

Fulda High School

Chromebook Handbook and Policy Manual

2021 – 2022

User Agreements (Parent and Student)

Failure to comply with Fulda's **Bullying Prohibition Policy #514** and **Internet Acceptable Use and Safety Policy #524** or the expectations set forth in the Chromebook handbook regarding the care and use of the Chromebook, may result in the loss of privileges related to the Chromebook up to and including additional school consequences.

The Chromebook is the property of Fulda School District #505 and may be seized and reviewed at any time. There shall be no expectation of privacy of materials found within the Chromebook or on the student's school district email account.

Student Agreement

I have reviewed and agree to follow the Fulda School District's Chromebook/e-mail policies cited in this agreement/handbook and understand my responsibilities as a student.

Student Name: _____ Date: _____

Student Signature: _____

Parent Agreement

I/we have reviewed and agree to follow the Fulda School District's Chromebook/e-mail policies as cited in this agreement/handbook and understand my/our responsibilities as a parent.

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Technology Vision

In our lives today technology use has become almost indispensable. Technology has an ever-increasing role in education delivery and our school has the opportunity and responsibility to incorporate and adapt these technologies to address the varying and changing learning styles of our students. We do not view technology as a replacement for the teacher to student interaction, but rather a tool that will enhance the learning experience by expanding student ownership in the learning process.

Chromebook Program Goals

1. To increase student's productivity in and outside of the classroom when completing assignments, projects, and other activities throughout this pilot year.
2. Increase student writing in and out of the classroom.
3. Increase the use of 21st Century Technology and learning in and out of the classroom.
4. Facilitate and increase mobile learning throughout the school environment.
5. Promote student investment in their learning through the use of additional resources that will support school curriculum.

Chromebook Loan Terms

Terms:

In order to issue a Chromebook, Fulda ISD #505 requires that a signed copy of both the student-parent agreement and optional insurance form be on file with the district before taking possession of the property. Parents and students must comply at all times with the Fulda ISD #505 Student-Parent Handbook, Code of Conduct, including our Internet Acceptable Use Policy. Failure to comply may cause the termination of student's rights of possession immediately, and Fulda ISD #505 may repossess the loaned property.

Title:

At all times, the legal title to the Chromebook is maintained by Fulda ISD #505. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the Fulda ISD #505 Student-Parent Handbook, the Fulda ISD #505 Student-Parent Chromebook Use Agreement (signed prior to the time of distribution) and the Code of Conduct, including Internet Acceptable Use Policy.

Loss or Damage:

If the Chromebook is damaged, lost, or stolen, you are required to report the incident as soon as possible. You will be responsible for any deductible as required by the Student-Parent Chromebook Use Agreement. It is the responsibility of the student and family to recover or replace the lost or stolen Chromebook. If necessary, the District will involve the police to assist in the recovery through the use of tracking systems designed to locate the property.

Term of Agreement:

The right to use and possess the Chromebook terminates no later than the last day of the school year, unless earlier terminated by Fulda ISD #505, or upon withdrawal from the district.

Appropriation:

The failure to return the Chromebook in a timely manner will be considered unlawful appropriation of Fulda ISD #505 property and appropriate legal action will be taken.

Care, Maintenance, Security**Chromebook Power Supply (Charger):**

The District will initially provide a two-part cord/plug charger for every Chromebook. Both the cord and plug must be returned to the District when the Chromebook is returned. If lost or not returned to the District, a replacement cost of \$30 will be charged to the student and family. Cords and cables must always be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the Chromebook. When disconnecting, remove the cable from the Chromebook before pulling the cord from the wall outlet.

Fully charged Chromebook batteries will accommodate up to 8 hours of operation. Waiting to charge the Chromebook until the charge is at the 20% low level will extend the battery life. Chromebooks should be powered down when not in use to conserve battery life. Caution should be given to overcharging the device by leaving the Chromebook plugged into a wall outlet. Battery life is shortened by using Wi-Fi, Bluetooth, high screen brightness, and video. Students should learn to manage these settings and apps to improve battery life.

Chromebook Security:

Never leave your Chromebook unattended. When not in your personal possession, the Chromebook should be in a secure, locked environment. Unattended Chromebooks will be collected and stored in the school's main office. Do not lend your Chromebook to another person. Each Chromebook is assigned to an individual and the responsibility for the care of the Chromebook solely rests with that individual.

Chromebooks can be identified through a record of the serial number and the individual's Google Account username.

Students should keep their login and passwords secure as your personal information will be found on the Chromebook. Access to another person's Chromebook without consent or knowledge is unacceptable and will be considered a violation of Fulda ISD #505's Acceptable Use Policy.

No food or drink is allowed near your Chromebook. Spills could incur costly repairs.

Chromebooks should not be exposed to extreme temperatures. Students should not leave the Chromebooks in any location where the temperature falls below freezing or exceeds 90 degrees. If the Chromebook is cold, allow it to warm up to room temperature before use. Exposure to direct sunlight or high temperatures may cause the Chromebook to overheat during use and must be allowed to cool down before subsequent use.

Chromebook Camera and Microphone:

The Chromebook comes equipped with audio and video recording capabilities through a built-in microphone and a camera. All electronic recordings created with the device must comply with District Policies and State and Federal Laws. District policy prohibits the use of electronic recording devices in a manner that compromises the privacy interests of other individuals (District Policy #524). District policy also prohibits harassment and bullying (District Policy #514). Users of the Chromebook device are required to use the device in a manner that complies with these and other District Policies. Use of the Chromebook in a manner that violates District policy may result in revocation of the device and may result in further disciplinary consequences.

Use of the Chromebook and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher in which the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional/educational purposes and individual use only.

Therefore, electronic recordings obtained with the Chromebook may not be shared, published, or re-broadcasted for any reason by the student without permission by all parties involved.

Furthermore, users of the Chromebook should be aware that State and Federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

Using the Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectation for the Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by the teacher.

Chromebooks Left at Home:

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present. If a student repeatedly (3 or more times as determined by any staff member) leaves the Chromebook at home, the student will be required to “checkout” a Chromebook from the Library every day for three weeks.

Loaner Chromebooks:

Loaner Chromebooks may be issued to a student when their Chromebook is being repaired by the school. A very limited number of “loaner” Chromebooks are available. Therefore, having a “loaner” is not guaranteed.

Charging a Chromebook’s Battery:

Chromebooks must be brought to school each day in a fully charged condition. An AC charger is issued with each Chromebook for student charging at home. Repeated violations (a minimum of 3 days) of this procedure will result in students being required to “checkout” their Chromebook from the Library every day for three weeks.

In cases where the battery does “run out”, students may be able to connect their Chromebook to a power outlet in class.

Printing:

Printing functionality will not be available. Teaching strategies will facilitate digital copies of homework.

Managing Your Files and Saving Your Work

Students may save documents to their **Google Drive** found on their “@isd505.org” account. Saving to **Google Drive** will make the file accessible from any computer with internet access. Students using **Google Drive** to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of his/her files and keep proper backups. Students will be trained on proper file management procedures.

Lost, Stolen, or Damaged Chromebooks

If the Chromebook is lost or stolen, it must be reported to the District Staff as soon as possible. It is the responsibility of the student and family to recover or replace the lost or stolen Chromebook. If necessary, the District will involve the police to assist in the recovery through the use of a District tracking system. If the Chromebook is damaged through normal student usage, it must be reported to the District Staff as soon as possible and a repair form will need to be filled out immediately. Your repair will be processed as quickly as possible and a loaner will be provided until the unit is fixed. Repair costs will be the responsibility of the parent as outlined below. If a family has purchased insurance, the policy will cover the first repair unless it is damaged by an act of “purposefully destroying school property”. See below for more details.

If the Chromebook is damaged by an act of “***purposefully destroying school property***”, it must be reported to the District Staff as soon as possible and a repair form will need to be filled out immediately. Your repair will be processed as quickly as possible but no loaner will be provided to the student. Student discipline will be given to the student following existing District School policies. All costs associated with repairing the damaged Chromebook will be the responsibility of the student and family. Insurance policies will not be in effect or pay for costs associated with this type of damage where a student intentionally destroyed school property.

Replacement Costs

The estimated replacement cost for damages and repair are reflected below:

- Replacement cost for a damaged or broken keyboard: \$75
- Replacement cost for the provided Chromebook wall charger: \$30
- Replacement cost for a cracked or broken screen: \$75
- Replacement cost for the entire Chromebook: \$200

Insurance

Insurance Coverage for the Chromebook:

It is required that all students / families insure their Chromebook through the school via the \$ 50 insurance fee. **This fee will be collected once during the student’s time at Fulda High School and will provide coverage throughout the duration of their attendance or until utilized for a repair.**

This policy covers accidental drops, liquid spills, power surges, natural disasters, and fire/flood. **After an initial repair, all additional repairs costs are the responsibility of the student and family. Repairs will be done by school vendor of choice**

Insurance coverage provided by the school district does not cover loss, theft or intentional/purposeful destruction or damage of the Chromebook and/or charger. The cost of replacement for a lost or stolen Chromebook and/or charger; or the needed repairs as a result

of intentional/purposeful destruction or damage are the sole responsibility of the student/family.

Parents may wish to individually investigate options through providers such as their own Homeowner's Insurance Policy to insure their child's Chromebooks. Parents need to investigate the deductible rates for such policies to make sure such insurance products are practical.

Technology Policies

Access to technology in the Fulda school district has been made possible and has been established for educational purposes only. In making decisions regarding student and employee access to the school district computer systems and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while collaborating with people around the world. The use of the school district computer systems and access to use of the Internet is a privilege, not a right.

Failure to comply with Fulda's Bullying Prohibition Policy #514 and Internet Acceptable Use and Safety Policy #524 or the expectations set forth in this document regarding the care and use of the Chromebook may result in the loss of privileges related to the Chromebook along with additional school consequences found within the school handbook and the Student Discipline Policy #504. The Chromebook is the property of Fulda School District #505 and may be seized and reviewed at any time. There shall be no expectation of privacy of materials found within the Chromebook or on the student's school district email account.

Downloads and Personalization

Each student and/or parent will manage their own Chromebook device. The school district will purchase and "push out" specific apps suggested for student use with the Chromebook. Students/parents should not delete any software, apps, folders, or files that they do not recognize as this may result in the inability to complete coursework.

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Fulda Schools. Spot checks for compliance will be done by administration or Fulda staff members at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Internet Acceptable Use and Safety Policy #524.

Internet Safety

Internet safety is the responsibility of students, parents, and schools. Conversations should occur on a regular basis regarding safety on the internet with your student.

FAQ (Frequently Asked Questions)

- 1. Why did the School District implement 1-1 Technology?**
 - Research shows that students of the 21st century will need technology skills in order to be prepared for higher education or the workforce. Today's youth are part of the communication era where their entire world is immersed in technology and information. By using the Chromebooks and putting them into the hands of our students, the District will be preparing its students for "real world" application of technology and putting information at their fingertips throughout the school day and beyond.
- 2. How did the District fund the costs associated with the 1-1 Chromebook program?**
 - The District is funding the costs of this program through capital and general funds. By utilizing Chromebook technology, the District can access the most up-to-date information for students and begin to rethink how curriculum is delivered and accessed. The Chromebook, while not a replacement for textbooks, gives students options and alternative means to seek out knowledge.
- 3. How are the Internet Filters used with the Chromebooks during regular school hours?**
 - Both the Google management system as well as our local content filter blocks most dangerous and inappropriate sites.
- 4. How are Internet Filters used with the Chromebooks while students are at home?**
 - The Google management system blocks most sites that are dangerous or inappropriate for students. Only students registered on our Google management system can login and use their Chromebook. Once logged in all web traffic is monitored by the Google management system.
- 5. May my child bring their own device/Chromebook/iPad from home to school?**
 - No.
- 6. What happens if a student damages, loses, or has their Chromebook stolen?**
 - This information can be found in the "Lost, Stolen, or Damaged Chromebooks" section of this manual.

7. Will the teachers be trained?

- Yes. Teachers that will be interacting with students with Chromebooks have already been through training and will continue to engage in professional development. Additionally, these teachers are also engaged in a Professional Learning Community that will focus on the implementation of Chromebooks within the classroom.

8. How will Bullying issues be addressed?

- Bullying issues will be addressed as outlined in Policies #514 and #524. (Internet Use policy and Bullying Policy)

9. Is there an insurance policy program for the Chromebook?

- Yes. Please see the section found within this manual dedicated to insurance.

10. What if we don't have internet access at home?

- Students will have access to the internet while in the High School. They will also have access to the High School Library before and after school to complete homework assignments. If students have no way of accessing the internet, an alternative assignment will be given. Work can be completed in Google Apps while offline, and will auto sync when Wi-Fi access becomes available.

<p>While the cost of the Chromebook is significantly less than those of traditional laptops and tablets, we encourage students to care for them properly to avoid unneeded replacement costs.</p> <p><u>GENERAL CARE</u></p> <p>*Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall. While the Chromebook cases are sturdy, drops from heights can damage the outside of the Chromebook. Please, no bungee jumping!</p> <p>*We do not recommend leaving your Chromebook on top of blankets, beds, sofas or pillows while on and in use. While your Chromebook does not get overly hot as a traditional laptop might, it does need to breathe. For optimal performance, do not block airflow when device is on.</p> <p>*Chromebooks might react negatively by blurring or cracking themselves if you touch their screen too hard with any object. This includes your finger, a pen, a pencil or any other item.</p>	<p>*Do not leave the Chromebook in a locked car in the summer or expose it to direct sunlight for extended periods of time.</p> <p>*In addition, when it is colder than 32 degrees you'll want to avoid extended exposure of the device to these temperatures.</p> <p>*Please avoid placing or dropping heavy objects on the top of the Chromebook.</p> <p><u>CHROMEBOOK SECURITY</u></p> <p>*Please be mindful of your Chromebook's location at all times.</p> <p>Never leave the Chromebook unattended at coffee shops or restaurants that offer free Wi-Fi. Thieves target these locations for just that reason.</p> <p>*Always take time to secure your Chromebook in your backpack or in your locker if you are on a sports team.</p> <p>*Please do not leave your Chromebook locked in any vehicle in plain sight. Avoiding temptation is a security best practice.</p>	<p><u>KEEPING YOUR CHROMEBOOK CLEAN</u></p> <p>Never use <u>any</u> product containing <u>any</u> alcohol, ammonia, or other strong solvent to clean your Chromebook.</p> <p><u>Recommended Cleaning Solution & Steps</u></p> <ol style="list-style-type: none"> 1. Create a gentle cleaning solution comprised of 75% water and 25% white vinegar. 2. Disconnect the Chromebook from power and ensure it is off. 3. Apply the solution to a cotton cloth, lint free microfiber, chamois, or some other very soft cloth. Never use paper towels or tissues. Never apply the solution directly on the Chromebook. 4. Wipe the cloth against the screen of the Chromebook in a circular and consistent motion. Rapid circular movements tend to eliminate streaking. Ensure that you apply even pressure to the cloth, but not so much as to cause damage to the screen. 5. Repeat these steps for cleaning the outer case and keyboard of the Chromebook. 6. Use a can of compressed air to blow any dust or foreign particles from under the keyboard.
--	--	--