

# Savannah R-III School District Chromebook Policy Handbook



The policies, procedures, and information within this document apply to all Chromebooks used at Savannah R-III School District by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

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## Receiving Your Chromebook:

Chromebooks will be distributed upon collection of yearly insurance fee. This document will need to be signed and returned during registration.

### Yearly Insurance:

Savannah R-III School District requires that a Chromebook insurance policy be purchased prior to deployment of the Chromebook to your child. The yearly fee will be \$25 per device for students at the middle school and high school and must be paid during student registration. If you are unable to pay the insurance, your child will be allowed to check out a Chromebook from the library daily during the school day. Elementary students have a fee of \$10 annually to be paid at registration. The maximum insurance fee per family is \$50.

### Return:

Students will retain their original Chromebook each year while enrolled at Savannah R-III School District.

Any student who no longer attends the Savannah R-III School District will be required to return their **Chromebook and all peripherals checked out to the student**. If a Chromebook and **peripherals** are not returned, the parent/guardian will be held responsible for payment in full. ***If payment is not received the parent/guardian will be turned over to a collection agency and reported as stolen property of Savannah R-III School District.***

# Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Library Media Center. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced.

## General Precautions:

- Food or drink is not recommended near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

## Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Students must carry the Chromebook in the Savannah R-III School District provided case.

## Screen Care:

The Chromebook screen 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 top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Do not place it on the floor where it could get kicked or stepped on.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. Packaged pre-moistened eyeglass lens cleaning tissues may be used to clean the screen.

# Using Your Chromebook:

## At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules can be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

## At Home:

All *insured* students at the high school and middle school are required to take their Chromebook home each night throughout the school year for charging. *Chromebooks must be brought to school each day in a fully charged condition.* Students need to charge their Chromebooks each evening. Repeated failure to charge your Chromebook may result in referral to administration and possible disciplinary action. When fully charged at home, the battery should last throughout the day.

While using the Chromebook at home, students should keep the Chromebook in the Savannah R-III School District issued case in order to provide the utmost protection against damage.

## Sound:

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

## Printing:

*At School:* Teachers will utilize digital copies.

*At Home:* The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

# Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

# Software on Chromebooks:

## **Originally Installed Software:**

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

From time to time the school may add software or apps for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

## **Additional Software:**

Students are unable to install additional software on their Chromebook other than what has been approved by Savannah R-III School District.

## **Inspection:**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. Inappropriate use or content will be subject to disciplinary action.

## **Procedure for Restoring the Chrome OS:**

If technical difficulties occur the device may be restored to factory settings. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

## **Personalizing the Chromebook:**

**Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Savannah R-III School District. Spot checks for compliance will be done by administration or Savannah R-III School District Technicians at any time.**

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Savannah R-III School District acceptable use policy.

## **Protecting & Storing Your Chromebook:**

### **Chromebook Identification:**

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Chromebook identification number on lid / serial number on bottom
- Student's First and Last Name

*Under no circumstances are students to modify, remove, or destroy identification labels.*

### **Storing Your Chromebook:**

When students are not using their Chromebook, it should be stored in their lockers or carried with them in the district provided chromebook case. Nothing should be placed on top of the Chromebook, when stored in the locker. Students that have paid their insurance need to take their Chromebook home with them every night. The Chromebook is not to be stored in lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in a vehicle for an extended period of time, especially during times of extreme temperatures.

### **Storing Chromebooks at Extracurricular Events:**

Students are responsible for securely storing their Chromebook during extra-curricular events. A locked locker is suggested for storage.

### **Chromebooks Left in Unsupervised / Unsecured Areas:**

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include: the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

# Repairing or Replacing Your Chromebook:

## Chromebooks Undergoing Repair for Damage:

- Savannah R-III School District will assess the Chromebook damage and repair or replace the device if the damage is determined to be within the insurance policy guidelines.
- Loaner Chromebooks that can be taken home at the end of the day will only be issued to students who have either paid the cost of the insurance policy deductible when they leave their Chromebook for repair at the Library Media Center.
- Day Use Chromebooks will be available for students until cost of insurance policy deductible is paid. Day Use Chromebooks will be collected at the end of each day.
- If repair is needed due to malicious damage, the school will refuse to provide a loaner Chromebook, unless full replacement cost has been rendered prior.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to the cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

## Chromebooks Undergoing Repair for Technical Issues:

- Loaner Chromebooks will be issued to students who bring their Chromebook to the Library Media Center with technical issues that would be considered factory defects and not damage caused by student misuse.
- If the Chromebook is under warranty, a loaner Chromebook will be issued to the student while the Chromebook needing repair is sent back to the manufacturer.

