Ladysmith Student Chromebook Handbook and Agreement, 2023/2024 School Year

Background

The School District of Ladysmith (SDL) started with Google Gmail in September of 2011. Each year we have steadily expanded implementing more of Google's suite of products.

The focus of providing Chromebooks in the School District of Ladysmith (SDL) is to provide current tools and resources to the 21st Century Learner. Increased access to technology is essential, and one of the learning tools of 21st Century student is the Chromebook.

Why Chromebooks

1. Chromebooks represent a new "space" in technology. A Chromebook is lighter, smaller, and less expensive than a traditional laptop.
2. Low maintenance: the Chromebook needs little, if any maintenance. It is a completely web based device. There is less need for technical support.
3. Instant-on and all day battery: it's possible to get on the internet immediately.
4. Auto-save: Student work on the Chromebook saves automatically to the Google Cloud. No more excuses like "I forgot to save my homework!"
5. Contextual Learning: The Chromebook is an "anywhere anytime" learning device. This makes it ideal for projects and learning which take place out of the classroom.
6. Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

LES Chromebook Distribution

a. Parents must recognize during online school year registration both the Acceptable Use Policy (AUP) and the Ladysmith Student Chromebook Handbook and Agreement forms.
b. The SDL has provided designated, secured locations inside of the classroom. We encourage students to leave their Chromebook at the end of the school day to charge and be ready for pick up at the start of the next day. This will limit the potential for loss and damage to the device.
c. Student Chromebooks can be taken home due to extended absence. Charging cords can be checked out through the library and must be returned when the student returns to school.
d. The Chromebook is uniquely assigned to the student. The expectation is that the student assumes responsibility of the device to utilize for for schoolwork throughout the school calendar year.
e. Chromebooks will be labeled in a manner specified by SDL.
f. The Chromebook and district-issued email account are the property of SDL and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of material found on a

Chromebook or a school supplied or supported email service.

LMHS Chromebook Distribution

      a. Parents and students will be notified when Chromebooks are available.

      b. Parents must recognize during online school year registration <u>both</u> the Acceptable Use Policy (AUP) and the Ladysmith Student Chromebook Handbook and Agreement forms.

      c. Chromebooks will be labeled in a manner specified by SDL.

      d. The Chromebook and district-issued email account are the property of SDL and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of material found on a Chromebook or a school supplied or supported email service.

Returning a Chromebook

      a. Chromebooks and all SDL accessories will be returned during the final week of school so they can be checked for serviceability. (This may change for students taking summer school)

      b. Chromebooks must be returned immediately when a student transfers out of the SDL, is suspended or expelled, or terminates enrollment for any reason.

Possible fines

If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook. Failure to return the " Chromebook may result in a theft report filed with the Ladysmith Police Department.

Chromebook Care

Students are responsible for the general care of the Chromebook they have been issued by the SDL. Chromebooks that are broken or fail to work properly must be given to the Technology Department for an evaluation of the equipment. Care must be taken to protect the device. **Students are responsible for anything done using their assigned Chromebook or their login.** Assigned Chromebooks are the property of the SDL and all users will follow these procedures.

Precautions

      a. While the Chromebook is considered scratch resistant, the Chromebook can scratch. Avoid using any sharp object(s) on the Chromebook.

      b. Chromebooks do not respond well to liquid. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft,

lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.

   c. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the library staff.

   d. There is no "jailbreaking" (bypassing filters and controls) of this device.

   e. Never throw or slide a Chromebook.

   f. Cords and cables must be inserted carefully into the Chromebook to prevent damage.

   g. **Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the SDL.**

   h. Chromebooks have the ability to be located remotely. Modifying, disabling, or attempting to disable the locator is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.

   i. Chromebooks have a unique identification number and at no time should the number or labels be modified or removed.

   j. Chromebooks should be placed vertically in the bottom of the locker or in a backpack/book bag to avoid putting any pressure on the screen.

   k. Chromebooks must never be left unattended, for example, in an unlocked car, on a shelf in a classroom, floor, or on top of the lockers .

   l. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.

   m. Chromebooks must be charged at home for use at school each day. ***This is the student's responsibility***.

   n. Students should not lend their Chromebooks to another person. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook rests solely with that individual.

   o. Repeated violations of any part of this policy will result in disciplinary action.

Using Chromebooks at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, procedures and rules, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless instructed not to do so by a teacher.

Chromebooks Left at Home

   a. If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook was present.

b. Students may be allowed to 'checkout' a loaner Chromebook from the library.
c. Repeated violations of this policy will result in disciplinary action.

Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of "loaner" Chromebooks are available so having a "loaner" is not guaranteed.

Charging a Chromebook's Battery

a. Chromebooks must be brought to school each day in a fully charged condition.
b. In cases where the battery does "run out," students may be able to connect their Chromebook to a power outlet in class. Students may be allowed to checkout a loaner Chromebook from the library .
c. Repeated violations of this policy will result in disciplinary action.

