

2019-2020 Chromebook Handbook



Policy, Procedures and Information for the
Using Chromebooks as Tools Program

Tri Valley School District Chromebook Program

The focus of the Using Chromebooks as Tools Program at Tri-Valley School District is to prepare students for their future, a world of digital technology and information. As we proceed through the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the personal computer. The individual use of computers is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Chromebooks encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Chromebooks integrates technology into the curriculum anytime, anywhere.

Table of Contents

I. Receiving Your Chromebook	5
A. Transfer Students	5
II. Taking Care of Your Chromebook	5
A. General Precautions	5
B. Carrying Chromebooks	6
C. Screen Care.....	6
III. Using your Chromebook at School	6
A. Chromebooks Left at Home	6
B. Chromebook Undergoing Repair	6
C. Charging Your Chromebook Battery	7
D. Chromebook Themes and Screensavers	7
E. Sound	7
F. Printing	7
G. Games and Obscene Material	7
IV. Managing Your Files and Saving Your Work.....	7
A. Saving to Google Drive.....	7
V. Software on Your Chromebook	8
A. Chromebook Apps and Extensions	8
B. Internet Filtering.....	8
C. Inspection	8
D. Loss of Files	8
E. Software Upgrades	8
VI. Acceptable Chromebook Use	8
A. General Guidelines.....	8
B. Privacy and Safety	9
C. Legal Propriety	9
D. Consequences	9
VII. Protecting and Storing Your Chromebook Computer.....	9
A. Chromebook Identification	9
B. Password Protection.....	10
C. Storing Your Chromebook	10
D. Chromebooks Left in Unsupervised Areas	10
VIII. Repairing or Replacing Your Chromebook Computer	10

- A. Chromebook Warranty10
- B. School District Accidental Damage Protection10
- C. School District Protection.....10
- D. Claims of Theft or Fire10
- E. Disciplinary Action.....11
- IX. Chromebook Lost or Stolen11
 - A. Replacement Costs11
- Acceptable Use Policy.....12
- Internet Application Access Request Form15
- Yearly Required Chromebook Protection Plan.....17
- Student Pledge for Chromebook Use18

The Tri-Valley School District reserves the right to review a student's total performance in their academic career, at any time, which includes, but is not limited to: attendance, academic performance, and any disciplinary incidents. If the principal and/or the school district determines it necessary, the district reserves the right to remove any and all privileges that are associated with the Tri-Valley School District Chromebook Program. All incidents will be handled on a case by case basis. All technology use at Tri-Valley School District is covered by the school's Acceptable Use Policy. Violations to the Acceptable Use Policy or to the Chromebook Handbook will result in disciplinary action. Students will be provided training throughout the year to help prevent violations.

I. Receiving Your Chromebook

Chromebooks will be distributed the first day of school each Fall. **Parents /students must sign and return the Internet Application Access Student and Parent Forms (page 15 and 16), Yearly Chromebook Protection Plan (page 17), and Student Pledge (page 18).** The school district reserves the right to collect Chromebooks for failure to turn in this payment and forms.

The school may require the students to turn in their Chromebook over Christmas Break. All Chromebooks will be collected at the end of each school year for maintenance and cleaning. Students will retain their original Chromebook each year while are enrolled at Tri-Valley High School.

A. Transfer Students

1. New students of the district will have a waiting period until their machine becomes available.
2. Before the student receives privileges for the Chromebook, the student and a parent will need to complete the Chromebook paperwork on pages 15-18.

II. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be **IMMEDIATELY** taken to the Tech Center.

A. General Precautions

1. No food or drink is allowed near your Chromebook.
2. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
3. Students should never carry their Chromebooks while the screen is open and should be in a protective case before moving.
4. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Tri-Valley School District.
5. Chromebooks should never be left in a vehicle or any unsupervised area.

6. Chromebooks are sensitive to extreme temperatures; do not leave in cold or hot temperatures.
7. Students are responsible for keeping their Chromebook's battery charged for school each day and students are responsible for bringing their power cords to school each day. The Tech Center will not check out spare power cords to students if they left theirs at home.
8. Do not take your Chromebook apart for any reason.

