

Yellow Medicine East



Student 1-to-1 Acceptable Use Policy

Updated ~ May 2019

1. Receiving and Returning the Chromebook

- 1.1. Chromebooks will be distributed each fall during Chromebook Orientation. Parents and students must sign and return the "Student and Parent Agreement." Those who choose the optional insurance must pay that fee before the Chromebook will be issued to the students.
- 1.2. Student Chromebooks will be labeled and identified with a YME Library barcode. The serial number will be recorded, and the student will be responsible for that specific Chromebook and the accessories.
- 1.3. Student Chromebooks, power supplies, cords, and cases must be returned to the library at the end of each school year. The return of Chromebooks will take place during the final week of school. If a student transfers out of the district or leaves the district for any reason during the school year, the Chromebook and its accessories must be returned prior to the departure sign out. If a student fails to return the Chromebook at the end of the school year or at the conclusion of their enrollment at YME, that student will be subject to criminal prosecution and/or civil liability. The civil liability will include the replacement cost of the Chromebook and its accessories.
- 1.4. Students shall report lost, stolen, or damaged Chromebooks to the Technology Department or Library Assistant as soon as possible. One replacement Chromebook may be provided if one is available, and the student will be responsible for repair/replacement costs as outlined later in this handbook. It is the student/parent/guardian responsibility to report all stolen devices to law enforcement. A copy of the police report must be forwarded to the school.

2. Taking Care of the Chromebook.

2.1. General Precautions

- 2.1.1. Chromebook screens should be cleaned with a soft clean cloth. Liquid cleaners, including water, should not be used to clean your Chromebook screens.
- 2.1.2. Charging cables should be inserted properly and carefully to prevent damage. Cables should not be stretched or kinked and should be disconnected from the charger when transporting.
- 2.1.3. Chromebooks must be kept in their issued case at all times.
- 2.1.4. Never put weight on the Chromebook, stack items on top of Chromebooks, or wedge Chromebook tightly into a backpack. Neither the cases nor Chromebooks should be used as a folder to carry others items, especially any sharp items such as pens or pencils.

2.2. Storing the Chromebook.

- 2.2.1. Never expose a Chromebook to extremes in temperature. The student should not leave the Chromebook in any location where the temperature falls below freezing or exceeds 95 degrees. If a Chromebook is extremely cold, it should be allowed to warm up before powering on the device.

- 2.2.2. Never leave the Chromebook unattended. The Chromebook should be kept in a secure, locked environment when not in the student's possession. Be especially careful when storing the Chromebook during after-school activities.

3. Using the Chromebook at School and Home.

Chromebooks are intended for instructional use each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes unless specifically instructed not to do so by their instructor.

- 3.1. If students leave their Chromebooks at home, they are responsible for getting their course work completed as if they had their Chromebooks present. If students repeatedly leave their Chromebooks at home (two times **in a year** as determined by administration), they will be required to “check in/out” their Chromebooks at the library for three weeks.
- 3.2. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Repeat violators of this policy will be required to “check in/out” as prescribed in 3.1.
- 3.3. When available, a Chromebook will be assigned during the repair(s) or replacement of a damaged or missing Chromebook.
- 3.4. Students may not decorate or individualize their Chromebook cases. Screensavers or background photos that are appropriate and follow the school's Acceptable Use Policy may be used.
- 3.5. Students may upload personal photos and music on their Chromebooks, as long as all content complies with the school's Acceptable Use Policy. The student Chromebooks are the property of the school district and can be inspected at any time. The student should have NO expectation of privacy of materials stored on a Chromebook.
- 3.6. Students are responsible for downloading documents, material, applications, and application updates deemed necessary by the teacher, building staff, or the district. Students are responsible to maintain all stored documents, worksheets, notes and other files on their Chromebooks (back-up with a thumb drive).
- 3.7. District policy prohibits the use of electronic recording devices in a manner that compromises the privacy and interests of other individuals. District policy also prohibits harassment and bullying. Use of the Chromebook's audio and video recording capabilities during instructional time is at the discretion of the teacher. Any electronic recording obtained with the Chromebook may not be shared, published, or rebroadcast for any reason without the permission of the building principal or superintendent. Audio and video recording in locker rooms and restrooms are strictly prohibited and unlawful. Such recordings may be deemed a violation of specific policies of harassment, bullying, hazing, or other applicable policies of Yellow Medicine East, ISD 2190.
- 3.8. There is no printing option available at school at this time. Documents need to be emailed or saved to Google Drive and downloaded to another print capable computer to be printed. The library computers may be used for printing requirements.

3.9. Students may connect to home wireless networks on their Chromebook. The school's Acceptable Use Policy needs to be adhered to when using other wireless networks.

