



Frazier SCHOOL DISTRICT

1:1 CHROMEBOOK **H**ANDBOOK
GRADES 2-12
2018-19

Frazier School District

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www.fraziersd.org

One-to-One Technology Integration

Frazier School District continues to prepare its students with 21st century trends in education. FSD offers a Chromebook for each student, ensuring we graduate students who can work digitally, collaborate meaningfully, and communicate in connected, real-world ways.

FSD has a Google management license that connects our learning community via Google Drive and its productivity suite. This license affords our students access to school approved Google Apps for Education and their features. When students sign into Google Chrome with their *my.fraziersd.org* account, these apps are instantly available wherever they go, making a smooth transition between home and school.

This handbook outlines the District's expectations, for Grades 2-12, of proper handling of Chromebooks, describes students' responsibilities and ways they can best take care of the devices, and includes an agreement for them and their parents, including an option for a Technology Protection Plan. Understanding and abiding by this agreement is necessary in order to provide the best use of Chromebooks to our students. Its regulations, along with the District policy on Internet Acceptable Use and Student Handbooks, provide safeguards to ensure students have a positive experience, as we provide a 1:1 integration of educational technology for all.

As we begin another year with Chromebooks, we are excited about the possibilities. We know our teachers and students will find new apps, new lessons, and new discoveries as they prepare for tomorrow's opportunities.

Chromebook Loan Agreement

A Chromebook and accessories in good working order are being lent to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

This equipment remains at all times the Property of the Frazier School District and is lent to the student for educational purposes only. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her right to use of the Chromebook. The equipment will be returned when requested by Frazier School District, at the end of the school year, or sooner, if the student is enrolls in Alternative Education, or withdraws from the District prior to the end of the school year.

The District property may be used by the student only for non-commercial purposes, in accordance with District policies and rules, the District's Internet Acceptable Use Policy, as well as local, state, and federal law.

The student may not make or allow others to make any attempts to add, delete, access, or modify District owned information on any Chromebook or any school owned computer. The Frazier School District network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the school network.

Asset tags have been placed on the Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, contact the IT support staff for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the device.

An email account—a school licensed Gmail account @my.fraziersd.org--will be available for each student to use for appropriate academic communication with other students and staff members only. This email is for communication within the School District only.

The student agrees to use best efforts to assure that the District property is not damaged or rendered inoperable by any electronic virus while in the student's possession.

Responsibilities

Student Responsibilities:

The Chromebook is an important learning tool and is to be used for educational purposes only. All students grades 2-12 must accept the following responsibilities in order to take advantage of this exciting 1:1 initiative. Devices for students grades 2-5 are not to be taken home and will remain in their respective classrooms. Chromebooks for students in grades 6-7 may be taken home only when permitted. Students in grades 8-12 may take their device home each day.

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Frazier School District, particularly the Student Handbook and the Internet Acceptable Use Policy (<http://www.boarddocs.com/pa/fraz/Board.nsf/goto?open&id=9UZ2UP03E875>), and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it maybe come damaged or stolen.
- I will not have my Chromebook in restrooms, locker rooms, or any other areas deemed restricted.
- I will not lend the Chromebook to anyone, not even my friends or family members; it will stay in my possession at all times.
- I will not remove District-owned programs or files from the Chromebook.
- I will charge my Chromebook nightly so that it has a full charge at the start of school every day.
- I understand that if I leave my Chromebook at home or do not charge it, I am still responsible for getting course work done as if I had my Chromebook present and charged.
- I will bring the Chromebook to school every day. If I leave my Chromebook at home for multiple consecutive days, I may be called upon to bring the device in to verify possession and condition of the Chromebook.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate and responsible communication. I understand that all email is monitored and may be accessed at any time by administration.
- I will keep all accounts and passwords assigned to me secure and will not share them with anyone.
- I will not attempt to repair the Chromebook. Repairs outside of the FSD technology department are strictly prohibited. If my device is lost or not working properly, I will notify IT support staff, teachers, or administrators within 24 hours or the next regular school day.
- I will bring the Chromebook to IT support staff or administrator if it needs repair. If it needs repair, the student's record will be checked, a loaner may be checked out if the student is eligible and device is available, and appropriate fees will be charged to the student's District account.
- I understand that violating these guidelines may result in the loss of Chromebook privileges and may be subject to disciplinary action according to school policy or other legal action.

