



Sheldon Laptop/Chromebook Policy

Usage Guide and Signature Page

Dear Parent/Guardian,

I would like to take this opportunity to introduce you to the Laptop/Chromebook 1:1 Initiative at Sheldon R-VIII School District as well as pass along to everyone important information for the program. A Chromebook is a google- based, android operating system and is a “hybrid” tablet/laptop electronic device. Some of our devices are Microsoft PC laptops.

Your student maybe receiving a laptop or Chromebook to assist and enrich their learning experience in the Sheldon R-VIII School District. Our vision is to improve our students’ learning experience through personalized, differentiated and focused instruction. We also hope to improve parent/teacher learning and parental involvement through extended learning time at home.

There are requirements for each child prior to receiving their laptop or Chromebook.. First, each family will be required to pay insurance against any accidental damage. The cost of this insurance is \$20 per student or laptop/Chromebook. Students are required to provide their own earbuds and mouse (if a mouse is wanted.).

You are responsible for keeping your laptop/Chromebook, and charging cable, in good working order. Lost charging cords must be replaced at your expense.

The opportunity for our students to have access to this technology is special and unique. However, as with any technology, it can be used inappropriately. I would encourage you to educate yourself about your child’s laptop/Chromebook and be involved in your child’s usage of digital media. Please take the time and this opportunity to discuss inappropriate use of the laptop/Chromebook with your child. I would also encourage you to periodically view what your child is doing. If you should come across something inappropriate, please notify us, as this will help us to make changes to our filtering software or at least make us aware of a potential problem.

After requirements are met, we will allow students to take laptop/Chromebooks home for after school use.

We are looking forward to sharing this great opportunity!

INTRODUCTION AND GENERAL INFORMATION

The Laptop or Chromebook technology device that is issued to the student/user is the property of the Sheldon R-VIII School District.

This laptop/Chromebook device is on loan to the student, and must be used in accordance with the following policies and procedures, the District's Acceptable Technology Use Agreement and any applicable laws. Use of this device, as well as access to the Sheldon R-VIII School District "network", the Internet, and email are a privilege and not a right. These items are provided for educational purposes only and are intended to support the learning objectives of Sheldon R-VIII School District.

The procedures and information within this document apply to all student laptop/Chromebook use at Sheldon R-VIII School District, and include any other device considered by the Administration to come under this document. Teachers may set additional requirements for use in their classroom.

LAPTOP/CHROMEBOOK IDENTIFICATION:

Each laptop/Chromebook device has a unique ID and is assigned to an individual student.

Each laptop/Chromebook can be identified by the district in the following ways:

- Record of the Serial Number/computer ID number matched to individual student name.
- Records of laptop number checked out to student in SIS.

RETURNING YOUR STUDENT LAPTOP/CHROMEBOOK:

Each student must return his/her laptop/Chromebook, with all of its accessories, to the Sheldon R-VIII School District during the last week of the school year or when directed to do so by a teacher or administrator. If a student transfers out of Sheldon R-VIII School District during the school year, the laptop/Chromebook must be returned at that time. Students who withdraw, are suspended or expelled, or terminate enrollment at Sheldon R-VIII School District for any other reason must return their individual school laptop/Chromebook with accessories on the date of termination. Failure to return the device will result in consequences of both legal and educational nature.

LAPTOP/CHROMEBOOK INSURANCE OPTIONS FOR PARENT/GUARDIANS

Parent Option To Have Child/Children Take School Laptop/Chromebooks Home Each Night

The parent/guardian is required to pay a \$25.00 insurance premium per student. This allows the student to take the laptop/Chromebook home each night during the school year. Just like automobile insurance, a \$50.00 deductible charge will apply for damaged, lost and stolen laptop/Chromebooks. Repairs that cost less than \$50 deductible will be charged to the parent at actual repair cost. A deliberately damaged laptop/Chromebook or repeatedly damaged Chromebook will result in the parent replacing the device (approximately \$250) or providing their child with an alternate device. The insurance premium is required at the start of each school year.

Parent Option To Have Child/Children Leave Laptop/Chromebooks At School Each Night

Each parent/guardian has the option of not allowing their child/children to take the school laptop/Chromebook home each night during the school year. If the parent/guardian takes this option they will not be required to pay the \$25.00 insurance premium. However, the parent/guardian is required to pay the full cost of repair or replacement if their child's school laptop/Chromebook is damaged or broken.

Those students who have damaged a school computer and who have not paid the insurance deductible will not be allowed to use a school laptop/Chromebook, or take it home, until they pay the total cost of the repair bill. Repair bills are to be paid in the high school office.

