

Royall School District

Grades 7- 12

Student Chromebook Acceptable Use Policy

The district retains the right to make changes as needed.

A parent and student must read, sign, and then return this agreement.

The Vision for Learning in the Royall School District

The 1:1 Chromebook initiative gives students the tools to have instant access to the world of information and to become producers rather than just consumers of information that is available through the use of technology. The goal of the initiative is to provide each student in grades 7 – 12 access to a Chromebook daily and more technology opportunities. Research shows that the 1:1 initiative “levels the playing field” for all students, regardless of their socio-economic situation.

The Royall School District is taking assertive steps to transform student learning within the district. The 1:1 Chromebook initiative allows the following to occur for the benefit of student learning:

- Promotes student engagement and enthusiasm for learning.
- Encourages collaboration among students, teachers, parents, community members and people throughout the nation and world through interactive capabilities and opportunities.
- Reduces the use of worksheets and workbooks (going paperless).
- Allows students access to information, along with an opportunity to connect it to their learning in a meaningful manner.

PART ONE: Student Responsibilities

Charging of Chromebook

In grades 7-12, it is the student’s responsibility to have their Chromebook charged each day, so they are ready for the school day. During a normal school day, a typical Chromebook, fully charged, can be used the entire day with no additional charging required. If a student comes to class with a Chromebook that is not charged, the student may have access to a limited amount of chargers or Chromebooks (see information below regarding “Loaners”).

Each student, grades 9-12, should establish a routine at home for charging their Chromebook so that it can charge overnight. The charging time for a Chromebook is similar to that of a cell phone. Each student needs to take care of the charger – they or their parents are responsible for lost or damaged chargers. It is recommended that students **NOT** use the prongs on the charger to wrap the cord, as over time, this has proven to damage the cord.

Bringing the Chromebook to School

It is imperative that the student have their Chromebook in working order each school day. **Students are not allowed to use their own computers for classroom use.** Many lessons will be designed based on

each student having access to their Chromebook. Students who leave their Chromebook at home and/or come to school without their Chromebook charged may have access to a limited amount of Chromebooks (see information below regarding “Loaners”).

Like textbooks, Chromebooks are checked back in to the library media center at the end of the school year.

Loaner

“Loaners” are additional Chromebooks or chargers that are available to students who do not have a Chromebook or charger due to warranty issues or being damaged accidentally, and the repair time will be longer than 5 days. The student will be allowed to take the “Loaner” home upon receipt of a signed damage report. “Loaner” Chromebooks must be returned upon completion of repair. Loaners are subject to the same policy as the initially issued Chromebook.

Access & Monitoring

Ultimately, the Chromebook is the property of the school, and the school district has the right, at any time, to determine what is appropriate and to search the Chromebook, if necessary. The district’s filter allows the district to block websites which are inappropriate for students whether they are accessing the web via the district wireless network or if they are connected to the Internet at other locations. Chromebooks will pass through the district’s filter whether the Chromebook is used at school or at home. Parents should still monitor their student’s time and activities on the Chromebook.

Students who access inappropriate sites during the school day or are accessing sites that are not related to the class they are in will face disciplinary action. If sites are accessed by accident, the student should move immediately to another site and then report the incident to the Technology Director as soon as possible.

Downloading Programs and Personalizing the Chromebook

Allowed apps and extensions will be determined by the Royall Technology Director.

PART TWO: Chromebook Care

Keep Your Chromebook in a Safe Place

For grades 7-12, students are expected to keep their Chromebooks as protected as they can.

- Do not leave the Chromebook in a car or a place where it is exposed to extreme temperatures.
- Do not leave your Chromebook or charger on the floor or in an area where there are small children or pets.
- If on an athletic team, never leave the Chromebook in the gym, on a playing field, or in other areas where it could be damaged or stolen.

Students are encouraged to lock their lockers if they are storing their Chromebooks in those lockers. Unattended and unlocked equipment, if stolen – including at school – will be the student’s responsibility.

Chromebooks left in unattended classrooms or other areas are considered “unattended” and will follow the same procedure outlined in the Student Misuse Consequences section.

General Care

Here are general care instructions:

- Keep the equipment clean.
- Close the lid when the Chromebook is not in use.
- Carry the Chromebook with care at all times.
- Name tags and school ID should be left on Chromebook identifying who it belongs.

Treat this equipment with as much care as if it were your own property. Do not attempt to remove tags or change the physical structure of the Chromebook.

PART THREE: Chromebook Conduct

In Classrooms

Students in grades 7-12 will be required to bring their Chromebook to school and to each required class every day. When the Chromebook is not being used in class, it is to be closed. Students will use the Chromebook for instructional purposes during instructional time only.

Many of the rules and guidelines that govern the use of Chromebooks and network resources are also found in the Acceptable Use and Internet Safety Policy of the Royall School District.