Parent/Guardian Responsibilities:

Your son/daughter has been issued a Chromebook to improve his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient and ethical operation of this computer.

- I will supervise my child's use of the Chromebook at home.
- I will discuss our family's values and expectations regarding the use of the Internet at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the Chromebook or have repairs performed by anyone other than the FSD technology department.
- I will not attempt to clean it with anything other than a dry cloth.
- I will report to the school any problems with the Chromebook and will not delete any District software.
- I will make sure my child recharges the Chromebook nightly.
- I will make sure my child brings the Chromebook to school every day.
- I understand that if my child comes to school without the Chromebook, I may be called to bring it to school.
- I agree to make sure that the Chromebook is returned to school when requested or upon my child's withdrawal from the Frazier School District.

Use and Care of Your Chromebook

- **Bring it to school every day.** Chromebooks are intended for use at school each day. Teachers will plan their lessons assuming that all students will bring their Chromebooks with them with plenty of charge. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using Chromebooks. You are expected to be responsible to bring your Chromebook to all classes, unless specifically instructed to do otherwise by your teacher or principal.
- **Charge your Chromebook every night.** Be sure to have a full charge as you enter school each day. Make charging your Chromebook part of your nightly routine before going to bed on school nights.
- **Makeup is a must if you do without.** If you leave your Chromebook at school, or come to class without a charge, you are still responsible for all your course work. If you leave your Chromebook at home for multiple consecutive days, your teacher or principal may request the you bring the device in to verify possession and condition of your Chromebook. Repeatedly not having your Chromebook at hand or not having it charged for class, may be cause for disciplinary action.
- **Keep only school-appropriate media on your computer.** Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background image. The Chromebook should not be used to take photos unless as part of an assignment or instruction by school staff.
- **Do not take images, video or audio without subject consent and school staff permission.** Taking pictures and recording audio or video without permission is inappropriate, and without consent is unlawful. Posting them to the Internet is Level III violation of our school policies.
- **Obey copyright.** Individually purchased, legal, school-appropriate media is allowed on your Chromebook, however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offences and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the District's Internet Acceptable Use Policy and leads to disciplinary action at Levels II and III.
- **Abide by media content expectations.** Parents should work in concert with teachers and administrators to set expectations for appropriate apps, content, music, videos, games, and etexts on your Chromebook. The following are NOT allowed on student Chromebooks: apps rated 17+ or ESRB M(ature), films rated R and NC-17, television shows with TV-MA-rated content, and media rated Explicit Content. Inappropriate content is not allowed and any violation of this policy will result in disciplinary action.
- **Keep browsing safe and through the school filter.** The District's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the District's Internet filter, in accordance with all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy, and are in violation if they access sites through proxies or otherwise circumvent the school filter. At home it is parents' and guardians' responsibility to monitor students' Internet access. For more information on Internet safety, apps, and ratings, please check the guides at commonsensemedia.org.
- **Turn down the volume and pull out the headphones.** Speakers are to be muted at all times, unless you are granted permission by your teacher for instructional purposes. You may also use headphones at teacher discretion.
- **Leave the District-loaded apps on your Chromebook.** Do not delete any District-loaded apps, folder, files, or file management software. Deletion of certain files or apps will interfere with your ability to complete coursework.
- **Avoid eating and drinking while using your Chromebook.** Firstly, eating and drinking is bad for your personal hygiene because germs are more likely to be spread from the keyboard to your mouth. Secondly, doing so puts your Chromebook at risk to crumbs and spills that can do permanent damage to the function and life of your device. This is considered abuse.
- **Never leave your Chromebook unsecured.** Your Chromebook should never be in an unlocked locker, car or any unsupervised area. This is considered abuse.
- **Never leave your Chromebook exposed to extreme elements.** Chromebooks are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp or wet should be avoided. This is considered abuse..
- **Notify IT support, teachers, or administration if your Chromebook has problem.** Whether your Chromebook is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. Never try to repair your Chromebook yourself. Clean only with a dry or slightly damp cloth.

No Expectation of Privacy

No one should have any expectation of privacy or confidentiality with regard to any usage of a Chromebook issued by the District, regardless whether the usage happens for school-related purposes or not. During school hours, without prior notice of consent, the District may access, supervise, view, monitor and record student use of Chromebooks at any time for any reason related to the operation of the District. Chromebook browsing history is always logged. From time to time, the District may conduct random checks of Chromebooks and inspect their contents and condition. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

School administrators, teacher, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks at school during school hours.

