



## School District of New London 1:1 Chromebook Agreement

The School District of New London strongly believes that technology resources are a tremendous source of information that provides countless opportunities for students and staff in the District. Through the generous support of our community in the 2008 technology referendum, annual technology expenditures are appropriated district wide to enhance student learning.

The 1:1 program for students will create an enriched, collaborative learning environment. The purpose of this initiative is to continue our implementation of rigorous, relevant learning.

### **Distribution and Collection of Chromebooks**

Each year, the Chromebook agreement form must be submitted as part of the online registration process on Family Access (SKYWARD). Insurance acceptance or denial will also be available beginning at the registration period. Both steps must be complete prior to students being issued their Chromebook. Information about the insurance program can be found at <https://www.one2onerisk.com/>. When prompted, you will need a student id number and will need to select the current school year.

All students participating in this initiative will be taught the appropriate use of the Chromebooks throughout the first weeks of school. Upon graduation, each student will be invited to purchase his/her Chromebook for a cost of \$25.

At the conclusion of each school year, students must turn in their Chromebooks, cases and power cords to the library for maintenance. If a student withdraws from the District, the student must turn in the Chromebook on the last day of attendance. Failure to return the Chromebook either at the end of the school year or when withdrawing from the District will result in a fee of \$200 to cover the replacement cost. In addition the District may file a report of stolen property with local law enforcement if not returned. Students are responsible for any damages as deemed by the District.

### **Asset Tags**

All Chromebooks will be labeled with a District asset tag. Asset tags may not be removed, modified or tampered with in any way. Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

## **Cases/Charging Cords**

Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use. Students may personalize the cases with appropriate stickers or drawings. However, students may not personalize the outside of the Chromebook. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device. Students will also be issued a charging cord to be used at home.

## **Logging into a Chromebook**

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

## **Taking Care of Your Chromebook**

Each student is responsible for the general care of the Chromebook that he/she was issued by the school. Chromebooks that are broken or fail to work properly must be taken to the high school Instructional Resource Center (library) as soon as possible. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended unless locked in their hallway locker.

### General Precautions

- Chromebooks should not be used near food or drink.
- Chromebooks should not be used or stored near pets.
- Chromebooks should be used with caution with cord as the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Chromebooks should not have heavy objects placed near them and should never be forced
- Chromebooks should be transported with care and in school-issued protective cases.
- Chromebooks should never be lifted or carried by the screen.
- Chromebooks should be closed after making sure there is nothing on the keyboard
- Chromebook screens should be cleaned with a soft, dry microfiber cloth or anti-static cloth

## **Using Your Chromebook At School**

Each student is expected to bring a fully charged Chromebook to school every day and bring his/her Chromebook to all classes unless specifically advised not to do so by his/her teacher. Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action. Sound must be muted at all times unless permission is obtained from a teacher. Students should have their own personal set of earbuds for sanitary reasons.

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Students will still be able to print from desktop computers in computer labs in the library and other locations, however, students will not be able to print directly from their Chromebooks at school. Students may have access to print stations when printing work is necessary. As students and teachers become more accustomed to cloud-based storage, printing needs may change or fade.

Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks

at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

## **Using Your Chromebook Outside of School**

Students are encouraged to use their Chromebooks for school work at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the technology guidelines within the Student/Parent Handbook and all other procedures in this document wherever they use their Chromebooks.

## **Operating System and Security**

A student may not use or install any operating system on his/her Chromebook other than the current version of Chrome OS that is supported and managed by the District. The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

## **Virus Protection**

Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

## **Content Filter**

The District utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, within the School District network, will have all internet activity monitored by the District. If an educationally valuable site is blocked, a student should contact his/her teacher to request the site be unblocked. When a student is using the Chromebook out of the school network, the responsibility of internet usage is the responsibility of the student and the parent.

## **Repairing/Replacing and Handling Theft and Vandalism of Chromebooks**

All Chromebooks in need of repair must be brought to the High School Instructional Resource Center (library) as soon as possible. Staff will examine the Chromebook and take the appropriate solution path to get the device repaired. All repair work must be reported, even if the family has purchased additional insurance through <https://www.one2onerisk.com/>.

### Estimated Repair Costs (subject to change)

Payments of repair/replacement costs will be made through the High School office.

The following are estimated costs of Chromebook parts and replacements:

- Total Replacement - \$200
- Screen - \$50
- Keyboard/Touchpad - \$45
- Power Cord - \$20

## **Stolen or Vandalized Chromebooks**

If a Chromebook is stolen or vandalized during the school day, then students or parents should contact the High School office as soon as possible (920-982-8420). Proper direction and protocol will be handled at that

time. If a student's Chromebook is stolen or vandalized outside of the school day, then students and parents must contact the proper local law enforcement and high school to report a theft.

### **No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law. The District 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 District. By using a Chromebook, students agree to such access, monitoring, and recording of their use. A paper/electronic report can be generated to include but not limited to the user log, and record of use. The report generated may be shared with New London School District and/or Law Enforcement.

### **Appropriate Uses and Digital Citizenship**

School-issued Chromebooks should be used for educational purposes and students are to adhere to the technology guidelines within the Student/Parent Handbook signed at the start of the school year and all of its corresponding administrative procedures at all times. Students in violation of these guidelines or other procedures in this Chromebook Procedural Manual will be subject to disciplinary actions. Students who do not adhere to these policies could have his/her Chromebook confiscated and network privileges at school could then be turned off.

Pupil nondiscrimination statement: It is the policy of the School District of New London that no person may be denied admission to any public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