## Manufacturer Warranty:

The manufacturer warrants the Chromebook from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date Savannah R-III School District takes delivery of the Chromebook. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook. The manufacturer warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the Library Media Center.

If a Chromebook becomes defective (at no fault of the student) after the manufacturer warranty expires, Savannah R-III School District will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

### **Loss or Theft Protection:**

As part of the 1:1 Chromebook Initiative, the Savannah R-III School District is requiring an insurance deposit prior to the deployment of the Chromebook to your child. The insurance will cover accidental damage or loss due to an act of nature. However, the insurance will not cover loss or theft of the Chromebook and/or its accessories. The Savannah R-III School District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

**Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse, loss, or theft.**

### **Chromebook Technical Support:**

The Library Media Center will be the first point of contact for repair of the Chromebooks.

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

### **Privacy and Safety:**

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.
- Parents are encouraged to monitor their child's internet activity and internet usage periods.

**Legal Propriety:**

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the Savannah R-III School District discipline code. 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.

**Email:**

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Savannah R-III School District. The interface is heavily monitored by district network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.

**Consequences:**

- Students will be responsible for accounts and/or computer hardware issued to them. Non-compliance with the policies of the Chromebook Policy Handbook or the Savannah R-III School District Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

## **Technology Acceptable Use Policy**

### **Reference Board Policy EHB and EHB-AP(1)**

**Introduction:** Electronic information resources are available to students enrolled in the Savannah R-III School District. These resources include access to the Internet and other network files or accounts. Our goal in providing electronic services to students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

**Scope:** Internet access is coordinated through a complex association with SuddenLink, our Internet Service Provider. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no educational value. On a global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials. Users who access, publish or attempt to access or publish inappropriate material or illegal Internet sites, will be subject to discipline; which may include the possibility of suspension or expulsion. The smooth operation of the network is dependent upon the proper conduct of the users who must adhere to strict guidelines, rules and regulations. Such are provided so that student users are aware of the responsibilities they are about to accept. In general, their responsibilities necessitate acceptable, ethical, and appropriate utilization of the electronic network resources.

**Terms and Conditions of this Acceptable Use Agreement:** The student signature at the end of this Acceptable Use Agreement is binding according to Board Policy EHB and EHB-R. The combined signatures also indicate the student and parent/guardian have carefully read and understood the terms and conditions of appropriate use and thereby agree to abide.

1. **Acceptable Use:** Acceptable use means that a student uses the Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations as described in this agreement. Students who “publish” on the Internet must abide by the approved publishing procedures and district guidelines, which include informing and involving a content sponsoring teacher.
2. **Privileges:** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. The principal, teacher/supervisor or systems administrator may limit, suspend or revoke access to electronic resources at any time.
3. **Network Etiquette:** Each student is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to the following: Be polite. Never send or encourage others to send abusive messages. Use appropriate language. (Whatever is written, sent, or received on an isolated terminal has the potential to be viewed globally.)
4. **Unacceptable Network Use:** Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. This includes, but is not limited to: copyrighted material; threatening or obscene material; material protected by trade secrets; commercial activities by for-profit institutions; use of product advertisement or political lobbying, including lobbying for student body office; the design or detailed information

pertaining to explosive devices, criminal activities or terrorist acts; sexism or sexual harassment; pornography; gambling; illegal solicitation; racism; and inappropriate language. Illegal or inappropriate activities, including games, use of the network in any way that would disrupt network use by others, or activities of any kind that do not conform to the rules, regulations and policies of the Savannah R-III School District, are forbidden.

5. Vandalism: Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user or of any other agencies or networks that are connected to the Network or the Internet system. Vandalism also includes, but is not limited to: abusive overloading of data on the server, or the uploading, downloading or creation of computer viruses. Any engagement in network vandalism constitutes unacceptable use and will subject the student to appropriate disciplinary action.

6. Security: Security on any computer system is a high priority because of multiple users. Do not use another individual's account or log onto the system as the systems administrator. Any security concern must be reported immediately to the principal, teacher/supervisor or systems administrator.

7. Privacy: It is advised that students not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number, etc.; this also applies to others' personal information or that of organizations. When publishing on the Internet, students' pictures should not be identifiable by name.

8. Service Disclaimer: The Savannah R-III School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Savannah R-III School District will not be responsible for any damages the student may suffer while on this system. These damages may include, but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by student error or omission. Use of any information obtained via the information system is at the student's own risk. Savannah R-III School Districts specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

## Technology Acceptable Use Agreement

Student Signature of Agreement: Parent/guardian is responsible to read and review this information with their student. Rules of conduct are described in this "Student Acceptable Use Agreement for Savannah R-III School District" and apply when the electronic information system is in use. I understand any violations of the above provisions will result in the loss of my user account and may result in further disciplinary and/or legal action, including but not limited to suspension or expulsion, or referral to legal authorities. I therefore agree to maintain acceptable standards and to report any misuse of the system to the appropriate teacher or administrator. Also, should I choose to "publish" on the Internet, I will work under the guidance of a content sponsoring teacher. Misuse or violation of this agreement comes in many forms, but can be viewed as any messages, information or graphics sent or received that include/suggest pornography, unethical or illegal solicitation, racism, sexism, harassment, inappropriate language, and/or other listings previously described in this user agreement. I agree to report any misuse of the electronic information resources to my principal, teacher/supervisor or systems administrator.

I have read this Acceptable Use Agreement and understand that Internet sites are filtered and that Internet use on my district computer may be monitored. I hereby agree to comply with the above described conditions of acceptable use.

PARENT OR GUARDIAN: I understand that my child's use of the district's technology resources is not private and that the school district may monitor my child's electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my child's electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely. As the parent or guardian of the above named student, I have read this Acceptable Use Agreement and understand that Internet sites are filtered and that electronic information resource accounts may be monitored. I understand my child may be disciplined for inappropriate or unacceptable use of electronic information resources. I further understand that student use of the electronic information resource system is designed for educational purposes. I understand that it is impossible for Savannah R-III School District to filter or restrict access to all inappropriate materials. I will not hold the Savannah R-III School District responsible for inappropriate or unacceptable materials my child may acquire on the network system.

I hereby give my permission and approve the issuance of an electronic account for my child.

PARENT OR GUARDIAN:

I have read this Acceptable Use Agreement and understand that Internet sites are filtered and that electronic information resource accounts may be monitored.

I understand that violation of these provisions may result in disciplinary action taken against my child including, but not limited to, suspension or revocation of my child's access to district technology and suspension or expulsion from school. I understand that my child's use of the district's technology resources is not private and that the school district may monitor my child's electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my child's electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely. I agree to be responsible for any unauthorized costs arising from use of the district's technology resources by my child. I agree to be responsible for any damages incurred by my child.

I further understand that student use of the electronic information resource system is designed for educational purposes.

I recognize that the District has initiated reasonable safeguards to filter and monitor inappropriate materials. I understand that it is impossible for the Savannah R-III School District to filter or restrict access to all inappropriate materials. I will not hold the Savannah R-III School District responsible for inappropriate or unacceptable materials my child may acquire on the network system.

**Student's Name:** \_\_\_\_\_

**School Year:** \_\_\_\_\_

**Attending School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

Parent or Guardian Printed Name \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**Savannah R-III School District**  
**Chromebook Insurance Protection Enrollment Form Student**

**Student's Name:** \_\_\_\_\_

**School Year:** \_\_\_\_\_

**Attending School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

Chromebook Insurance Protection against breakage and damages is available and highly recommended, but not mandatory. If you choose not to purchase insurance and the computer is damaged you are responsible for all repairs and/or replacement. Additional Insurance Forms are available through the Principal's Office.

Insurance Protection cost per device is \$25.00 annually for middle school and high school students and \$10 annually for elementary students. A family of three or more children in the district will not have to pay more than \$50 per year for insurance. The insurance may be paid over a 5 month period. Insurance is good for one school year and is not carried over from year to year. Intentional damage voids all insurance claims and student is responsible for the full amount of the chromebook.

Insurance will not be offered after breakage or damages have occurred.

OPTION #1 – ENROLL \_\_\_\_\_ Amount received \_\_\_\_\_

OPTION #2 – NOT ENROLL \_\_\_\_\_ I acknowledge that I have read, understand and agree to all the terms outlined on this form.

Parent or Guardian Printed Name \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_