Files Downloaded onto Chromebooks

All images, documents, files, and apps downloaded onto the Chromebook become the property of Frazier School District as allowable by law.

Incident Assessment Chart

Incident	Action(s) Necessary	Cost
<p>Accidental Damage of Chromebook, Adapter or Power Cord (1st Instance)</p>	<p>A report must be made immediately to administration or IT support staff, who will be responsible to record the incident.</p> <p>The device must be returned to school so that a new or spare device may be issued.</p>	<p>With the Protection Plan, no cost for accidental damage.</p> <p>Without the Protection Plan, cost of repair or replacement will be assessed.</p>
<p>Accidental Damage (2nd Instance and subsequent instances)</p> <p>More than one (1) occurrence of loss, theft or damage in a school year.</p>	<p>A report must be made immediately to administration or IT staff, who will be responsible to record the incident.</p> <p>The device must be returned to school so that a new device or spare device, however, a spare device may not be issued for a 2nd break.</p> <p>The student may be required to wait until the original device is returned from service before having use of a Chromebook.</p> <p>Some loss of privileges of using the Chromebook may occur such as the following:</p> <ul style="list-style-type: none"> -limiting participation in the Chromebook program -may not be permitted to take the device home <p>This may also result in a referral for disciplinary action at Level II.</p>	<p>With or without the Protection Plan student or parent pays for repair or replacement cost, whichever is lesser will be assessed.</p> <p>Per current Table of Estimated Repair/Damage Cost – available upon request.</p>
<p>Intentional Damage / Abuse</p>	<p>Upon notification or administration’s knowledge of an incident of intentional damage or abuse, the device must be returned to. Deliberate damage will be referred to the administration.</p> <p>Applicable Board policies and/or school building policies will be followed with regard to appropriate discipline for damage to school property.</p>	<p>Up to replacement cost.</p>
<p>Loss / Theft</p> <p>Unless person(s) responsible for a theft are identified, the incident will be considered a loss.</p>	<p>A report must be made immediately to administration - In the event of theft or non-return, a police report may be filed.</p>	<p>Replacement cost</p>

Procedures for Damages Not Covered

1. Did not purchase annual Technology Protection Plan
 - a. Parent/student will complete damage report
 - b. Technology Department will assess damage and prepare cost to fix
 - c. Parent/Student will receive an invoice of cost and description of repair
 - d. Record of invoice sent and any payments received will be sent to the Building for the student record

2. Technology Protection Plan purchased but repair not covered; Chromebook determined to be lost, stolen, vandalized, abused, or have multiple accident claims.
 - a. Parent/student will complete damage report
 - b. Technology Department will assess damage and prepare cost to fix
 - c. Technology Department will provide explanation of why the damage was deemed not to be covered by Technology Protection Plan
 - d. Parent/Student will receive an invoice of cost and description of repair
 - e. Record of invoice sent and any payments received will be sent to the Building for the student record

Chromebook Damage Report

Students Name: _____ Date: _____

Asset Tag: _____ Buiding: _____ Grade: _____

Description of Damage (*include how the damage occurred*):

Student Signature: _____

Parent Signature: _____ Phone # _____

Principal Signature: _____ Date: _____

Official Use Only:

Protection Plan Purchased: YES NO Damaged Covered: YES NO

If NO, rationale:

Resolution / Action:

_____ Date: _____

School Official Signature

2018-19 STUDENT/PARENT CHROMEBOOK AGREEMENT SIGNATURE PAGE

Please bring completed form to Chromebook Distribution Site or to the FSD Technology team during the school year

Student Information

Last Name _____ First Name _____ MI _____

Homeroom _____ Grade _____ Student ID Number _____

Parent Information

Last Name _____ First Name _____

Student Agreement for Chromebook Use:

I, _____,
(print student's first/last name) agree to the following:

- I have read the FSD Internet Acceptable Use Policy and the Chromebook Handbook. I will follow all of the school policies and this handbook at all times.
- I understand that I am permitted to use the Chromebook and internet for educational purposes related to school assigned topics and I will exercise responsible behavior when doing such.
- **I understand I am responsible for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect, or intent.**
- I will immediately notify the FSD Technology team in case of damage, theft, vandalism, and/or loss of device.
- I agree to return the District Chromebook to the FSD Technology team when requested, when I withdraw from the Frazier School District, or no later than the collection date at the end of the school year.
- I understand that not returning the Chromebook at these times will result in the Chromebook being locked and a replacement fee (currently \$300) will be entered into my obligations account.
- I understand I must clear all Chromebook fees, if any, before participating in school-related events, including attendance at sports, dances, and graduation.