Broken Or Lost Equipment

Any laptop/Chromebook that becomes broken, lost, or stolen requires the student's parent/guardian to pay the \$50.00 laptop/Chromebook insurance deductible fee before the student can get his/her laptop/Chromebook back. Any laptop/Chromebook that is damaged 3 times will result in the parent purchasing the device at full replacement market value.

A lost or stolen laptop/Chromebook requires the student's parent/guardian to file a district and police report!

RULES FOR USING YOUR STUDENT LAPTOP/Chromebook AT SCHOOL:

Laptop/Chromebook devices are to be used in the classroom and home for student academic purposes.

Laptop/Chromebooks are intended for use at school each day. In addition to teacher expectations for student usage, school messages, announcements, calendars and schedules may be accessed using the laptop/Chromebook. Students must bring their laptop/Chromebook to all classes, unless specifically instructed not to do so by their teacher.

If Laptop/Chromebooks Are Left At Home:

If students leave their laptop/Chromebook at home, they are responsible for getting the course work completed as if they had their laptop/Chromebook present. If a student repeatedly leaves their laptop/Chromebook at home, they will lose "at home" privileges of the laptop/Chromebook and will have to leave their laptop/Chromebooks in school with the appropriate teacher.

Charging your laptop/Chromebook's Battery

Students who have permission to take their laptop/Chromebook home are responsible for bringing their laptop/Chromebook, fully charged, to school each day. Students need to charge their laptop/Chromebooks each evening. Building administrators will have plans in place to assist students when needed. Repeat violations will result in students losing "at home" privileges for their laptop/Chromebooks and/or other disciplinary actions. Students must refer to school procedures in regards to taking the laptop/Chromebook home.

Screen Savers/Background And Photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes, but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions.

Students are not to download or install any apps, music/movies, or other copyrighted materials. If the device has a camera feature, no photos and/or videos may be taken at school without prior approval from teachers and/or administrators. Inappropriate use of the camera will result in disciplinary action.

Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. **Music is not to be streamed** and can be listened to through the laptop/Chromebook via a jump

drive at the discretion of the teacher. *Earbuds* must be used in the classroom when sound is used. ***All software/apps must be school approved and installed by Sheldon School District staff.*** Data storage will be through apps on the Chromebook cloud and email to a server location. Laptops will have an S Drive that can be accessed at school.

Periodic Laptop/Chromebook Inspections

****** The district/school staff will periodically check devices for unauthorized materials.***

Students Must:

1. Students must never “swap” or “share” the device with another student unless directed by a teacher in a classroom setting.
2. Laptops/Chromebooks must be in a student’s possession or secured in a designated classroom at all times.
3. Students must never share passwords with another student. Passwords must always be kept confidential. Internet usage is tracked by student access/password. Students who allow another student to use their password are opening themselves up to legal and disciplinary actions if inappropriate usage occurs.

Laptops/Chromebooks Left in Unsupervised Areas

Under no circumstances should laptops/Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, hallways and any other supervised area. Any laptop/Chromebook left in these areas is in danger of being stolen. Laptops/Chromebooks are not to out in the cafeteria during meal times.

Students are not to leave devices in their assigned lockers. If a student is participating in an activity that is not conducive to using the device (i.e., field trip, assembly, sports, etc.), they are required to secure the device in a designated classroom.

If a laptop/Chromebook is found in an unsupervised area, it will be taken to the office. Repeated offenses may result in disciplinary action.

If A Student is Not Allowed To Take The Laptop/Chromebook Home

If a Middle or High School student is not allowed to take their laptop/Chromebook home because their parent/guardian did not pay the laptop/Chromebook Insurance or if the student has lost the privilege to take his/her device home, the student must turn in his/her device to the high school office (or designated classroom) each day. The student must check the laptop/Chromebook in with their last period teacher and check it out each morning.

Home Internet Access

Students are allowed to set up home wireless networks on their laptop/Chromebooks. Students who do not have internet access at home should be able to access the school wireless network from the parking lot if internet is necessary for homework purposes. Laptops/Chromebooks have a USB port and required homework materials may be downloaded before leaving school and accessed via a jump drive.

Student Discipline

The discipline procedure in the Sheldon R-VIII School District Handbook addresses serious and major offenses such as stealing and destruction of school or personal property which apply to the

laptop/Chromebook device. Depending on the seriousness of the offense students may lose laptop/Chromebook and/or network privileges as well as being suspended or even in extreme cases expelled and/or prosecuted by the proper legal authority.