B. Carrying Chromebooks

The protective cases are available in the Tech Center and they provide padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the computer. Students may use their own backpack as long as it has a separate padded sleeve for the Chromebook.

C. Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the Chromebook when it is closed.
2. Do not place anything on or near the Chromebook that could put pressure on the screen.
3. Do not place anything in the bag, backpack, or other carrying device that will press against the cover.
4. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, etc).
5. Clean the screen with a soft, dry cloth or anti-static cloth.

III. Using your Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules will be accessed using this device. Students are responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

A. Chromebooks Left at Home

If students leave their Chromebook at home, they will not be allowed to return home to get them. Students may call parents to have them bring it, but the Tech Center will NOT issue a loaner Chromebook to that student. The student will do their assignments in a method that the teacher deems appropriate.

B. Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair at the Tech Center.

C. Charging Your Chromebook Battery

Chromebooks must be brought to school each day fully charged. In cases where use of the Chromebook has caused batteries to become discharged, students will be allowed to connect their Chromebook to a power outlet in the classroom, if available.

D. Chromebook Themes and Screensavers

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

E. Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes or students may use their own provided headphones.

F. Printing

Students may use network printers to print school related documents.

G. Games and Obscene Material

Games are not allowed to be played on the Chromebook during school hours unless the game is educational in nature and permission is granted by the teacher. Disciplinary action for playing non-academic games in the classroom will be handled according to the policy in the Student Handbook.

Violent games and computer images containing obscene or pornographic material are strictly prohibited at any time and will result in disciplinary action.

IV. Managing Your Files and Saving Your Work

Students may ONLY logon to the Chromebook using their school provided @k12.sd.us Google account. Tech Center staff has the ability to monitor which devices a student logs on to; therefore, students may ONLY logon to their assigned device. Students should never share their password with other students.

A. Saving to Google Drive

The Chromebooks will be set up with Google Drive accessed through Google Chrome which students should save all their work. When a student adds a document to Google Drive, he/she will have access to the files from any device via <http://drive.google.com> anywhere there is an internet connection.

Students will be able to use Google Docs, Sheets, and Slides without an internet connection. All other websites and apps will be inaccessible until connected to the internet.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deleting. Chromebook malfunctions are not an acceptable excuse for not submitting work.

V. Software on Your Chromebook

A. Chromebook Apps and Extensions

Chromebooks are internet based devices; therefore, apps and extension may be added to student devices remotely by Tech Staff. Google Web Store will be accessible to students but only pre-authorized/recommended apps and extensions will be available.

B. Internet Filtering

All internet traffic on the school provided Chromebook will be logged and filtered accordingly. This same filtering policy will take place when the Chromebook is at school and when it is at home.

C. Inspection

Students may be selected at random to provide their Chromebook for inspection.

D. Loss of Files

The school does not accept responsibility for the loss of any files due to any unforeseen circumstances.

E. Software Upgrades

Chromebook operating system updates happen automatically and will be controlled by Tech Center staff.

VI. Acceptable Chromebook Use

A. General Guidelines

1. Access to the Tri-Valley School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow this Handbook and the District Acceptable Use Policy.
2. Students are responsible for their ethical and educational use of the technology resources of the Tri-Valley School District.
3. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Tri-Valley School District.
4. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer malware/viruses.
5. Any attempt to alter data, the configuration of a Chromebook or another school computer, or the files of another user, without the consent of the individual, school administrator, or

technology administrator, will be considered an act of vandalism and subject to disciplinary action.

B. Privacy and Safety

1. Do not go into chat rooms or send chain letters. If applicable, teachers may create discussion groups for communication between students for educational purposes.
2. Do not open, use, or change computer files that do not belong to you.
3. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
4. Remember that Google Drive storage is not guaranteed to be private or confidential.
5. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, principal, or Tech Center staff member immediately so that such sites can be blocked from further access.

