



# Technology - Responsible Use and Guidelines

The focus of the one-to-one (1:1) Chromebook Program at Adrian School District is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program and as a result increasing access to technology is essential. One learning tool of 21st Century students is the use of Chromebooks; individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the classroom teacher. Effective teaching strategies with a Chromebook integrates technology into the curriculum for anytime, anyplace, anywhere learning. Adrian School District's 1:1 vision promotes a student-centered learning environment where technology supports curriculum. Technology use will be routine, transparent and encourage innovative teaching methods to ensure students' success.

The district will provide ongoing professional development and tools to support Adrian students in an evolving digital world. The extended use of district owned technology is a privilege which requires responsible use as follows. This privilege may be revoked for failure to abide by these guidelines. ASD provides students and employees with extensive technology resources, including computing facilities, local area networks, internet access and email addresses. The information within this document applies to all Chromebooks used at Adrian School District, including any other device considered by the Administration to come under this policy.

# **1. Annual Receipt of Your Chromebook and Check-In**

## **1.1 Receiving Your Chromebook**

Chromebooks will be distributed at the beginning of school to students. Before receiving a Chromebook, students and parents must complete and return the following: Chromebook Fee Coverage with appropriate fees and acknowledgement of the expectations.

## **1.2 Chromebook Check-In**

Chromebooks will be returned during the final week of school during student check-in so they can be examined for serviceability. If a student transfers out of the Adrian School District during the school year, their Chromebook will be returned at that time. The same Chromebook will be returned to students in the fall.

## **1.3 Return Policies**

Individual school Chromebooks and accessories must be returned to the designated school location or Information Technology (I.T.) Department at the end of each school year. Students who withdraw, complete graduation coursework early, or terminate enrollment at Adrian School District for any other reason must return their Chromebook on the date of termination. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment, that student will be subject to fines (replacement cost of the Chromebook), criminal prosecution and/or civil liability. Failure to return the Chromebook will also result in a theft report being filed with the Adrian Police Department and may delay access to public school records.

The student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook Responsible Use Policy, Procedures and Guidelines (this document) and must return the device and accessories in satisfactory condition. The student will be charged a fee, detailed on page 5, for any needed repairs, not to exceed the replacement cost of the Chromebook.

## **1.4 Chromebook Identification**

Chromebooks are tagged and inventoried by the district. Any attempt to modify, hide and/or remove ASD identification tags will be subject to disciplinary action.

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

Students are responsible for the general care of the Chromebook they have been issued by the district. Chromebooks that are broken or fail to work properly must be taken to the designated school location for equipment evaluation/review.

### **2.1 Carrying Chromebooks**

The Chromebook should always be carried with the screen shut. Care must be taken when placing the Chromebook into backpacks and carrying in the hallways.

### **2.2 Screen Care**

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Do not lean on the top of the Chromebook when it is open or closed. No objects should be placed on the keyboard. Do not place anything near the Chromebook that could put pressure on the screen. Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen. Do not “bump” or “drop” the Chromebook against lockers, walls, car doors, floors, etc., as it could possibly break the screen.

### **2.3 Storing Your Chromebook**

When students are not using their Chromebooks, they should be stored in their locker or kept with the student. Students are required to take their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should never be stored in a vehicle at any time due to the possibility of theft. Do NOT leave your Chromebook in a place that is experiencing extreme heat or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

### **2.4 Chromebooks Left in Unsecured Areas**

Under no circumstances should Chromebooks be left unsecured. Any Chromebook left unsecured is in danger of being stolen or damaged. If a Chromebook is found in an unsecured area, it will be taken to the office. Violations may result in loss of Chromebook privileges and/or other privileges.

### **2.5 Chromebook Use During Extracurricular Activities**

Students are responsible for their district devices both in and out of school, including extracurricular events. Costs associated with a lost, stolen or damaged device as stated in this Agreement also apply to extracurricular events. It is not the responsibility of the coach, bus driver, etc. to protect and/or store the device during extracurricular activities.

### 3. ADRIAN SCHOOL DISTRICT Chromebook Fee Coverage

#### Chromebook COVERAGE

Students assigned a district device are responsible for all damages whether intentional or accidental. Responsibility for repair caused by a malfunction or maintenance issue will be determined by the Adrian School District's I.T. Department.

#### Enrollment Information

The Chromebook Fee Program provides an inexpensive solution for parents to reduce the financial burden if an accident or theft occurs. The Chromebook Fee Program will cover one school year (August to May) and is non-refundable. Students receiving a device after February 1st of each calendar year will be eligible for prorated coverage.

Prior to students receiving their Chromebook the fee must be paid and the technology agreement form signed by students and parents.