Screensavers/Background photos

Screensavers or backgrounds are controlled by the school district. Inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.

Passwords and Account Access

Take care to protect your password. **Do not share your password or allow any other users to login to or use your Chromebook.** Students are allowed to login to their Chromebook with their own assigned sdlwi.org domain account only; no other accounts are to be used on Chromebooks.

Sound, Music, Games, Software/Apps

a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
b. Students should provide their own headsets/earbuds.
c. Music is only allowed on the Chromebook at the discretion of the teacher.
d. All software/apps must be district provided. Data storage will be through apps on the Chromebook, i.e. Google Drive.
e. Internet games are not allowed on the SDL Chromebooks.

Legal Propriety

a. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a library staff member.

b. Plagiarism is a violation of the SDL rules. 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.
c. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law may result in criminal prosecution.

Printing

Students will be given information and instruction on printing with the Chromebook at school.

Managing & Saving Your Digital Work

a. Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud.
b. With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.
c. All items will be stored online in the Google Cloud environment.
d. Any student leaving the SDL before graduating, and wishes to save any of their school work, must contact the IT Department via email at itdept@sdlwi.org.

Home Internet Access

CHROMEBOOKS ARE FILTERED THROUGH THE SCHOOL DISTRICT OF LADYSMITH SECURLY FILTER.

Parents/Guardians, please take the necessary precautions for Internet safety with your student!

REMINDER: SDL provides Internet filtering on the district's network. These filters also work in other locations but it is the family's responsibility to monitor the student's use of the Internet outside of the school setting.

a. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook uses while at home. Printing at home is not supported at this time.
b. All students should recognize and guard their personal and private information. While on the Internet, students should not reveal Personal information, including a home address or phone number, or the address or phone number of other students.
c. All activity on the Chromebook and district-issued email account, whether conducted at school or off site, is subject to search as District property.

Using the Chromebook Camera
The Chromebook comes equipped with camera and video capacities. Students are not to record an individual or group without permission and must notify the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.

Network Connectivity
The School District of Ladysmith makes no guarantee that the district's 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.

Updating your Chromebook
When a Chromebook starts up, it updates itself automatically, so it has the latest district approved version of the Chrome operating system .

Virus Protections & Additional Software
Chromebooks are built with layers of protection against malware and security attacks. Files are stored in the cloud, so there's no need to worry

about lost homework unless a student redirects were to save.

Procedures for Restoring your Chromebook
If your Chromebook needs technical support for the operating system, all support will be handled by the SDL IT department. Please turn your Chromebook into the library or main office.

Software Installation
Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web. The installation and use of any Apps or software will be managed by SDL.

Repairing or Replacing a Chromebook
Chromebooks in need of repair should be returned to a library staff member. The district will determine if a Chromebook can be repaired or needs to be replaced. **PLEASE DO NOT ATTEMPT TO CONTACT MANUFACTURER DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL DISTRICT.** Users are not to take their SDL-owned Chromebook to an outside service for any type of repairs or maintenance, or to attempt to repair damaged or malfunctioning Chromebooks themselves. Users are not to purchase replacement Chromebook.
Chromebooks are the property of SDL and will be repaired by the district or by an approved service. Replacement parts are to be purchased by the SDL through approved vendors only. Costs of repairs or replacement will be assessed as necessary, as per this policy. Please see the section 'Fee for

Incidental Damage,' below, for more information.

School District Protection

The SDL has purchased these Chromebooks and will generally assume the financial liability for Chromebooks repairs or replacement due to normal and typical daily use.

Personal Home and Homeowners'/Renters' Coverage

Lost, damaged, or stolen Chromebooks in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent. Most homeowner/renter policies will provide some limit of coverage for the "damage of the property of others" under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible.

Please consult your insurance agent for details about your homeowners'/renters' coverage.

Fee for Incidental Damage or Loss

Chromebooks will be inspected for damage. In the case of abuse, neglect or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The SDL Administration will make the final determination of any fees assessed.
a. Power cord replacement fee: $20.00
b. LCD Screen replacement fee: $50.00
c. Keyboard/Touchpad replacement fee: $35.00
d. Case replacement - top or bottom pieces: $35.00
e. Replacement of Chromebook: cost will be prorated by years in service.

Claims

a. All personal insurance claims must be reported to SDL. In cases of theft, vandalism, or other acts covered by insurance, the student/parent/guardian must file a report with the Principal's Office before a Chromebook can be repaired or replaced.
b. In the event of a lost or stolen Chromebook, the SDL may deploy location software, which may aid in recovering the Chromebook.
c. Failure to report a stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

<u>Ladysmith Student Chromebook Agreement</u>

By signing below, I acknowledge that I have read and agree to the terms of the
Ladysmith Student Chromebook Agreement

Student:(please print) _____Date___/___/____

Student's Graduation Year: _____

Parent/Guardian:(please print) _____

Parent/Guardian Signature _____ Date___/___/____

Updated 7-11-2023: PS