C. Legal Propriety

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
2. Plagiarism is a violation of the law. 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.
3. Use of proxies to bypass the internet content filter is strictly prohibited and violators will be subject to disciplinary consequences.
4. Possession of hacking software is strictly prohibited. Violation of applicable state or federal law, including the South Dakota Penal Code-Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

D. Consequences

The student in whose name a system account and/or Chromebook is issued will be responsible at all times for its appropriate use. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content. Failure to follow your handbook will result in disciplinary action as determined appropriate by administration.

VII. Protecting and Storing Your Chromebook Computer

A. Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

1. Record of serial number
2. Individual user account name and password

B. Password Protection

Students need to keep all passwords confidential. Students are expected to shut the lid if walking away to protect their Chromebooks when not in use.

C. Storing Your Chromebook

1. When students are not using their Chromebooks, they should be stored in their lockers with the lock securely fastened.
2. Nothing should be placed on top of the Chromebook, when stored in the locker.
3. Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
4. Chromebooks should not be stored in a student's vehicle at school or at home.

D. Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, commons area, computer lab, locker rooms, library, unlocked classrooms, locker rooms and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised Chromebooks will be confiscated by staff and taken to the Tech Center. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

VIII. Repairing or Replacing Your Chromebook Computer**A. Chromebook Warranty**

This coverage is purchased by the Tri-Valley School District as part of the purchase price of the equipment. HP warranties the Chromebook from defect in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the Chromebook or Chromebook replacement. The manufacture warranty does not cover damaged caused by misuse, abuse, accidents, or computer viruses.

B. School District Accidental Damage Protection

The School District has purchased Accidental Damage Protection for all student Chromebooks. A full description of how the device was accidentally damaged is required for the repair to be covered. Intentional damage will be assessed on a case by case basis.

C. School District Protection

School District Protection is required for students and parents to cover Chromebook replacement/repair in the event of any physical damage. The protection cost is \$30.00 per student and a maximum of \$60.00 per family.

D. Claims of Theft or Fire

All claims must be reported to the Tech Center located in Room 12. In the event of theft or fire, students and/or parents must file report to the principal's office or school resource officer before a Chromebook can be repaired or replaced. Fraudulent reporting of theft, loss, or

accidental damage by fire will be turned over to the police for investigation and prosecution, if needed. A student making a false report will also be subject to disciplinary action. The District will work with the Minnehaha County Sheriff’s Department to alert pawn shops and police departments in the area to be aware of this district-owned equipment.

E. Disciplinary Action

Students with excessive repairs and Chromebook handbook infractions, which are defined as any beyond 2, will need to be evaluated by Tri-Valley administration. Disciplinary action could result in a minimum of loss of semester test opt-out privileges but a maximum of the student’s loss of all Chromebook privileges for an extended period of time.

IX. Chromebook Lost or Stolen

A. Replacement Costs

In the event that Chromebook accessories are lost, you should report the lost items to the Tech Center. The cost to replace specific accessories is listed below:

AC adapter & power cord	\$40.00
Chromebook	\$200.00
Protective Impact Shield	\$20.00
Embroidered Chromebook Bag	\$30.00
Note: prices based upon current market values and may be subject to change	

The student will be responsible for all replacement costs of any lost or stolen Chromebook accessories. All defective accessories will be allowed to be replaced subject to availability. The School District Protection Plan will cover \$30 toward the cost of a lost/stolen AC adapter once during the current school year. If a student loses an AC adapter after the 1st claim, the student is responsible for all costs incurred in replacing this accessory.

Acceptable Use Policy

The Tri-Valley School District has adopted the following Acceptable Use Policy. The adopted policy is included in all student handbooks, available for viewing on-line, and is rooted within our District Policy Manual.

Electronic Communication System and Purpose:

The school's computer network includes access to Internet and state issued email, on-line commercial educational programs, and Distance Learning (DDN). The purpose of providing both employees and students access to support the educational programs of the district, with the goal of preparing individuals for success in life and work with the development of their 21st Century Skills. Employees and students are thus provided electronic access to a wide range of information and the ability to communicate with people from throughout the world. The Tri-Valley School computer network will be used in sharing information with the local community, including parents, social service agencies, government agencies, and business. It is expected that District employees will upgrade their skills through greater exchange of information with their peers.