<b>Annual Cost August – May</b>  \$20 Each (Max \$40 Per Family) If you qualify for Free/Reduced Lunches: \$10 Each (Max \$20 Per Family)	<b>Damage Coverage</b>  1st Incident: \$0 2nd Incident: \$0 3rd Incident: Full Cost  Full Cost is determined by the current cost of Chromebook Purchase Replacement	<b>Stolen Devices</b>  1st Incident \$50 2nd Incident \$100 3rd Incident \$250  <b>A police report is required to file a stolen property claim on any loss/stolen device</b>	<b>Not Covered</b>  -Cords -Charger -Intentional Damage (ex: something pushed into ports, direct hit to screen, keys picked off) -Loss without a copy of the police report -Lost Chromebook
Cost after Winter Break \$10 Each (Max \$20) If you qualify for Free/Reduced Lunches \$5 Each (Max \$10)	Examples of Costs: Screen Replacement Keyboard Replacement	Examples of Costs: Stolen 3 <sup>rd</sup> Loss - \$250 or depends on age of the device. <b>A police report is required to file a stolen property claim.</b>	Lost Cords/Chargers \$40

#### Two incidents total are covered per year.

If lost or stolen and the Chromebook is later recovered in working condition, the fine will be refunded.

If a student leaves the district, but does not return the Chromebook, they will be fined for the full amount of the replacement cost.

All students are required to pay the Chromebook usage fee.

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

Chromebooks are intended for use at school each day and as such students are responsible for bringing their Chromebook to all classes unless informed otherwise by the classroom teacher. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, schedules, and other district resources may be accessed using the Chromebook. ***STUDENTS MUST COME TO SCHOOL DAILY WITH A FULLY CHARGED CHROMEBOOK.***

### **4.1 Chromebooks Left at Home**

If students leave their Chromebook at home, they are responsible for getting course work completed as if they had their Chromebook present. If a loaner is available they may check one out from a designated school area. If a student repeatedly (two or more times as determined by any teacher) leaves their Chromebook at home, they may lose their take-home privileges and be required to “check out” a Chromebook. Violations will be handled by the classroom teacher or school administrators with repeat violators subject to additional disciplinary action.

### **4.2 Chromebook Repair**

Any mechanical or physical problems with the Chromebook should be immediately reported. Loaner Chromebooks may be issued to students when they leave their Chromebook for repair. Please note, loaner Chromebooks are subject to availability but the district will make every attempt to reduce downtime for students.

### **4.3 Charging Your Chromebook’s Battery**

Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebook each evening. If a student repeatedly (two or more times as determined by any teacher) brings their device uncharged, they may lose their take-home privileges and be required to “check out” a Chromebook from the designated school area. Violations will be handled by the classroom teacher or school administrators with repeat violators subject to additional disciplinary action.

*Only charge your Chromebook with the ASD provided charger.*

### **4.4 Screensavers and Backgrounds**

Inappropriate media may not be used as a screensaver or background photo on district Chromebooks. Installed images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, tobacco, gang-related symbols or other material deemed inappropriate will result in disciplinary action.

### **4.5 Sound, Music, Games or Programs**

Use of apps/games, music and/or sound must be approved by the classroom teacher and be for educational purposes only. Taking pictures or recording (audio or visual) teachers and/or students without their explicit consent is strictly prohibited.

### **4.6 Printing**

Printing is not supported from district Chromebooks. If printing is required for an assignment, it can be shared with a staff member and they can print for the student.

### **4.7 Internet Access off Campus**

Internet access is filtered when using the ASD Chromebooks off-campus in compliance with district policies and CIPA. Students are allowed to access other wireless networks when they are off campus.

## **5. Managing Your Files & Saving Your Work**

### **5.1 Saving Your Work**

Students will save work in their district provided cloud-based or network storage drives. It is recommended that students store files in their Google Drive where files are available at any time from any device. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for late or incomplete assignments.

## **6. Software on Chromebooks**

### **6.1 Originally Installed Software**

The software/apps/extensions originally installed by Adrian School District must remain on the Chromebook at all times.

### **6.2 Additional Software**

The use of the student's school provided Chromebook is for educational purposes only. Adrian School District will synchronize the Chromebooks so that they contain the necessary apps for schoolwork. Additional classroom-appropriate apps may be installed but again, only if for educational purposes only. At no time are students to install software for personal use (gaming, social media, messaging, etc.) and/or gain. If in doubt, do not install the application.

### **6.3 Inspection**

Students will be selected through the course of the year to provide their Chromebook for inspection. This may include an inspection of all materials saved on or accessed by the Chromebook as well as the physical condition of the Chromebook (i.e. ID tags, barcodes, and/or additional stickers/marks on the outside of the device).

**6.4 Software Updates** Updated versions of licensed software/apps will be deployed via the I.T. Department. Updates may occasionally require a system restart.