Student Misuse - Classroom and Otherwise

If a student mistreats his or her Chromebook, consequences will be enforced. It is the teacher’s discretion whether the student has misused the Chromebook. Examples of misuse include, but are not limited to:

- Purposely dropping the Chromebook on the floor, desk, or table
- Slamming the screen shut
- Hitting the keys or mousepad too hard
- Picking at the keys or mousepad
- Opening the screen too far
- Touching others’ Chromebook
- Picking at/off the scan code label
- Carrying the Chromebook by the screen, only with one hand, or any other inappropriate way
- Leaving the Chromebook unattended

Any student who violates the rules and expectations relative to the Acceptable Use and Student Chromebook Acceptable Use Policy will be subject to the following disciplinary action.

1st Offense - teacher/staff member confiscates the Chromebook. The student may pick it up at the end of the hour from that teacher/staff member.

2nd Offense - teacher/staff member confiscates the Chromebook. The student may pick it up at the end of the day from their respective offices.

- 2nd Offense - one day without their Chromebooks
- 3rd Offense - one week without their Chromebooks
- 4th Offense - one month without their Chromebooks
- 5th Offense - Depending on the severity of the infraction, the level of offense will be up to the principal's discretion.

For serious offenses, law enforcement may need to be contacted. In such cases, the Chromebook will be confiscated until a complete investigation can occur.

Chromebook Damage and Care

If a Chromebook is damaged, the Technology Director must be notified immediately. If any damage to the Chromebook is not reported in a timely fashion, your Chromebook privileges may be suspended or revoked.

If a student damages a Chromebook due to negligence, the student and his/her family is responsible for paying the repair costs or the cost of replacement (which includes the cost of the machine, the charger and/or the Chromebook case). A student who does not have a Chromebook due to a Chromebook being damaged intentionally or due to negligence, will not be allowed to use a "Loaner" Chromebook during the repair and/or reimbursement is resolved. Consequences listed above may also be enforced.

The Royall School District reserves the right to charge the student and parent for the full cost of repair or replacement due to gross negligence. Examples of gross negligence include, but are not limited to:

1. Leaving equipment unattended.
2. Lending equipment to others beside one's parents or guardians.
3. Using equipment in an unsafe environment (e.g. in extreme heat or around liquids).
4. Using the equipment in an unsafe manner (e.g. see student misuse).
5. Allowing pets to chew or soil on equipment.

If your child loses or breaks their charger, we will replace the charger for the cost of replacing that charger. If Chromebook is damaged and deemed intentionally damaged, the student will be charged the full cost of fixing or replacing their Chromebook. If the damage is deemed unintentional, the school will pay for entirely cost of fixing or replacing the Chromebook on the first instance. The second incident of accidental damage will be split 50/50 by the student and the Royall School District. Any instances after that will entirely covered by the student.

Any student that does not have a Chromebook for any reason will still be required to do any assigned work.

PART FOUR: Chromebook Return

Students will be responsible for returning their Chromebook and charger as part of their checkout procedure at the end of the school year. Any items that are damaged or missing will be subject to a replacement fee.

Legal Issues and Jurisdiction

Because the Royall School District owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all facilities are used legally. This policy will be enforced for their entire 9-12 high school career. The steps on damages do not start over on a yearly basis. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including the email system, the school administration reserves the right, at its discretion, to access, open, examine, and/or delete electronic files that violate this Chromebook Conduct Policy.

ROYALL SCHOOL DISTRICT
STUDENT AND PARENT/GUARDIAN
Chromebook Acceptable Use Policy Release Agreement

Please read and/or discuss the Chromebook Acceptable Use Policy with your student. The use of the Chromebook and/or network is a **privilege, not a right**; inappropriate use will result in a cancellation of those privileges. School officials may deny, revoke, or suspend access to the Chromebook and/or network to those who violate one or more of the terms and conditions. The Royall School District reserves the right to charge the student/parent the full cost for repair or replacement when damage occurs due to gross negligence of the Chromebook. It is important that you understand her/his responsibilities as well. **Parents and students must read, sign and then return the agreement BEFORE a Chromebook is issued to the student.**

School:

____ High School ____ Middle School

Grade: _____

Users' Full Name: (please print) _____

I have read or have had read to me, and/or discussed the Chromebook Acceptable Use Policy Agreement with my parent/guardian and agree to use the Chromebook and/or network in an appropriate and responsible manner. If I violate any of these conditions, I understand that I may lose access to, and use of, the Chromebooks and/or networks, or even greater consequences such as suspension, expulsion, dismissal, or legal action as outlined in this agreement.

Student Signature: _____ **Date:** _____

I have read and/or discussed the Chromebook Acceptable Use Policy Agreement with my student and give the school and the Royall School District permission to issue network/Internet access to my student. Also, I hereby waive any claims against the District, its officers, agents, and employees arising out of the accessing of material via Chromebook by my student or other users while on the premises of, or under instruction of, the Royall School District.

Parent /Guardian Signature: _____ **Date:** _____