

2020-2021



**Sedan JR/SR High School**  
**Parent/Student**  
**Chromebook Handbook**

The policies, procedures and information within this document apply to all Chromebooks used in the Sedan JR/SR High School by students, staff or guests, and includes any other device considered by the administration to fall under this policy.

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## **Receiving Your Chromebook**

The Chromebook belongs to the Sedan JR/SR High School and the legal title to it shall remain with the district. The student's right of possession and use is limited to and conditioned upon full and complete compliance with the Sedan JR/SR High School Chromebook User Agreement and this handbook.

Chromebooks will be distributed in August 2020.

Upon the completion of the senior year of high school students who are: eligible for graduation, in good standing, and have paid their technology fee each year for all four years of high school will be given their Chromebook after graduation.

***Parents/Guardians and students must sign and return the Chromebook Policy Handbook Agreement and Student Pledge, as well as the Chromebook User Agreement before the Chromebook, charger and case will be issued to their child.***

# Repairing or Replacing Your Chromebook

## Repair and Replacement Costs

There is a \$25 technology fee per school year for the use of the Chromebook. Students are responsible for the care of their Chromebooks and all related accessories. Parents agree to pay the cost for the repair or replacement of the device.

The most common replacement parts and their approximate costs are:

- LCD Screen: \$40
- Charger/Adaptor: \$40
- Keyboard: \$40
- Full Chromebook Replacement: \$250

Parents/Students are liable for the cost of up to \$225 for the total damage to a chromebook.

The Sedan JR/SR High School will require that a police report be submitted by the family in cases of theft. School Resource Officers will work with Sedan JR/SR High School administrators to investigate thefts. Fraudulent reporting of theft will be turned over to the police for prosecution.

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

## Chromebooks Undergoing Repair

- Loaner Chromebooks may be issued to students when they leave their device for repair at the Student Help Desk.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook unless full replacement cost has been rendered prior.
- Repaired Chromebooks will have 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.
- If a Chromebook becomes defective (through no fault of the student) after the manufacture warranty expires, Sedan JR/SR High School will replace the device at **no charge**.

## Chromebook Technical Support

Sedan JR/SR High School will have Mr. Thompson, Technology Coordinator as the first point of contact for repair of the Chromebooks for the following:

- 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

# Caring for Your Chromebook

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are damaged or malfunctioning must be taken Mr. Thompson or the nearest office. If a loaner device is needed, one may be issued to the student until their Chromebook can be repaired or replaced.

## **General Precautions**

- Students must carry the Chromebook in the protective case (if) provided by the Sedan JR/SR High School.
- Food or drink is not recommended near or on 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 forced into a locker or book bag as this may damage the screen.
- Chromebooks should not be exposed to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.

## **Screen Care**

The Chromebook screen can be damaged if subjected to improper treatment. The screens are particularly sensitive to excessive pressure and temperatures.

- Do not lean on top of the Chromebook.
- Do not carry the Chromebook by the screen.
- 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 place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner, water or any other liquid on the Chromebook.

# Using Your Chromebook

## **At Home**

All high school students are required to take their Chromebook home each night throughout the school year for using and charging. Chromebooks must be brought to school each day fully charged. When fully charged, the battery should last throughout the school day.

## **At School**

The Chromebook is intended for use at school every day. Students are responsible for bringing their Chromebook to all classes. Students should use their Chromebook and *usd286.org* email account for school-related communications and work.

## **Outside Class**

Chromebook are not allowed to be used inside the cafeteria area or at out of classroom activities/events unless given explicit permission by the sponsor of the activity/event.

## **Sound**

Sound must be muted at all times during school hours unless permission is obtained from the teacher for instructional purposes. Headphones are permitted in non-classrooms settings. **In the classroom setting, headphone use is at the teacher's discretion.**

## **Adding Files and Data**

Students may add appropriate music, photos, videos as well as other documents and media to their Google Drive. Personalized media must follow the Sedan JR/SR High School Acceptable Use Policy and are subject to inspection. Inappropriate media includes, but is not limited to depictions of or references to:

- Vulgarity or profanity
- Drug usage and paraphernalia
- Sexual acts
- Violent acts
- Bigotry
- Weapons

## **Managing Your Files and Saving Your Work**

Students may save documents to their Google Drive or to an external memory device. 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 to 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 shut down 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. Applications that are no longer needed will automatically be removed by the school as well.

## **Additional Software**

Students will be able to install additional applications on their Chromebook from the approved Sedan JR/SR High School Google Store.