## **7. Responsible Use**

### **7.1 System Security**

- Students must protect access to their own devices through the use of passwords and privacy settings at all times.
- Students will log on to the network only as themselves.
- Students are responsible for their individual accounts and will take all reasonable precautions to prevent others from being able to use their accounts and should never share account information with others.
- Students will immediately notify a faculty or staff member if they have identified a possible security problem.
- Any electronic devices brought on the ASD campus are subject to search without notice.
- Students will refrain from using any device or software that masks the use of the school resources. This includes, but is not limited to, anonymizers and any application or hardware device that circumvents network

security, logging or tracking procedures. Failure to comply will result in loss of computer/network privileges and possible disciplinary action.

## **7.2 Intellectual Property and Privacy**

- Students will not copy or transfer any copyrighted material(s) to or from computers on the Adrian School District network without the permission of the technology staff.
- Students will not plagiarize words or phrases found in books, on the Internet, or on other online resources.
- Students will respect the rights of copyright owners, including those who have created music, images, video, software, etc. If a student encounters an inappropriate image, site or video online, he/she will immediately minimize the screen and inform a teacher.
- Students should have no expectation of privacy when using online resources since materials are owned by the site and can be redistributed without an author's permission. Students should check each site's privacy and security policies ca

## **7.3 Inappropriate Language and Harassment**

- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language on any and all uses of devices at Adrian School District, whether in public or private messages.
- Students will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- Students should be respectful and polite in all online communication when using the district network. This includes, but is not limited to, email, chat, instant-messaging, texting, gaming and social networking sites.
- Students will not share, forward or post a message, image or video sent without the permission of the person who sent the message.
- Students will not post private or false information about another person.

## **7.4 Student Acknowledgement and Agreement**

- Students continuously represent the Adrian School District whenever and wherever they use district computing resources. Student's actions could reflect on the district in all online communication.
- Students will be held responsible for any online behavior or content that connects them to the district or implicates the district in their behavior.
- If students knowingly enable others to violate these rules, students may lose their access to ASD computer resources that include their device, district network, email, or internet access.
- The district has software and systems (Securly Filter) in place that monitor and record all activities and traffic on the district computing resources. Students should expect only limited privacy in the contents of all personal files on the district network.
- Tampering with the district technology tools or another person's work is unacceptable, and students could lose all rights to use computers and/or personal devices at school, including their user accounts and network access.

**Violations of the district policy and Responsible Use Plan are subject to disciplinary action ranging from loss of computing privileges up to and including suspension and/or expulsion.**

## **Student Agreement:**

1. I will follow teachers'/building/district instructions when using technology.
2. I will be polite, considerate, and to use appropriate language.
3. I will report and/or help prevent any bullying, abuse, or harm of others.
4. I will tell an adult if I read, see, or access something inappropriate, or if I witness inappropriate use of technology.
5. I will follow all filters and security measures.
6. I will use technology carefully and to conserve district resources.
7. I will not share my passwords, except with my parent/guardian.
8. I will use only my own files and folders. I will not access another individual's files and folders without his/her permission.
9. I will not reveal or post personal information belonging to myself or another person (i.e., passwords, addresses, or telephone numbers).
10. I will follow copyright laws.
11. I agree to return the Chromebook and power cords in good working condition.
12. I will never loan out my Chromebook to other individuals.

**Following Federal, State and local laws, The Adrian School District will protect student and employee data. However, I understand that my use of any district technology (computer, network, internet, resources, etc.) will be monitored and is neither private nor confidential to district/authorized personnel. I understand that if I violate this agreement, the district's policies and procedures, or my student handbook, I may not be allowed to continue to use technology or I may receive other appropriate consequences. Individual school Chromebooks and accessories must be returned to Adrian School District at the end of each school year. Students who withdraw, or terminate enrollment at Adrian School District for any reason must return their individual school Chromebook on the date of termination.**

# ADRIAN SCHOOL DISTRICT CHROMEBOOK COVERAGE FEE

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

## Students:

- I have read and agree to comply with the Chromebook Responsible Use Guidelines and Procedures of Adrian School District.
- I understand that I may lose my Chromebook privileges as a result of my inappropriate behavior, and may be financially responsible for damage or loss of any Adrian School District Chromebook.
- I will return the Chromebook, power adapter/cable when requested at the end of the school year. I understand that I will be charged for any missing equipment and cables.

Student - Print Your Name Here:

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Signature and Date Here:

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## Parent/Guardian:

- I have read the Adrian School District's Chromebook Responsible Use Guidelines and Procedures.
- I understand the procedures and requirements to which my student must comply.
- I accept responsibility for any damage or neglect that may result from my student while the Chromebook is in his/her possession or control, which may result in monetary charges.
- I understand that my student may lose his/her Chromebook privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any District Chromebook.
- I understand my student must return the Chromebook, power adapter and cable. I understand that I will be charged for any missing equipment or cables

Parent/Guardian - Print Name Here

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Signature and Date Here:

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