Privileges:

The use of the Tri-Valley School network and devices is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each student or staff will become familiar with the rules by reading school policies, by discussion with classroom teachers, the building principal, or with Tri-Valley technology staff. Tri-Valley School District administration will deem what is inappropriate use when the written policy or rules are not clear or do not address the issue. The district may deny, revoke, or suspend specific user access.

Acceptable Use:

Includes but not limited to:

- Educational activities
- Classroom activities
- Professional or career development
- Administration or faculty will establish time limits for student use of the network
- K-12 email - Users realize it is an educational email account and should use this account for educational purposes only.

Unacceptable Use:

Includes but not limited to:

- Users may not use the Tri-Valley computer network and/or devices for gaming, playing internet games or other games downloaded to the system.
- Users may not use the Tri-Valley computer network and/or devices for storage of non-academic materials which include, but are not limited to, games, music, downloads, ringtones or personal pictures.

- Users may not use the Tri-Valley computer network and/or devices for commercial purposes defined as offering or providing goods or services or purchasing goods or services for personal use. Acquisitions for the school district will follow the business office procedures.
- Users may not use Tri-Valley computer network and/or devices for political lobbying. Staff and students may use the available resources for communicating with their elected representatives and to express their opinion on political issues.
- Transmission over the Tri-Valley computer network and/or devices of any material or communication in violation of any Federal, State or Local law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, spamming others, or material protected by trade secret.
- Other illegal acts include, but are not limited to, arranging for the purchase of alcohol or drugs, engaging in criminal gang activity, or threatening the safety of a person.
- Users will not attempt to gain unauthorized access to Tri-Valley school network or any other system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing."
- Routine maintenance and monitoring of the school network may lead to discovery that the user has or is violating school district policies, rules or the law.
- Individual searches will be conducted if there is reasonable suspicion that a user has violated the law or school user rules or policies.

Netiquette:

Tri-Valley School District users are expected to abide by generally accepted rules of etiquette. These include, but are not limited to the following:

- Be polite. Your communication should not be abusive to others.
- Use appropriate language. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Do not reveal your personal address, telephone number or another other items of personal nature on our system. Do not reveal the address or telephone numbers of others.
- Electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the proper authorities.
- Do not use the school network in any way that would disrupt services for other users.
- All communications and information accessible by the Tri-Valley computer network and/or devices should be assumed to be private property unless otherwise stated.

Non-Liability:

TRI-VALLEY SCHOOL DISTRICT (TVSD) makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained by TVSD is at the user's own risk. TVSD is not responsible for the quality of information obtained.

Security:

Security on the Tri-Valley School District computer network is a high priority, especially when the system involves many users. If an employee or student can identify a security problem, they are responsible for notifying a teacher, the building principal or Technology staff. Any user identified as a security risk or having a history of problems with electronic communications systems may be denied access to school network and/or specific resources. TVSD will install a filtering system to restrict accessing of inappropriate material; however, it is not possible for TVSD to monitor and enforce a wide range of social values in student use. TVSD recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The possibility exists that a student or employee may enter a site that is inappropriate for the school setting and cannot leave that site. It is that person's responsibility to notify a teacher, the principal or the system administrator immediately.

Vandalism:

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, the Internet, or any agencies or other networks connected to school's network. This includes, but is not limited to, the uploading or creation of computer viruses.

Disciplinary Action:

In the case of disciplinary action, the normal chain of authority will be followed. Discipline will be considered on a case-by-case basis depending on the severity of the offense. Violations of the law will be reported to the proper authorities.

Ownership of Software and Data:

All software licenses purchased by the Tri-Valley School District are property of the Tri-Valley School District and cannot be copied, manipulated, or deleted without permission of the Tri-Valley School District. When an employee leaves the school district, any software that has been issued to that employee must be left at school as it is property of the Tri-Valley School District. Data created for Tri-Valley School is property of Tri-Valley School District and will remain at school when the person is no longer a Tri-Valley employee.

Internet Application Access Request Form Tri-Valley School District

Students and Parents:

Please complete the following information and return it to the student's Advisory teacher.

