



**SIMSBURY HIGH SCHOOL
1:1 CHROMEBOOK PROGRAM
PROCEDURES & INFORMATION**

2020-2021

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SIMSBURY PUBLIC SCHOOLS CHROMEBOOK 1:1 ANYTIME, ANYWHERE LEARNING

Simsbury High School students in grades 9-12 are assigned school-owned Chromebooks for use at home, as well as at school. Chromebooks have been used extensively in Simsbury Public Schools for several years since we became a *G Suite for Education* district. Chromebooks with *G Suite* (formerly known as *Google Apps*) provide students with reliable and safe access to online resources and productivity tools. The educational version of *G Suite* allows the district to create a closed environment with settings to protect students while giving them access to vetted educational online resources and tools. Making these resources available 24/7 allows for anytime, anywhere learning and encourages students to become responsible consumers and creators of information.

The Chromebook 1:1 Anytime, Anywhere Learning facilitates:

- Access to digital educational resources
- Availability beyond the school day
- Individualized learning
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Technology literacy skills
- College and career readiness

The policies, procedures, and information in this document apply to all Chromebooks associated with the 1:1 program at the high school. Teachers may set additional requirements for technology use within their respective classrooms.

CHROMEBOOK INSURANCE PROGRAM OVERVIEW

Warranty

- Chromebooks issued to students in grades 10-12 are no longer covered under the one year warranty, as they were last year.
- Freshman students and families are not responsible for any costs associated with repairs under the Manufacturer's Warranty.

Repairs due to defects in materials and workmanship under normal use include, but are not limited to:

- Battery not holding a charge
- Device will not boot or start the operating system
- Screen will not illuminate
- Trackpad or keyboard not working

Chromebook Insurance Program

- The annual insurance program cost for the 2020-21 school year is **\$35.00** (non-refundable) for each Chromebook. This is intended to provide **accidental coverage** including physical damage to the device; for example, a cracked or broken screen, liquid spillage, missing keys, or signs of a drop. This is accidental coverage not for damage that is due to negligence or intentional.
- Parents/guardians can enroll their student(s) via a check made payable to **Simsbury High School** or through mypaymentsplus.com.
- To participate in the insurance program, **families must enroll their child(ren) prior to August 30.**
- **If a student is NOT enrolled** in the insurance program prior to receiving the Chromebook, they will be responsible for the full cost of all repairs not covered by the Manufacturer's Warranty (warranty applies to freshman Chromebooks only), or full replacement cost if the Chromebook is lost or stolen.
 - Non-insured students will be issued a daily loaner device until all balances are paid.
 - Outstanding balances must be paid within **10 days**.
 - Daily loaner devices must be returned each day at the end of school.
 - Non-insured students are typically expected to pay the appropriate amount for damage/repair before receiving their repaired device or a replacement device.
- **If a student IS enrolled** in the Chromebook Insurance Program, a take-home loaner or replacement device

will be given to them immediately for use at school and at home.

- If a student withdraws from Simsbury Public Schools and then re-enrolls later in the same school year, the coverage purchased at the initial registration will be reinstated.

Estimated Replacement Costs:	12th	9th-11th
Replacement Chromebook	\$285.00	\$275.00
Spare Battery	\$37.00	\$99.00
Spare AC Adapter	\$19.00	\$35.00
Replacement Keyboard	\$29.00	\$90.00
Replacement LCD Screen	\$95.00	\$165.00
Replacement Mainboard	\$149.00	\$130.00
Hinges	\$19.00	\$15.00
Touch Pad Assembly	\$9.00	w/ Keyboard
Replacement Case	\$15.00	\$15.00

Covered Equipment

- The insurance provided applies to any Chromebook issued to your student by Simsbury Public Schools, whether it is the originally issued Chromebook, a loaner, or a replacement.
- **Chargers:** Chromebook chargers that are damaged, broken, or lost are not included in the insurance coverage and will be replaced at cost for each occurrence. If a charger tip breaks off inside the Chromebook and cannot be removed, there will be a replacement charger fee as well as associated repairs fees.
- **Cases/bags:** Chromebook cases that are damaged, broken, or lost are not included in the insurance coverage and will be replaced at a cost of \$15.00 for each occurrence.
- **Asset Tags:** All Chromebooks and their associated accessories will be labeled with a District Asset Tag. Asset Tags are not to be modified or tampered with in any way. If asset tags are damaged, students are to report this to the Student Help Desk in the Library Media Center, and will be charged \$15, as applicable.

Exclusions

Simsbury Public Schools reserves the right to charge the student the entire replacement cost if student negligence or intent is determined to be the cause of the damage. See Section 8.5 of the Chromebook Procedures and Agreement below for further details.

CHROMEBOOK PROCEDURES AND AGREEMENT

1. RECEIVING/RETURNING YOUR CHROMEBOOK

1.1 Receiving Your Chromebook (*Students new to Simsbury High School*)

- Chromebooks will be distributed during a schedule set by the high school during the Forms and Photo Fair.
- *Before* the Chromebook can be issued:
 - **Parents and students** must sign the **Chromebook Procedures Agreement on PowerSchool Enrollment**.
 - The **Insurance Agreement** must be signed and returned with the plan chosen, and if opting into the plan then payment must be received.

1.2 Returning Your Chromebook

- Students who withdraw, are suspended, expelled, or terminate enrollment in Simsbury Public Schools for any reason, must return their individual Chromebook on the date of termination.
- Simsbury Public Schools reserves the right to report failure to return the Chromebook to the Simsbury Police Department.

2. TAKING CARE OF YOUR CHROMEBOOK

- If a student's Chromebook is broken or fails to work properly, he/she should contact the Simsbury Public

Schools' IT Department by submitting a repair ticket, using the student helpdesk in the school's library media center.

- If a student's Chromebook is accidentally damaged, stolen or malfunctions, the student should notify the school within 24 hours of the incident.
- If the Chromebook is stolen, a police report will be required that lists the Chromebook as stolen.

2.1 General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Only the AC adapter provided by the school is to be used for charging your Chromebook.
- Students should never carry their Chromebooks by the screen.
- The Chromebook must be closed with the screen facing the keyboard with nothing stored between them.
- Chromebooks should be shut down before storing them in order to conserve battery life.
- Chromebooks must never be left in an unlocked car or any unsupervised area.
- Chromebooks must never be left in a car where they could be subject to extreme heat or cold.

2.2 Carrying Chromebooks

The protective cases provided with the Chromebooks have padding to protect them and provide suitable means for carrying them within the school. The guidelines below should be followed:

- Chromebooks should always be in the protective case when carried.
- The Chromebook must be closed before placing it in the carrying case (See Sec. 2.1). No items are to be stored inside the Chromebook case with the Chromebook. Small items, like earbuds, can be stored in the zippered front compartment.

2.3 Screen Care

Chromebook screens can be damaged if subjected to rough treatment. They are particularly sensitive to damage from putting pressure and weight on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Always store the Chromebook with the screen facing the keyboard.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or ear buds).
- Clean the screen with a soft, dry cloth or anti-static cloth. Never use a liquid of any kind on the screen.

3. USING YOUR SCHOOL-ISSUED CHROMEBOOK AT SCHOOL

School-issued Chromebooks are intended for use at school each day. Students are responsible to bring their charged Chromebook to all classes, unless specifically instructed not to do so by their teacher(s). Teachers determine when and how the Chromebooks are to be utilized in the classroom.

3.1 Chromebooks Left at Home

- If a student does not bring his/her Chromebook to school, a student may visit the Library Media Center prior to the start of their first class and check out a daily loaner for the day. Students will *not* be excused from class to check out a daily loaner.
- If necessary, the Library Media Center will document the number of times a loaner is issued to each student for not having his/her Chromebook at school and will send a report to the office for possible disciplinary action and/or the possibility a parent/guardian being contacted to bring in the Chromebook to school.
- Students who obtain a daily loaner will be responsible for returning the borrowed device to the Media Center by a designated time on the day the loaner was checked out. If it is not turned in by the designated time, the Library Media Center will submit a report to the office to retrieve the daily loaner and pursue possible disciplinary actions.

3.2 Chromebook Support & Repairs

- Technical support is provided to all students at school during school hours through the help desk in the

Library Media Center by the Trojan Tech Team. The Simsbury Public Schools' IT department, with the Trojan Tech Team, provides online resources for self-help and technical support outside of school hours. These resources are located on the district website (www.simsbury.k12.ct.us) under *Student Resources/Student Help Desk*.

- Loaner or replacement Chromebooks may be issued to students in the event that a Chromebook needs repair (take-home loaners are available to students with school issued insurance).

3.3 Charging Your Chromebook's Battery

Chromebooks must be brought to school each day fully charged. The average full charge of a Chromebook battery is 10 hours. Students need to charge their Chromebooks every night so they are prepared for the school day, similar to their personal items like cellphones. At school, students are only allowed to charge their Chromebooks in a school provided charging station.

3.4 Personalizing Your Chromebook

- Inappropriate media may not be used as a screensaver.
- Chromebooks must remain free of any permanent writing, drawing, or stickers. All asset tags must remain intact on the Chromebooks and its accessories (See Sec.7.1)
- Chromebooks supplied with dry erase whiteboard surfaces must be cleaned after each use with no residue or damage to the surface. Do not use permanent markers on these surfaces. Do not remove the permanent whiteboard as this voids the insurance and disciplinary action will be taken for damaging school property.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Simsbury Public Schools' Responsible Use Policy.
- Internet/Computer Games that are not educational in nature and that are not part of classwork are not to be used.

3.6 Home Internet Access

- Students are allowed to set up dial-up, DSL, and wireless networks on their Chromebooks.
- Instructions on connecting to your wi-fi network can be found here: <https://goo.gl/s78bKA>
- Internet access at home is not secured by the school's network, and therefore is the responsibility of the parent/guardian to monitor their student's Internet behaviors.

4. MANAGING YOUR FILES, SAVING, & PRINTING YOUR WORK

4.1 Saving Documents

- When online: documents are automatically saved and backed up in Drive as they are created and updated.
- When offline: any data stored locally on the Chromebook will NOT be backed up until an Internet connection is established and Drive has been synced (see Sec.4.3).

4.2 Saving data to removable storage devices

- Students may backup their work using removable file storage. Removable memory sticks may be purchased at a local retailer.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Files created in Google Drive can be recovered within a fixed window of time; notify the helpdesk as soon as you notice files are missing.

4.3 Network Connectivity

- Simsbury Public Schools 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 school will not be responsible for lost or missing data.
- Most of the Google Drive Apps can be used offline. Once a student reconnects to the Internet, the offline files will sync with the Google Drive Account. More information can be found here: <https://goo.gl/GvuzxC>

4.4 Printing Documents

- *At School:* Printing functionality will be available on a limited basis at school and in specific locations for printing from student Chromebooks. Printing is subject to classroom requirements.
- *At Home:* The Chromebook will not support a physical printer connection. Instead, **students may print to their home printers using the Google Cloud Print service.** A wireless home network is required for Cloud printing. For more information, visit <http://www.google.com/cloudprint/learn/>.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

The software originally installed by Simsbury Public Schools must remain on the Chromebook in usable condition and be easily accessible at all times.

5.2 Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its built-in security. Each web page and application runs in a restricted environment, therefore, visiting a web page that is infected with something malicious cannot affect anything else on your Chromebook.

5.3 Additional Apps and Extensions

Students are allowed to load appropriate applications and extensions listed in the “*for simsburyschools.net*” section of the Chrome Web Store.

5.4 Expectation of Privacy

Students may be selected at random to provide their Chromebook for inspection. The District reserves the right to monitor all Chromebook and Internet activity by students. Students have no expectation of privacy in the use of District Chromebooks, including email, stored files, and Internet activity either at school or away from school.

6. RESPONSIBLE USE

Simsbury Public Schools is pleased to be able to offer devices which provide the necessary applications required by classes, including access to email, student data storage, and the Internet.

While these materials are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its educational intent. For this reason, it is extremely important that rules are followed. Violations may result in disciplinary action up to and including suspension/expulsion of students. When applicable, law enforcement will be involved.

6.1 Parent/Guardian Responsibilities

- Talk to your student about digital citizenship and the standards they 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.
- Be an active participant in your student’s digital life. Have them show you what sites they are navigating, which apps they use, and what they are working on.
- The following district webpage resource will assist you in promoting positive conversations between you and your student regarding digital citizenship:
Family Resources/ [Social Networking Safety](#)

6.2 School Responsibilities

- Provide Internet and email access to students.
- Provide Internet filtering while at school. No filtering system will block 100% of material that may be deemed inappropriate. In some instances, what an individual may deem appropriate may be blocked incorrectly, and in other instances what an individual may deem inappropriate may not be blocked. Google Safe Search is administered at all times on the Chromebook.
- Provide network and/or cloud data storage areas. Simsbury Public Schools reserves the right to review, and restrict information stored on or transmitted via owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and assure student compliance of the Responsible Use Policy.

6.3 Student Responsibilities

- Use Chromebooks in a responsible and ethical manner as described in this document and the Responsible Use section of the Student Handbook.
- Obey general school rules concerning behavior and communication that apply to computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment.
- Assist Simsbury Public Schools to protect our devices and network by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Log off their device after they are done working to protect their accounts and files. If a student does not log off, any email or Internet activity under their name will be considered their responsibility.
- Contact an administrator, if he/she should receive email containing inappropriate or abusive language or if the subject matter is questionable.

6.4 Student Activities Strictly Prohibited: (See Sec. 10.3 for detailed network violations)

- Vandalism of District equipment including computer use that intentionally degrades the security or performance of the District network.
- Use school technologies and online services in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of the Acceptable Use Policy.
- Create, distribute or deploy multi-user servers or gaming software on or within the Simsbury Public Schools network.
- Use the school's network to stream large video files not assigned by teacher.
- Engage in cyber bullying, harassment, or disrespectful conduct toward others. Administration shall fully investigate all reports of cyberbullying (See 6.6)
- Try to find ways to circumvent the school's safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Acceptable Use Policy.
- Use school technologies or online services to send spam or chain mail.
- Plagiarize content found online (See 6.5)
- Post or otherwise disclose personally identifying information, about self or others.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for student use (See 6.5).

6.5 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/guardian.
- Plagiarism is a violation of Simsbury Public Schools. 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.
- Malicious hacking is strictly prohibited and violators will be subject to disciplinary action.

6.6 Cyberbullying

- Cyberbullying is defined as all forms of harassment over the Internet or any form of electronic communications, including cell phones. Students will refrain from using communication devices or Simsbury Public Schools property to harass or stalk someone. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyberbullying. All forms of cyberbullying are unacceptable and viewed as a violation and the District's Acceptable Use Policy and procedures.
- For more information about cyberbullying, see the BOE policy 5131.911.

7. PROTECTING & STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

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

- Record of serial number
- Student ID
- Asset Tags: All Chromebooks will be labeled with a District Asset Tag. Asset Tags are not to be modified or tampered with in any way. Students may be charged \$15.00 for tampering with an Asset Tag or turning

in a Chromebook or charger without one.

7.2 Password Protection

Students are expected to use their account username and password and keep that password confidential. If a student fails to keep this confidentiality agreement and any part of the procedures described herein, have not been followed, appropriate disciplinary steps will be followed. It is student's responsibility to log off their school account, therefore all emails or Internet activity under their name will be considered their responsibility.

7.3 Storing Your Chromebook

When students are not using their Chromebook, it should be stored properly in the case with no other objects. Nothing should be placed on top of the Chromebook when stored in a school locker or backpack. Students are expected to take their Chromebooks home each day after school to ensure they are fully charged for the next day.

7.4 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include:

- School grounds, cafeteria, computer labs, locker rooms, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen.

NOTE: If this becomes a pervasive issue, additional consequences may be applied.

8. REPAIRING OR REPLACING YOUR CHROMEBOOK

8.1 Warranty

- Chromebooks issued to students in grades 10-12 are no longer covered under the one year warranty, as they were last year.
- Freshman students and families are not responsible for any costs associated with repairs under the Manufacturer's Warranty.

Repairs due to defects in materials and workmanship under normal use include, but are not limited to:

- Battery not holding a charge
- Device will not boot or start the operating system
- Screen will not illuminate
- Trackpad or Keyboard not working

8.2 Chromebook Insurance Program

- The annual insurance program cost for the 2020-21 school year is **\$35.00** (non-refundable) for each Chromebook. This is intended to provide **accidental coverage** including physical damage to the device; for example, a cracked or broken screen, liquid spillage, missing keys, or signs of a drop. This is accidental coverage not for damage that is due to negligence or intentional.
- Parents/guardians can enroll their student(s) via a check made payable to **Simsbury High School** or through mypaymentsplus.com.
- To participate in the insurance program, **families must enroll their child(ren) prior to August 30.**
- **If a student is NOT enrolled** in the insurance program prior to receiving the Chromebook, they will be responsible for the full cost of all repairs not covered by the Manufacturer's Warranty (this applies to freshman only), or full replacement cost if the Chromebook is lost or stolen.
 - Non-insured students will be issued a daily loaner device until all balances are paid.
 - Outstanding balances must be paid within **10 days**.
 - Daily loaner devices must be returned each day at the end of school.
 - Non-insured students are typically expected to pay the appropriate amount for damage/repair before receiving their repaired device or a replacement device.
- **If a student IS enrolled** in the Chromebook Insurance Program, a take-home loaner will be given to them immediately for use at school and at home.
- If a student withdraws from Simsbury Public Schools and then re-enrolls later in the same school year, the coverage purchased at the initial registration will be reinstated.

8.3 Estimated Replacement Costs:

	12 th	9 th -11 th
Replacement Chromebook	\$285.00	\$275.00
Spare Battery	\$37.00	\$99.00
Spare AC Adapter	\$19.00	\$35.00

Replacement Keyboard	\$29.00	\$90.00
Replacement LCD Screen	\$95.00	\$165.00
Replacement Mainboard	\$149.00	\$130.00
Hinges	\$19.00	\$15.00
Touch Pad Assembly	\$9.00	w/ Keyboard
Replacement Case	\$15.00	\$15.00

8.4 Covered Equipment

- The insurance provided applies to any Chromebook issued to your student by Simsbury Public Schools, whether it is the originally issued Chromebook, a loaner, or a replacement.
- Chargers:** Chromebook chargers that are damaged, broken, or lost are not included in the insurance coverage
 - and will be replaced at cost for each occurrence. If a charger tip breaks off inside the Chromebook and cannot be removed, the replacement charger fee as well as associated repairs fees will be levied.
- Cases/bags:** Chromebook cases that are damaged, broken, or lost are not included in the insurance coverage
 - and will be replaced at a cost of \$15.00 for each occurrence.
- Asset Tags:** All Chromebooks and their associated accessories will be labeled with a District Asset Tag. Asset Tags are not to be modified or tampered with in any way. If asset tags are damaged, students are to report this to the Student Help Desk in the Library Media Center, and will be charged \$15, as applicable.

8.5 Exclusions

Simsbury Public Schools reserves the right to charge the student the entire replacement cost if student negligence is determined to be the cause of the damage. Negligence could include, but is not limited to:

- Not informing the helpdesk/ Media Specialist immediately of the damage to the device.
- Damage caused by failure to provide adequate protection for the device. Placing the device, for example, in a non-approved carrying case and/or no protective case in use.
- Intentional damage to the Chromebook, which is also subject to disciplinary action.
- Inappropriate electrical use by using an inappropriate charger.
- Dishonest, fraudulent, or criminal acts.
- Theft not accompanied by a police report.
- In the event that there are repeated accidents of a similar nature, the District may view this as a situation whereby the student did not exercise proper care and/or reasonable precautions, and therefore, the insurance program is not applicable.

8.6 Claim Procedures

- Report directly to the Library Media Center's student helpdesk with the Chromebook.
- A designated staff member will examine the Chromebook to determine if there is a qualifying insurance claim.
- Students with active school insurance will be issued a loaner that may be taken home. Students without insurance will have a Chromebook signed out to them on a daily basis for use at school only until repairs are paid for.
- In cases of theft or disappearance, a police report must accompany the claim before a replacement Chromebook can be issued. The police report must also directly cite the theft or disappearance and the circumstances surrounding the situation.