Using the Laptop/Chromebook for Internet and Email

Students and parents/guardians understand the Sheldon R-VIII School District does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the District is not able to monitor student usage of the device while at home. It is the responsibility of parents/guardians to supervise the information a student is accessing from the Internet while at home.

1. Students must never share personal information about themselves while using the Internet. This includes a student's name, age, address, phone number, or school name.
2. Parents/guardians and students are required to read and agree to the District's Parent/Student Acceptable Technology Use Agreement and sign it prior to receiving the laptop/Chromebook device.
3. Students must be aware Internet access and email and other media they have accessed, created, or stored on the device are the sole property of the District. The District has the right to review these items for appropriateness and to revoke a student's access to them at any time, and for any reason.

Saving to the /Home Directory

Students may save work directly through their Google Drive. It is recommended students save their work on a flash drive or an App such as *Evernote*. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

Network Connectivity

Sheldon R-VIII School District 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 district will not be responsible for lost or missing data.

SOFTWARE AND APPS ON Laptop/Chromebooks:

Originally Installed Software

The software/apps originally installed by Sheldon R-VIII School District must remain on the laptop/Chromebook in usable condition and be easily accessible at all times. From time to time the school may add software/apps for use in a particular course. Periodic checks of laptop/Chromebooks will be made to ensure that students have not removed required apps or added apps that are not authorized by the school.

Procedure for Re-loading Software

If technical difficulties occur or non-authorized software/apps are discovered, the laptop/Chromebook will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to

check in their laptop/Chromebooks for periodic updates and syncing.

RULES FOR USING THE LAPTOP/CHROMEBOOK AT HOME

1. Students must have the written permission of their parent or guardian and their laptop/Chromebook Insurance Premium must be paid before they will be allowed to take the device home.
2. Devices must not be placed on or under soft items such as pillows, chairs, sofa cushions, or blankets. This will cause the device to overheat and can result in permanent damage.
3. If the device is lost or stolen, parents/guardians should immediately report the loss or theft to the principal at 417-884-5111.
5. If the device is damaged or not working properly, it must be turned into the high school office immediately. Parents/Guardians are responsible for paying the \$50.00 Insurance Deductible for the repair of the laptop/Chromebook. The district will then send the broken laptop/Chromebook for repairs or replacement. Parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the device; this voids the warranty.

TAKING CARE OF THE LAPTOP/CHROMEBOOK

1. **Students will be held responsible for maintaining their individual laptop/Chromebooks and keeping them in good working order throughout the entire school year.**
2. Laptop/Chromebook batteries must be charged at home each night and ready for school each day.
3. Laptop/Chromebooks must always be within their protective case when carried. Cords and cables must be inserted carefully into the laptop/Chromebook to prevent damage.
4. Backpacks that hold other objects (such as folders and textbooks), must not be used to carry laptop/Chromebooks to avoid placing too much pressure and weight on the screen.
5. Only labels or stickers approved by the school may be applied to the laptop/Chromebook.
6. Students must always turn off and secure their laptop/Chromebook after they are done working to protect their work and information.
7. When students are not using their laptop/Chromebooks, they must be stored in classrooms. **Nothing** can be placed on top of the device when stored.
8. Laptop/Chromebooks must not be stored in a student's vehicle at school or at home. Laptop/Chromebooks will be damaged from high temperatures and/or cold temperatures.
9. If a student needs a secure place to store their laptop/Chromebook, they may check it in for storage with their assigned teacher or the school office.

10. Laptop/Chromebooks that malfunction or are damaged must be reported to the school office immediately.
11. The school will be responsible for repairing laptop/Chromebooks that malfunction.
Laptop/Chromebooks that have been damaged from student misuse or neglect or damaged intentionally will be repaired with the full cost of repairs being borne by the student.
12. Only use a clean, soft cloth to clean the screen, no cleansers of any type.

SHELDON R-VIII SCHOOL DISTRICT

PARENT/STUDENT LAPTOP/CHROMEBOOK TECHNOLOGY USAGE AGREEMENT

Each student and his or her parent(s)/guardian(s) must sign the PARENT/STUDENT LAPTOP/CHROMEBOOK TECHNOLOGY USAGE AGREEMENT before being granted access to the District network & given a device. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization & Agreement* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access & Parent/Student Acceptable Technology User Agreement* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Terms and Conditions

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for a legitimate school activity.

- a) Users will respect intellectual property of other users & information providers and obey copyright guidelines, providing proper citation. Users will not plagiarize or use others' work without written permission.
- b) ***The taking of unapproved videos/photos of people and events at school, and/or the posting of such on any website is strictly forbidden.***
- c) Users will follow all guidelines set forth by the District and teachers when publishing schoolwork online. (e.g. to a website, wiki, podcasting, discussion board, blog, & video server)

Privileges - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school administration will make all decisions regarding whether or not a user has violated the terms of access privileges and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or Federal law;
- b) Downloading unauthorized apps, regardless of whether it is copyrighted or de-virused;
- c) Hacking or gaining unauthorized access to files, resources or entities, as well as using non-district proxies;

- d) Invading the privacy of individuals: this includes the unauthorized disclosure dissemination, and use of information about anyone that is of a personal nature, including a photograph or video;
- e) Using another user's account or password;
- f) Posting material authored or created by another without his/her consent;
- g) Posting anonymous messages;
- h) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; bullying, and cyber-bullying.
- i) Using the network while access privileges are suspended or revoked.
- j) Using electronic media that disrupts the educational process or interferes with the rights of others at any time, either during the school day or after school hours;
- k) Disrupting or interfering with the system;

Unacceptable Use

- l) Sending mass electronic mail to multiple users without prior authorization by the appropriate teacher or district administrator.
- m) Misrepresenting one's identity in electronic communications.
- n) Engaging in any activity that does not meet the intended purposes of the network, including, but not limited to, illegal, commercial, political, religious, union or entertainment purposes.

Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a) Be polite. Do not become abusive in messages to others.
- b) Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c) Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
- d) Recognize that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
- e) Do not use the network in any way which would disrupt its use by other users.
- f) Consider all communications and information accessible via the network to be the property of the District.

No Warranties -The District makes no warranties of any kind, whether expressed or implied, for the network service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the Internet is at a user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification -The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this *Authorization/Agreement*.

Security -Network security is a high priority. If a security problem is identified on the Internet, users must notify the school administration. Users are not to demonstrate the problem to others. Users are to keep account and password information confidential. Attempts to log-on to the Internet/Intranet as a system administrator will result in cancellation of user privileges and appropriate disciplinary action.

Vandalism -Vandalism is defined as any malicious attempt to harm or destroy any district technology tool, data of another user, the Internet, the Intranet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges as well as appropriate disciplinary action.

Data Charges -The District assumes no responsibility for any unauthorized charges or fees, including data charges, long-distance charges, per-minute surcharges, and/or other costs incurred to personal devices.

Copyright Web Publishing Rules - District policy adheres to copyright law and this must be followed when publishing information on the web, District-sponsored websites, or file servers.

a) For each re-publication of media produced externally (Website, District-sponsored website, or file servers), credit indicating the original producer and notification of how and when permission was granted must be visible. When possible, the notice should also include the web address (URL) of the original source.

b) The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Electronic Mail -The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email where appropriate to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool. Under the CIPA (Child Internet Protection Act), the District is required to have email filtering in place. This does not assure all spam will be caught, nor does it assure all personal emails from outside district accounts will be delivered.

a) The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Email shall be accessed only by the user to whom the district assigned the account.

b) Each user should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an email message

which would be inappropriate in a letter or memorandum.

c) Electronic messages transmitted via the District's Internet server carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and thereby identifies the author as being associated with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

d) Any message received from an unknown sender via the Internet should either be immediately deleted. If the message is deemed to be of an inappropriate nature, the user needs to notify a building employee immediately. Downloading any file attached to an Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file transmitted.

e) Users are never to reply to or share an email containing personal password or sensitive information.

f) Use of the School District's electronic mail system constitutes consent to these regulations.

Parent/Guardian Consent—

Teachers may display a student's work as recognition of student achievement. As a parent, if you do not want your child's artwork, special projects, photographs taken by your child or images of your child to be displayed on District-sponsored websites, in printed material, by video, or by any other method of mass communication, you must notify the building administrator in writing.

Internet Safety - Internet access is limited only to those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users do not engage in "unacceptable uses," as detailed in this *Authorization*, and otherwise follow this *Authorization*.

Staff members shall supervise student use of District Internet access to ensure the students abide by the Terms and Conditions for Internet access contained in this *Authorization*.

Each District Chromebook, Computer and/or other technology device with Internet access has a filtering device during school hours that attempts to block most depictions which are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The system administrator and building administrators shall monitor student Internet access while at school. Again: ***It is the responsibility of parents/guardians to supervise the information a student is accessing from the Internet while at home.***

I have read and agreed to the terms set forth in this technology agreement

Student Signature _____ Date _____

Parent Signature _____ Date _____