Student Information

Student Name: _____

Student Grade: _____ Advisor: _____

Student Agreement

This section is to be completed by the student.

I have read and understand the Internet Acceptable Use in this handbook. I understand that access is designed solely for educational purposes and that the Tri-Valley School District has taken reasonable precautions to supervise Internet usage.

Student Signature: _____

Date: _____

Parent Agreement

In addition to the student agreement, as a parent or guardian, I also recognize that it is impossible for the school district to control access to ALL information or materials. I will not hold the school liable for materials acquired or contact made on the internet. I also accept full responsibility for supervision of my child outside of the school setting. With that understanding, I hereby give permission for my child to utilize the school Internet services listed below. **(Please circle Yes or No for each, a Yes will grant permission and a No will deny permission.)**

Yes No Basic Internet Access

Yes No Email Access

Yes No Use of my child's name in school web publications

Yes No Use of my child's picture in school web publications

Sharing of Student Directory Information (Name, Grade, Address)

SDLC 13-28-50: Requires school districts to provide the Board of Regents (BOR) and each Technical Institute with a list of students in grades 7-12 along with mailing addresses for post-secondary education opportunities.

_____ Yes, this information CAN be shared with BOR

_____ No, this information CANNOT be shared with BOR

Note: Under no circumstances will a child's home address or phone number ever be published on the Internet

I certify that the information in this application is true and correct to the best of my knowledge and belief.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Yearly Required Chromebook Protection Plan

Tri-Valley School District

The Tri-Valley School District recognizes that with the implementation of the Chromebook initiative there is a need to protect the investment by both the District and the Student/Parent.

HP WARRANTY:

This coverage is in effect 3 years from the date that the Tri-Valley School purchases the Chromebook. This coverage expires summer of 2020.

ACCIDENTAL DAMAGE PROTECTION AND THEFT, LOSS OR FIRE COVERAGE

A required annual amount of \$30.00 per student or \$60.00 maximum per family covers the Chromebook for all accidental damages. The payment is non-refundable. This yearly coverage begins upon receipt of the payment and ends at the conclusion of each school year. This plan covers 100% of all accidental damage claims. Any intentional damage is not covered and the student will be responsible for the cost of all repairs.

This payment will also cover \$30 toward the cost of a replacement lost or stolen AC adapter once during the current school year. If a student loses an AC adapter after the 1st claim, the student is responsible for all costs incurred in replacing this accessory.

In cases of theft, loss and other criminal acts, a police report, or in the case of fire, a report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. The \$200.00 additional charge is the responsibility of the student/parent and must be paid before the Chromebook can be repaired or replaced.

The Student/Parent must commit to one type of payment by checking the appropriate box.

- Payment in full by cash/check to the student's advisory teacher
- Payment in full online via the Payment link on Infinite Campus Parent Portal.
- Make scheduled payments
Please describe in detail how (cash/check/online), when (date), amount and duration of this payment plan.

Student's Name: _____

Student's Signature: _____ **Date:** _____

Parent's Signature: _____ **Date:** _____

If a student is 18 or older, only the student signature is required.

Student Pledge for Chromebook Use

1. I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
2. I will never leave the Chromebook unattended and I will know where my Chromebook is at all times.
3. I will never loan out my Chromebook to other individuals.
4. I will charge my Chromebook's battery at home on a daily basis.
5. I will keep food /beverages away from my Chromebook as they may cause damage to the device.
6. I will not disassemble any part of my Chromebook or attempt any repairs.
7. I will protect my Chromebook by only carrying it while in the bag provided or an approved case.
8. I will use my Chromebook computer in ways that are appropriate and educational.
9. I will not place decorations (such as stickers, markers, etc.) on my Chromebook.
10. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Tri-Valley School District.
11. I understand that state issued email is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the proper authorities
12. I will follow the policies outlined in the Chromebook Handbook and the Tri-Valley School District Acceptable Use Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts not covered by warranty or accidental damage protection.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, keyboard, screen, battery, or Chromebook case in the event any of these items are lost or stolen.
16. I agree to return all issued equipment, complete and in good working condition, at the end of each school year.

Student Name: _____ **(Please Print)**

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____