8.7 Payments

Credit card payments can be made at www.mypaymentsplus.com. Checks should be made payable to **Simsbury High School**.

9. CHROMEBOOK TECHNICAL SUPPORT

The student help desk in the Library Media Center will be the first point of contact for repair of the Chromebooks. Other services provided by the help desk include:

- Distribution of loaner/replacement Chromebooks.
- Operational support for Chromebooks and G Suite for Education Apps.

10. USE OF TECHNOLOGY RESOURCES (See Sec. 6 for Responsible Use)

10.1 Regulations

The use of Simsbury Public Schools resources is a privilege, not a right. The privilege of using technology resources provided by Simsbury Public Schools is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in Simsbury Public Schools. These procedures are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of school technology resources. If a person violates any of the user terms and conditions named in these procedures, privileges may be terminated, access to District technology resources may be denied, and the appropriate disciplinary action will be taken.

10.2 User Terms and Conditions

The use of Simsbury Public Schools technology resources is subject to the following terms and conditions:

- The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of Simsbury Public Schools along with State & Federal regulations. In compliance with federal law, the school District shall make reasonable effort to restrict access to inappropriate materials and shall monitor online activities of end users in the school environment.
- User accounts are considered property of the school District. Network administrators may review District computers to maintain system integrity and to ensure users are using the system responsibly. Students should not expect that anything stored on District computers or networks will be private.
- The District reserves the right to utilize our management service in order to provide the location of a lost or stolen Chromebook.
- The District reserves the right to utilize Chromebook management tools for instructional purposes.

10.3 Computer Network Violations

- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewalls) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.
- Use of the school's Internet/email accounts for any illegal activity.

10.4 Infractions of any conditions included in this Procedures and Information Handbook may result in the following consequences:

- Violation 1 Student will lose Chromebook privileges for the remainder of the day and will have to pick up his/her Chromebook in the office and receive training on Proper Chromebook Care and Use.*
- Violation 2 Student will have to turn in his/her Chromebook to the office. The parent/guardian will be responsible for picking up the Chromebook.*
- Violation 3 Student will have to turn his/her Chromebook in to the main office for the remainder of the school year. A Chromebook will be made available for student use during the school day. *

*Additional disciplinary consequences may vary depending on the severity of the offense including referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

11. SIMSBURY PUBLIC SCHOOLS STUDENT PLEDGE FOR CHROMEBOOK USE

1. I will take good care of my Chromebook.
2. I will never leave my Chromebook unattended in an unsupervised or unsecure location.
3. I will never loan my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will bring my Chromebook fully charged to school daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the computer.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it while stored properly in the case provided.
9. I will use my Chromebook in ways that are appropriate and educational.
10. I will use my Chromebook as directed by my teacher, the same as any technology.
11. I will not place decorations (such as stickers, markers, etc.) on the Simsbury Public Schools Chromebook.
I will not deface the asset tag or serial number Chromebook sticker on any Chromebook.
12. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Simsbury Public Schools.
13. I will follow the policies outlined in the *Chromebook Procedures and Information* and the District's *Acceptable Use Policy*.
14. I will report any operational problems or damages to the student help desk as they occur.
15. I will file a police report in case of theft, vandalism, and other necessary acts.
16. I will be responsible for all damage or loss caused by neglect or abuse.
17. I agree to pay for the replacement items in accordance with the above document in the event any of these items are lost or stolen.
18. I agree to return the Simsbury Public Schools' Chromebook, case, and charger in good working condition.

12. DISTRIBUTION OF CHROMEBOOKS

- Chromebooks will be assigned to freshman and transfer students during the Forms and Photo Fair in August (TBD).
- The 1:1 Chromebook Program Procedures and Information Packet is linked to the Chromebook Agreement required forms on PowerSchool Enrollment. The Insurance Agreement Form was sent to homes in July. They are also posted on the high school webpage.
- Parents are expected to read the 1:1 informational packet prior to signing off on the insurance form (mailed) and Chromebook agreement form (on PowerSchool Enrollment).
- All students are required to:
 - watch the informational videos on the Chromebook 1:1 section of the SHS webpage,
 - read the Chromebook Agreement Form and sign off on the form in PowerSchool Enrollment

At the Forms and Photo Fair:

- All students must have a completed Insurance Agreement Form that includes:
 - The insurance section filled out
 - A check or receipt of online payment for insurance if opting into school insurance program
 - Parent/guardian and student signatures
- Freshman and transfer students: pick up their Chromebook at their designated grade level time

**Simsbury Public Schools
2020-21 Chromebook Insurance Agreement
Grades 9-12**

Please choose one:

- ☐ By paying the annual \$35 non-refundable fee **I elect to participate in the Chromebook Insurance Program** (see summary on back) included in the Chromebook Procedures and Information Agreement.
- ☐ Payment has been made through mypaymentsplus.com (receipt attached)
- ☐ Check is attached made payable to **Simsbury High School**. No cash will be accepted.
- ☐ I elect **not to participate in the Chromebook Insurance Program** (see summary on back) of the Chromebook Procedures and Information Agreement and I understand that **I am responsible for full repair or replacement costs.**

Student (print clearly) _____ Student (signature) _____

School _____ Grade _____

Parent or Guardian (print clearly) _____

Parent or Guardian (signature) _____ Date _____

Please complete the colored copy of this form found in your Forms and Photo Fair Packet.

Chromebook Insurance Summary

(See *section 8 of Chromebook Agreement for full details of Insurance Program*)

8.1 Warranty

- Chromebooks issued to students in grades 10-12 are no longer covered under the one year warranty, as they were last year.
- Freshman students and families are not responsible for any costs associated with repairs under the Manufacturer's Warranty.

Repairs due to defects in materials and workmanship under normal use include, but are not limited to:

- Battery not holding a charge
- Device will not boot or start the operating system
- Screen will not illuminate
- Trackpad or Keyboard not working

8.2 Chromebook Insurance Program

- The annual insurance program cost for the 2020-21 school year is **\$35.00** (non-refundable) for each Chromebook. This is intended to provide **accidental coverage** including physical damage to the device; for example, a cracked or broken screen, liquid spillage, missing keys, or signs of a drop. This is accidental coverage not for damage that is due to negligence or intentional (see 8.5 for exclusions).
- Parents/guardians can enroll their student(s) via a check made payable to **Simsbury High School** or through mypaymentsplus.com.
- To participate in the insurance program, **families must enroll their child(ren) prior to August 30.**
- **If a student is NOT enrolled** in the insurance program prior to receiving the Chromebook, they will be responsible for the full cost of all repairs not covered by the Manufacturer's Warranty (this applies to freshman only), or full replacement cost if the Chromebook is lost or stolen.
 - Non-insured students will be issued a daily loaner device until all balances are paid.
 - Outstanding balances must be paid within **10 days**.
 - Daily loaner devices must be returned each day at the end of school.
 - Non-insured students are typically expected to pay the appropriate amount for damage/repair before receiving their repaired device or a replacement device.
- **If a student IS enrolled** in the Chromebook Insurance Program, a take-home loaner or replacement device will be given to them immediately for use at school and at home.
- If a student withdraws from Simsbury Public Schools and then re-enrolls later in the same school year, the coverage purchased at the initial registration will be reinstated.

8.5 Exclusions

Simsbury Public Schools reserves the right to charge the student the entire replacement cost if student negligence is determined to be the cause of the damage. Negligence could include, but is not limited to:

- Not informing the helpdesk/ Library Media Specialist immediately of the damage to the device.
- Damage caused by failure to provide adequate protection for the device. Placing the device, for example, in a non-approved carrying case and/or no protective case in use.
- Intentional damage to the Chromebook, which is also subject to disciplinary action.
- Inappropriate electrical use by using an inappropriate charger.
- Dishonest, fraudulent, or criminal acts.
- Theft not accompanied by a police report stating the Chromebook as stolen.
- In the event that there are repeated accidents of a similar nature, the District may view this as a situation whereby the student did not exercise proper care and/or reasonable precautions, and therefore, the insurance program is not applicable.