## **Inspection**

Students may be required to provide their Chromebook, cases and accessories for inspection. Discovery of inappropriate use or content will be subject to disciplinary action in accordance with Student/Parent Handbook and Behavior Guide.

# **Protecting & Storing Your Chromebook**

## **Chromebook Identification**

Students must keep the Chromebook barcodes and stickers provided at distribution attached to the chromebook.

## **Storing Your Chromebook**

When students are not using their Chromebook, it should remain in their possession or be stored in a locked location. Under no circumstances should a student leave their Chromebook unattended including in vehicles for extended amounts of time.

## **Storing Your Chromebook at Extracurricular Events**

Students are responsible for securely storing their Chromebook during extracurricular events. It is not recommended to take the Chromebook on activity trips.

## **Returning Your Chromebook**

All students will return their Chromebooks and accessories at the end of each school year. Returning students will be re-issued the same device the following year at Sedan JR/SR High. Any student who no longer attends the Sedan JR/SR High School is required to return the Chromebook, case (if provided) and charger. Students who have been given an out of school suspension to bring their device and accessories to the office and will not be allowed to use the device during the suspension.

At the discretion of the administration and board of education, if a student has paid four years of Chromebook fees and is in good standing, Seniors will have the ability to take their Chromebook with them upon graduation of Sedan High School.

If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. ***If payment is not received, the parent/guardian will be reported to the authorities for stolen property of the Sedan JR/SR High School.***





# CHROMEBOOK USAGE AGREEMENT 2020-2021

**\*\*Parents and students: Please read and initial each section.\*\***

**I agree to respect myself & respect others:**

- I will select online names that are appropriate.
- I will demonstrate respect for myself and for others when posting information and images online, including personal information about my life, experiences, experimentation or relationships.
- I will not be obscene.
- I will not use electronic mediums to flame, bully, harass or stalk other people.
- I will not visit sites that are degrading, pornographic, racist or inappropriate.
- I will not abuse my rights of access by entering other people's private spaces or areas.
- I agree to disagree online in a respectful manner.

\_\_\_\_\_ (parent/guardian)      \_\_\_\_\_(student)

**I agree to educate myself & connect with others:**

- I will request permission to use resources.
- I will suitably cite any and all use of websites, books, media, etc.
- I will validate information.
- I will use and abide by Copyright Fair Use rules.
- I will request to use the software and media others produce.
- I will use free and open-source alternatives rather than pirating software.
- I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses.

\_\_\_\_\_ (parent/guardian)      \_\_\_\_\_(student)

**I agree to protect myself & protect others:**

- I will ensure that the information, images and materials I post online will not put me at risk.
- I will not publish my personal details, contact details or a schedule of my activities.
- I will report any attacks or inappropriate behavior directed at me.
- I will protect passwords, accounts and resources.
- I will protect others by reporting abuse, not forwarding inappropriate materials or communications, and not visiting sites that are degrading, pornographic, racist or inappropriate.
- I understand that no online communication is ever private.
- I understand that my Chromebook and online files managed under the [usd286.org](http://usd286.org) domain are subject to search, scrutiny or confiscation at the discretion of Sedan JR/SR High School.
- I agree to the terms and conditions outlined in the Chromebook Handbook.

\_\_\_\_\_ (parent/guardian)      \_\_\_\_\_(student)

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**I assume full responsibility for my Chromebook:**

- I accept responsibility for care, maintenance and security of my Chromebook.
- I agree to pay for repair/replacement of my Chromebook in the event of loss or damage. All fees are considered due immediately upon repair or replacement of the device.
- I will shut down my Chromebook when not in use and bring it to school fully charged daily.
- I will not loan out my Chromebook.
- I will not attempt any repairs on my Chromebook.
- I will always use the Chromebook protective case.
- I will not carry my Chromebook by its screen.
- If I choose to decorate my Chromebook, I will decorate the carrying case ONLY.
- I will report my Chromebook lost or stolen to the office by the next school day.
- I agree to return my Chromebook, carrying case (if given), and power cord in good working condition at the end of each school year/when I withdraw from Sedan JR/SR High School.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Sedan JR/SR High School.
- I have read and will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside of school.

(parent/guardian) \_\_\_\_\_(student)

By signing this agreement, I undertake to act always in a manner that is respectful to myself and others, and to act appropriately in a moral and ethical manner.

I, \_\_\_\_\_(student's first and last name), agree to follow the principles of digital citizenship as outlined in this agreement. I also accept that failing to follow these terms may result in sanctions according to school discipline policies, including (but not limited to) the restriction of/termination of my Chromebook access.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student's Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name (print legibly)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date