3.10 When a device is misplaced, it may be reclaimed in the library.

4. Connectivity and Saving Work

4.1. The district will provide a filtered network environment as prescribed by State and Federal mandates. Chromebooks will have access to the Internet anywhere in the school. The district does not guarantee 100% connectivity.

4.2. Limited storage space is available on a Chromebook. Chromebook content will not be backed up by district staff. It is the student's responsibility to ensure that work is backed up to avoid information loss due to mechanical failure or accidental deletion. Students may email documents to themselves for storage on a flash drive, the district server, or available cloud storage. Chromebook malfunctions are not an acceptable excuse for not submitting work.

5. Apps and Operating System

5.1. Students may not access the Apple Store or Google play to install apps on district devices.

5.2. Approved apps will be distributed to the individual devices by district tech staff or will be available for individual download from the school app catalog.

5.3. If an operating system upgrade is necessary, it should be done off campus or during non-school time.

5.4. Non-approved apps are not to be installed on district devices.

6. Insurance and Repair Costs

6.1. The Insurance Protection Plan will be provided for all students who take a device off of school premises. Families may insure their student's Chromebook with the district under the optional annual insurance plan of \$40 per each Chromebook. Families must complete the associated forms to obtain the insurance. The district will offer a family cap of \$120 for those families with multiple students. A reduced rate equal to half (50%) this amount is available for those families that qualified for reduced lunch status. One-fourth (25%) of the family cap will apply for families who qualify for free lunch status. This payment covers the Chromebook, battery, cords, and power adapter. The computer case is not covered by this insurance and the replacement would be the responsibility of the student/parent/guardians.

6.2. Insurance provides repair and replacement coverage for parts and labor on any failure of the Chromebook, battery and power adapter. Insurance also includes coverage for up to two incidents of accidental damage from handling of your Chromebook. There is no coverage for lost or stolen Chromebooks.

- 6.3. Families are responsible for any service fees and replacement costs not covered by the insurance.
- 6.4. Families that choose not to enroll in the district insurance plan are responsible for all replacement costs outlined in section 6.6.
- 6.5. If the Chromebook is damaged by an act of “purposely destroying/damaging school property” it must be reported to the district staff as soon as possible. The repair will be processed as quickly as possible but no loaner will be provided. Student discipline will be administered to the student in accordance with existing school policies. All costs associated with repairing/replacing the damaged Chromebook will be the responsibility of the student and family. Insurance policies will not be in effect or pay for costs associated with intentional damage.

6.6. The following are equivalent replacement costs for damages not covered by insurance.

- 6.6.1. Replacement cost for the provided case **\$35**
- 6.6.2. Replacement cost for the provided wall charger and cord **\$40**
- 6.6.3. Replacement cost for the entire Chromebook which includes cable and charger **\$250**
- 6.6.4. Replacement cost for intentionally damaged screen **\$100**

7. **BYOD (Bring Your Own Device)** The district does not support a bring your own device (BYOD) program. Personal devices will not be supported or maintained by district technology staff or be given access to the district network.

8. **Acceptable Use and Responsibilities**

- 8.1. It is the district's responsibility to provide internet and email access to the students. The school will utilize an Internet filter to block inappropriate material as required by the state and federal standards. The district will continue to provide staff and students with resources and guidelines for Online Safety, Digital Citizenship and Responsibility, and research guidelines to help student compliance with Acceptable Use Agreement and copyright laws.
- 8.2. It is the parent/guardian's responsibility to discuss with their student(s) the values and standards they should follow while using the internet. Parents should monitor their student's internet activities and become informed about online safety and responsibilities. Parents should consider internet filters on their home networks.
- 8.3. It is the student's responsibility to use the Chromebook in a digitally responsible and ethical manner. The student shall take proper care of their Chromebook, keep it secure, and take steps to protect their work and information. The student must strictly follow the Acceptable Use Policy of the school. The student must follow all timelines for collection and distribution of the Chromebooks at the beginning and end of the school year.

Student/Parent Agreement

By signing below I understand and agree to adhere to the YME School District #2190 Chromebook Acceptable Use Policy as outlined above.

YES, I want the available insurance policy for the Chromebook at the rate stated in the agreement.

No, I choose not to pay the fee. I understand that I/we are responsible for all repairs and the device cannot leave the YME Middle/High School building.

Student Printed Name: _____

Student's' Signature: _____

Parent/Guardian Printed Name: _____

Parent/Guardian's Signature: _____

Date:

I have wireless Internet access at home for the Chromebook.

YES NO

Complete when you receive your device

_____ I acknowledge that I have received the following school items:

Chromebook, Power Supply and Cord, and Chromebook Case

===== Office Use Only =====

\$40.00 insurance fee has been received (Date paid: _____ [] check # _____ [] cash _____ [] Pre paid)

Family/Guardians have chosen not to pay the fee and accept responsibility for all repairs. _____ (Staff initials)

Chromebook Issued on: