



**USD 403**  
**Otis-Bison**

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# USD 403 Chromebook Policy

## **1:1 Chromebook Program**

USD 403 Otis-Bison offers a 1:1 technology program. All 6th-12th grade students will be issued a Chromebook and participate in instructional learning activities that are supported by mobile technology. The focus of the Otis-Bison Chromebook program is to immerse students in a learning environment characterized by creativity, personalization and collaboration. All student devices are web filtered and activity monitored by the school.

## **1. Receiving and Returning Your Chromebook**

### **1.1 Receiving Your Chromebook**

Chromebooks will be distributed each fall. Before receiving a Chromebook, students and parents must sign and return copies of the following documents: Student Pledge for Chromebook Use and Internet Account Policy.

### **1.2 Returning Your Chromebook**

Chromebooks will be returned during the final week of school for cleaning and maintenance. If a student withdraws, transfers or is suspended from USD 403 during the school year, the student is required to return the Chromebook immediately.

## **2. Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be brought to the technology office for an evaluation of the equipment.

## **2.1 General Precautions**

The Chromebook is school property and all users must follow this policy. Some important precautions are:

- Power adapters and cables must be inserted carefully into ports to prevent damage and never left hanging freely.
- Chromebook and charger must remain free of any writing or drawings, etc. that are not the property of USD 403. Sticker decals are acceptable as long as they can be removed.
- With the exception of areas designated by sign, the Chromebook must never be left unattended in an unsupervised area. Chromebooks found unattended will be turned in to the district office and students will be charged a fee of \$5 to get their chromebook returned.

Students are responsible for keeping the Chromebook's battery charged for school each day and for bringing the Chromebook to school each day. Students should keep the Chromebook in a protective case. A case can be provided by the school or the student can optionally choose to keep it in their backpack's laptop slot.

## **2.2 Carrying/Transporting Chromebooks**

Chromebooks should always be carried and transported in their protective case or backpack. The Chromebook may be kept in your locker, but it's highly recommended to use a combination lock. Never leave the Chromebook in an unattended vehicle. Heat and cold can damage the Chromebook. Avoid dropping or bumping the Chromebook against any surface.

When moving around the school building, the Chromebook should remain closed. No running, pushing or horseplay – this is negligence and can result in damage to the Chromebook and the student will be financially responsible for repair or replacement.

## **2.3 Screen Care**

The Chromebook screens can be damaged and are particularly sensitive to excessive pressure on the screen.

Avoid putting weight on the Chromebook, in particular the screen, by leaning on it or placing books or other objects on the Chromebook.

Do not place anything between the screen and keyboard.

Clean the screen with a soft, dry cloth or microfiber cloth. Do not use any solvents, cleaners, etc. as these will damage the screen.

## **2.4 Payment for Damages**

Chromebooks and accessories must be returned to USD 403 at the end of each school year. Failure to return items in good condition will require payment in full to replace or repair the items, whichever is applicable. Repair costs will not exceed replacement costs. If a student fails to return the Chromebook, the student will be subject to criminal prosecution or civil liability and will also pay the replacement cost.

Students will be responsible for damages to their Chromebooks including, but not limited to, broken screens, cracked plastic pieces, damaged charging accessories, broken or missing keys, etc.

→ Parents and students are responsible for repair/replacement when:

- ◆ Damage is negligent (heat, water damage, breakage, other, etc.)
- ◆ Damage is intentional
- ◆ The device is lost or stolen.

→ Parents and students are not responsible for:

- ◆ Factory defects
- ◆ Malfunctions
- ◆ Anything covered by the factory warranty

Students will not get their Chromebook back until they have paid for any repairs in full. Loaners may be given at the administration's discretion. If the fees can not be paid using monetary means, the guardian/student needs to visit with the Principal.

## **3. Using Your Chromebook at School**

Chromebooks are intended for use at school each day. In addition to classroom learning expectations, other important daily functions such as announcements, calendar/task management, etc. will be channeled through Chromebook applications. Students must bring a fully charged Chromebook to all classes, unless specifically instructed not to do

so by their teacher. The Chromebook is the property of USD 403 Otis-Bison and school administration and staff have the right to inspect any material stored on a student's Chromebook or Google account at any time.

### **3.1 Chromebooks Loaners**

Students are responsible for completing all course work assigned, even if they leave the Chromebook at home. Students can request if a loaner is available. Loaner Chromebooks may also be issued to a student when a Chromebook is being repaired, dependent upon availability of extra Chromebooks. Depending on the situation they may not be assigned one, but they will have access to computer labs and computers in the library.

### **3.2 Screensavers and Wallpaper Backgrounds**

Students are permitted to personalize the Chromebook with appropriate media. Inappropriate media would include, but is not limited to, images, words or representations of weapons, obscene or pornographic materials, profane language, alcohol, drugs, tobacco and gang-related symbols.

Students will be subject to disciplinary consequences for violating this expectation.

### **3.3 Sound, Music, Games and Applications**

Applications and other media items will be installed for educational purposes on the Chromebooks.

Sound must be muted at all times unless permission is obtained from the teacher for instructional purchases.

Headphones may be used to listen to music, podcasts or video materials. Headphones may not be worn during passing periods in the hallways. Each teacher may have their own classroom rules governing Chromebooks and their use.

### **3.4 Printing**

Chromebooks have a printing function, but it may not always be available. If a student needs to print a document, they can use a lab computer or share the document with a teacher.

### **3.5 Internet Access Away From School**

Students are allowed to set up wireless networks on the Chromebooks for use when not at school. School IT staff will not be responsible for diagnosing or troubleshooting wireless network connectivity issues. Regardless of location, students are expected to follow school policy regarding Internet use and school-owned devices will be subject to the school filter.

## **4. Managing Your Files and Saving Your Work**

### **4.1 Saving Your Work**

The school will not be responsible for lost files, applications or data on student devices. Students are responsible for backing up their own personal data and files.

The Chromebook has limited local data storage, but each student account has a large amount of Google Drive storage. All data on the Chromebook is lost in situations where the Chromebook must be re-imaged. For this reason, it is the recommendation and default setting that all data is saved to the student Google Drive account.

It is the student's responsibility to ensure academic work is properly saved. Multiple methods of saving work are encouraged. Work in Google Docs should regularly be backed up as other formats (e.g. Docs as MS Word doc, Sheets as MS Excel doc) to external USB drives to ensure multiple copies using File > Downloaded As. Chromebook malfunctions are not an acceptable excuse for not submitting work.

Various methods exist for storing files in the cloud, transferring files to teachers, etc. At this time, the best options for turning in work and saving/backing up files is via Google Apps accounts (Mail and Drive and Classroom).

## **4.2 Network Connectivity**

USD 403 Otis-Bison makes no guarantee that the network will be up and running 100% of the time. In the rare case the network is down, the district will not be responsible for lost or missing data, files, etc.

## **5. Software on Chromebooks**

### **5.1 Originally Installed Software**

The software and applications originally installed by USD 403 Otis-Bison must remain on the Chromebook in usable condition and easily accessible at all times. The school may add software applications for use in general and for particular courses.

### **5.2 Additional Software**

Students are permitted to download extra extensions and applications to the Chromebook, provided the software is on USD 403's approved list.

If the student requires additional software, they can request approval from the technology department or Principal.

### **5.3 Chromebook Inspection**

The Chromebooks are school property and students should be prepared to provide their Chromebooks at any time for inspection.

Inspection may occur at random or may occur as a result of suspected or known abuse of school policy.

An inspection of the Chromebook may include review of all material saved on the machine, including any applications or files added using any account.

The school reserves the right to delete anything it deems educationally inappropriate or that is in violation of any part of the USD 403 Acceptable Use policy or the Chromebook Policy.

## 6. Discipline

If a student violates any part of the above policy or related district approved policies for technology use, they will be subject to consequences handed down by administration.

→ 1st Offense

◆ Student will be issued a Warning

→ 2nd Offense

◆ Parent/Guardian will be notified

→ 3rd Offense

◆ Loss of chromebook privilege for length of time determined by administration.

→ Depending on the severity of the offense, any of the above steps may be skipped.

### 6.1 Student Activities Strictly Prohibited:

- Illegally install or transmit copyrighted materials.
- Violate existing USD 403 Board of Education policy or public law.
- Send, access, upload, download, or distribute profane, offensive, threatening, pornographic, obscene or sexually explicit materials.
- Use chat rooms or access/use sites selling term papers, book reports and other forms of student academic work.
- Use/access messaging services
- Use/access internet games unless directed by a teacher.
- Use outside data disks or external attachments without prior approval from school staff.
- Alter/change Chromebook settings unless directed by school staff (exceptions include personal settings such as font size, screen size, brightness, etc.).
- Download applications without school staff approval.
- Send spam emails (sending mass or inappropriate emails).
- Gain access to another student's account, files and/or data.

- Use the school's internet/email accounts for financial or commercial gain or for illegal activity., such as credit card fraud, electronic forgery or other forms of illegal behavior.
- Use the Chromebook to purchase goods or services via the internet while on school grounds or at school functions. (Parents/Guardians/Students are charged with full responsibilities for any financial obligations incurred from the inappropriate use of the Chromebook.).
- Provide personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts.
- Vandalize school equipment, servers, etc. Vandalism includes, but is not limited to, uploading or creating computer viruses and programs that can infiltrate computer systems and/or damage software components. Any malicious attempt to harm, destroy or restrict access to school technology equipment or services is inappropriate.
- Use the camera or video camera on the Chromebook to take and/or distribute inappropriate or unethical material.
- Bypass the USD 403 Otis-Bison web filter through proxy, 'unblocked' pages or any other similar endeavors.

## **7. Legal Information**

Students are responsible for complying with all legal and Board of Education policies.

Students must comply with trademark, copyright and license laws and agreements. Ignorance of the law is not immunity. Ask assistance from a staff member if unsure about a situation.

Plagiarism and cheating are viewed as violations of the USD 403 student code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media, such as graphics, video, audio, music and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary and/or legal action.



## **8. Chromebook Identification**

Each Chromebook is uniquely numbered and labeled. Do not alter or remove any identification label, sticker, etc. on the Chromebook.

If the labels become loose or start to wear off, it is the student's job to report it to the tech department and get a new label.

Students are allowed to apply removable stickers or decals as long as they are school appropriate.

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# USD 403 Otis-Bison

## Student Pledge for Chromebook Use

I will use my Chromebook in ways that are appropriate, meet USD 403 district expectations and are educational.

I will use appropriate language when using emails, journals, wikis, blogs or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumor, gossip or engage in activity that is harmful, harassing or intimidating to others.

I understand my Chromebook is subject to inspection at any time without notice and remains the property of USD 403.

I will follow the policies outlined in the 1:1 Chromebook Policy and the Acceptable Use Policy while at school, as well as off school grounds when using district owned equipment or services.

I will act responsibly with my Chromebook and intend to keep it in good working condition.

I will never leave my Chromebook unattended or unsecured. I will know where my Chromebook is at all times and I will never loan out my Chromebook to other individuals.

I will charge my Chromebook daily and arrive at school with my Chromebook ready for use.

I will keep food and beverages away from my Chromebook since they may cause damage to the device.

I recognize that spilling food or drink on the Chromebook is an example of negligence.

I will not use the Chromebook camera or video camera to take and/or distribute inappropriate or unethical material.

I will not disassemble any part of my Chromebook or attempt any repairs.

I will not deface the serial number or any other identification label or sticker on the Chromebook. I will not put personal markings or drawings, etc. on the Chromebook

I will file a police report in case of theft, vandalism and/or loss and report such to the school administration.

I agree to return the Chromebook and power cord accessories in good working condition.

I will make responsible choices regarding the Chromebook and understand there are consequences to my decisions.

I will be responsible for all financial damage, loss, neglect, abuse, or willful intent whether it be in or outside of school.

**I agree to the stipulations set forth in the above documents including the 1:1 Chromebook Policy and Student Pledge for Chromebook Use.**

Student Name: (please print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: (please print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This pledge will remain in effect as long as your student is enrolled at Otis-Bison.*

**Last Updated: July 27, 2023**