing and sharing their work with their teachers and peers when appropriate
- Printing will be limited. Most work will be reviewed in a digital format, and shared through Google Classroom and Google Drive.

Logging into Chromebook
- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an Administrator.

Downloading Apps & Extensions
- Students will not be allowed to download or delete apps on the device without prior approval

Managing & Saving Digital Work
- 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 or Laptop's hard drive.
- Students should always remember to save frequently when working on digital media.

- The school <u>will not be responsible</u> for the loss of any students work.

Content Filter
- The district utilizes an Internet content filter that is in compliance with federally mandated, Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location and Internet connection, will have Internet activity filtered and monitored. Despite the filter, the district cannot guarantee that all controversial or inappropriate materials will be blocked.

Bring your own Devices
- Students are provided a district Chromebook to equalize access and provide consistent instructional tools. Unless <u>specifically approved</u> for educational use by the classroom teacher **with advanced approval from building Administration**, in accordance with the Student Handbook (Unnecessary Items/Pagers/Cell Phones), students should not use any personal wireless computing device in class. Wireless communication devices, including smart phones, should be turned off and in lockers during the school day for WMS students.

Home Use

Using the Chromebook Outside of School
- Students may use the Chromebooks at home and other locations outside of school.
- A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications may be available while not connected to the Internet.
- Students are expected to follow the USD 353 Acceptable Use Policy, and follow digital citizenship guidelines whenever they use the Chromebook.

Digital Citizenship

Appropriate Uses and Digital Citizenship
- Students will receive Digital Citizenship training as part of their Chromebook orientation training.
- While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be

obscene. I will act with integrity.

2. **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online.

3. **Respect Others.** I will show respect to others. I will not record and/or share images or video of others without their explicit permission. I will not use electronic mediums to antagonize, bully, harass or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist or inappropriate. I will not enter other people's private space or areas.

4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all sources. I will validate information. I will use and abide by the fair use rules.

6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

USD 353 Acceptable Use Policy (WMS HᴀɴᴅBᴏᴏᴋ)
Kansas State Statutes 21-3755
Computer crime, computer password disclosure; computer trespass.
1. Willfully & without authorization gaining or attempting to gain access to and /or damaging, modifying, altering, destroying, copying, disclosing or taking possessions of a computer, computer system, computer network or any other property.
2. Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, service or any other thing of value by means of false or fraudulent pretense or representation.
3. Willfully exceeding the limits of authorization and/or damaging, altering, destroying, copying, disclosing taking possession of a computer, computer system, computer network or any other property.

Compliance with Copy laws

The District intends to adhere to all copyright laws as applied to computer software. The District also intends to comply with the license agreements and/or policy statements contained in the software packages used in the District. Therefore, all software used on District computers shall be purchased by the District, properly licensed and registered with the publisher, and installed by Computer Services Department personnel.

Use of Unauthorized Software/Unauthorized Copying of Software
1. Students shall not be permitted to load any non-District owned software onto District computers without the express written permission of the District Technology Director or designee.
2. Students shall not be permitted to copy any software without the express written permission of the District Technology Director or designee.

Unauthorized Access/Sharing Passwords
1. Students shall not tamper with, attempt to gain or gain access to computer data or the operating system to which the student has no security authorization (such as, but not limited to student files, teacher files, confidential information, student record data.)
2. Students shall not share or disclose any passwords and shall be held responsible for all physical and monetary damages as a result of any misuse associated with the user account. Students will be held accountable for all computer activity performed under their security authorization.

Unauthorized Use of District Computers or Software
Students shall not use District computers or software for any non-district purpose except with the express written consent of the District Technology Director or designee.

Internet Acceptable Use Policy (AUP)
Internet access should be used for educational purposes. Teacher-directed classroom activities, individual study projects, and planned self-discovery activities will receive priority.

ACCESS IS A PRIVILEGE, NOT A RIGHT
Use the rules of etiquette when communicating on the Internet. Students should immediately notify a teacher, if by accident, they encounter materials that violate appropriate use.

Objectionable Behavior
Users will not:
- Purposefully send or receive and/or view obscene or pornographic material or material that facilitates illegal activities.
- Use chat rooms without prior approval of the Technology Director.
- Harass, insult, or attack others.
- Intentionally waste limited resources, supplies.

- Use the Internet for commercial or political purposes.
- Knowingly spread computer viruses.
- Join a listserve.

Violation of Policy

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Any student who abuses the USD 353 Computer Security Policy shall be subject to disciplinary action, including, but not limited to, suspension from or denial of access to all District Computers and suspension or expulsion from school. Minimum punishment shall be removal of network access for five days. Students who utilize computer date (i.e, other student's work product or a teacher's test) without authorization to gain an improper academic advantage may also be subject to discipline under the Board's policies on cheating. Additionally, if student conduct constitutes a violation of copyrights laws or Kansas Statute 21-3755, the student may be subject to prosecution under such laws. Any student who intentionally damages or destroys District hardware and/or software, either directly or indirectly shall be responsible for all costs associated with repair and/or replacement of parts and services.

The Administration, Teacher, Technology Department will have final decision on what constitutes a computer use violation.

Following receipt of training, the student will acknowledge that he/she received the training, understood it and will follow the provisions of the District's Computer use policies.

Frequently Asked Questions

- **Will students/parents/guardians have to purchase a Chromebook?**
  NO, USD 353 will eventually provide a Chromebook for every student in grades 6-8.

- **How will the devices be inventoried?**
  USD 353 will inventory the Chromebook devices by using serial numbers and district bar codes. Students will be assigned a Chromebook during their attendance at Wellington Middle School. The library circulation system will be used to track and assign Chromebooks to students.

- **Will there be restrictions on the device?**
  There is an internet filter and other protective measures on the device. Students will not be allowed to download or delete apps on the device. Careful adult supervision should always occur, as no technical measures are 100 percent effective.

- **Will students be able to take the device home?**
  YES, WMS students will at some point be allowed to take the device home during the school year.

- **Will students have to turn the device into the school for the summer?**
  YES, students will turn in their device for summer and receive a Chromebook upon their return for the following year.

- **Will a case/cover be required? If so, will the school purchase the cover?**
  YES, a case/cover will be required and provided by the school. This cover is meant to be an "always on" case to provide protection from physical damage.

- **If a student uses the device inappropriately, what discipline procedures are in place?**
  School Administration will follow appropriate discipline procedures consistent with school and district policies.

- **What if a device is damaged or broken?**
  Students are responsible for all damages, and could be assessed for costs up to the replacement cost of the device (approximately $200). If the device is damaged, the student will turn the device into the teacher/tech dept. for repair. Assessment of any repair costs will be determined after a forensic review of the Chromebook by district staff. Students may be eligible for a loaner device after assessment of any damages.

- **What if a device is stolen?**
  If a device is stolen, a report of stolen property will be made with local law enforcement agency by USD 353. These devices cannot be used without having a @usd353.com account to login to the machine. It is not usable without a USD 353 account.

- **What happens if the device is lost?**
  If a device is lost, the student will be expected to replace it.

- **How is the technology/software updated?**
  The device automatically updates after it has been properly shut down and restarted.

- **What if a student does not have Internet at home?**
  Some Google based apps and items can be accessed in offline mode when not connected to the Internet.