Student Signature: _____

Date _____

Parent/Guardian Agreement:

I, _____,
(print parent's first/last name) agree to the following:

- I have read the FSD Internet Acceptable Use Policy and the Chromebook Handbook. I will follow all of the policies/regulations included in the handbook at all times. I will hold my child accountable to these policies and regulations.
- I understand that this Chromebook is designated for educational purposes and, therefore, my child's violations of this agreement may be cause for the removal of his/her Chromebook privileges.
- **I assume financial responsibility for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect, or intent.** Further, I understand if my child accidentally or purposefully damages or breaks another student's Chromebook, power adapter, cord, or accessories, I am financially responsible for all expenses related to repairs or replacement. It will be the right of the principal or his/her designee to determine the nature of and cost of damages.
- **I understand that I have the option to purchase a Technology Plan that will cover one accidental incident (see details on the Technology Plan form)**
- I understand that the Chromebooks are District owned devices and all content stored on the Chromebook is subject to review at any time.
- I accept these responsibilities when my student uses a FSD Chromebook at any time.
- I understand that if my student fails to return the Chromebook when/as directed, I will pay the replacement cost of the Chromebook, power adapter, cord, and accessories provided by the District. Failure to do so may result in a criminal and/or civil court prosecution.

Parent/Guardian Signature _____

Date _____

2018-19 FSD TECHNOLOGY PROTECTION PLAN

This is an optional and voluntary program available to all students/parents

Please read this entire document to determine if this program is needed for you and your child's protection against damage of the FSD Chromebook equipment in your care. Please refer to additional information in the current Chromebook Handbook for specific examples of how the plan works. This form must be completed and marked YES or NO before the Chromebook will be provided to the student. For your convenience, payments can be made Online at <https://payments.efundsforschools.com/v3/districts/56210>.

Coverage and Benefit

This agreement covers the FSD Chromebook loaned to the student against some incidents of accidental damage. The following items are **NOT** covered:

- A Chromebook that is lost or stolen
- Damage caused by negligence including but not limited to leaving it outside in an automobile, immersion in liquid, any type of damage caused by food or drink, damage caused by pets, rough/inappropriate handling, etc.
- Intentional misuse of one's own or a peer's device
- More than one accidental incident, including more than one broken screen or accessories.
- Loss of power adapter/cord

Effective and Expiration

This coverage is effective from the date this Plan form and premium payment are received by the school through the date when the Chromebook is to be returned in good working condition to the school or at least by the end of the current school year.

Premium

Fees: \$25, \$15 for reduced lunch status and \$10 for free lunch status paid annually. Partial semesters/years are not refundable. It is agreed and understood that:

- A separate signed application will be needed for each Chromebook covered.
- It will be the right of the principal or his/her designee to determine if damages were due to negligence or accidental in nature.
- The principal reserves the right to determine cost of repair/replacement and to assess such charges through the appropriate student accounting system. Students must clear all Chromebook fees before participating in school-related events, including attendance at sports, dances, and graduation.
- The principal will review all damages determined to be from misuse or negligence and will assess the student's continued privilege of taking the Chromebook to and from school.

Please complete the information below and bring this completed form to Chromebook Distribution or to the Technology team during the school year:

LAST NAME of student (please print) FIRST NAME (please print)

Student ID # Grade Level

Home Address

City, State, Zip

Home Phone

YES, I would like to participate in the Technology Protection Plan. My payment was submitted Online or attached. Make checks **payable to "Frazier School District"**

NO, I decline the Technology Protection Plan service at this time. I understand I am responsible for 100% of any damage or loss to the FSD Chromebook. The current replacement cost of a Chromebook, power adapter, and cord is between \$200-\$300 depending on the age and model of the device.

Parent/Guardian Signature

Date

FOR INTERNAL USE ONLY

Date _____ Recorded by _____

Check # _____ Cash _____ MO _____