

# Yadkin County School ChromeBook Project Handbook

The vision of the Yadkin County School System is “Creative thinkers today, innovative leaders tomorrow.” Our mission is to prepare globally competitive citizens who possess critical thinking and problem solving skills that maximize their potential. Our Chromebook initiative will provide a technology rich environment to support our graduates in preparation for their future. This handbook is to provide understanding of and procedures necessary for the success of this program.

## 1. Deployment

Parent/guardian will be informed by letter and/or phone call of location, date and time of orientation/meeting. We will explain the program and the required agreement prior to a chromebook being issued:

- Parent/guardian must attend an orientation meeting (mandatory);
- Student must attend an orientation meeting (mandatory);
- Parent/guardian must sign a chromebook agreement.
- Student must sign the chromebook agreement.

The district will keep a record of all serial numbers, models of all computer/devices and these numbers will be provided to law enforcement to assist us in case of lost or theft.

## 2. Terms of Computer/Device Lease

Yadkin County Schools will lease a computer/device to students upon compliance with the following:

### A. *Terms of Lease*

1. Terms of Lease
  - a. Student Orientation/Training session
  - b. Parent/Guardian Orientation/Meeting Session
  - c. Payment of \$40.00 Lease fee (yearly)
  - d. Signed Student/Parent Chromebook Agreement
2. Legal title to the property is with Yadkin County Schools. A student's right of possession and use is limited to and conditional upon the full and complete compliance with board policies, which include but are not limited to:
  - a. Policy 3225- Technology Responsible Use
  - b. Policy 3226-Internet Safety
  - c. Policy 3230-Copyright Compliance
  - d. Policy 3220-Technology in the Education Program
  - e. Policy 1710/1720/1730-Harrassment/Bullying
  - f. Policy 4331-Assaults, Threats and Harassment (cyberbullying)
  - g. Internet Use Guidelines
  - h. Guidelines as outlined in the Student/Parent Handbook and the Chromebook Handbook
3. Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines.
4. A student's possession of the chromebook terminates no later than the last day of the school year unless there is a reason for earlier termination by the district (e.g., drop-out, expulsion or transfer to another school).
5. The chromebooks will be covered for one accident per year as explained in the Damage, Loss or Theft section.
6. The computer/devices are covered for one year for internal hard drive problems.

**B. Damage, Loss or Theft**

1. Yadkin County Schools will cover the first accidental damage, which is included in your \$40, any accidents beyond will require the student/guardian to pay replacement cost of parts or replace the chromebook.

<b>ISSUE</b>	<b>ACTION(S) NECESSARY</b>	<b>COST</b>
Accidental Damage (1 <sup>st</sup> Instance)	A Report must be made to administration. The device must be returned to the school so that a new or spare device may be issued	Covered in first payment of \$40.00
Accidental Damage (2 <sup>nd</sup> Instance)	A report must be made immediately to administration. The device must be returned to the school so that a spare or new device may be issued. However, a spare device may not be issued for a 2 <sup>nd</sup> break. The student may need to wait until the original can be repaired	Replacement Cost of parts or machine
Accidental Damage (3 <sup>rd</sup> instance)	A report must be made immediately to administration. The device and case must be returned to the school. However, a spare device will not be issued. The student must wait until the original device is returned from service. Some loss of privileges may occur such as the following: <ul style="list-style-type: none"> <li>· Limited participation in chromebook program.</li> <li>· Student may become a day user and device must be checked out in the morning and returned at the end of the day.</li> </ul> This may also result in a referral and disciplinary action.	Replacement Cost of parts or machine.
Intentional Damage to hardware, software or infrastructure.	A report must be made immediately to administration. The	All cost for replacement that are associated with replacing or repairing

	<p>device and case must be returned to the school so that a new device may be issued.</p> <p>Deliberate damage will be referred to the principal.</p> <p>Any and all appropriate discipline for damage to school property.</p> <ol style="list-style-type: none"> <li>1. OSS</li> <li>2. Student becomes day user</li> </ol>	<p>the device is the responsibility of student/guardian</p>
Loss	A report must be made immediately to administration.	\$249.00 ( or the current replacement cost at time of loss)
Theft	A report must be made immediately to administration and a report MUST be filed with local police/sheriff department	Replacement Cost \$249.00
Power cord, covers etc...	A report must be made immediately to administration.	Cost of replacement

2. The student and or/guardian shall be responsible for compensating the school district for loss or cost of damage not covered by the one year lease fee. The student and/or guardian are liable for replacement costs resulting in loss, intentional damage and/or neglect. Replacement and repair cost will be based on fair market value.

**C. Repossession**

Yadkin County Schools reserves the right to repossess the computer/device at any time if the student does not fully comply with all terms of this agreement or violates the law utilizing school equipment. Chromebook may be taken up for random inspections.

**D. Appropriation**

Failure to return the property in a timely manner and the continued use of it for non-related school purposes may be considered unlawful and result in school filing report for lost property.

**E. Modification to Program**

As the program is new to Yadkin County Schools, the district reserves the right to revoke or modify the project or its terms at any time. Changes and notification will be posted on the county website.

**3. Computer/Device Care**

A. Students are responsible for the computer/devices they are issued. Computer/devices in need of repair must be reported to the teacher. It will be the responsibility of the teacher or his/her designees to contact onsite technical support/media personnel for support.

B. Technical support will determine whether the computer/device can be repaired onsite or **IF** a loaner should be issued. A limited number of computer/devices are also available for student use in the media center. Loaner computer/devices are also covered by all rules and regulations in this document.

### C. Guidelines to follow

1. Always close the lid before moving; never carry your computer/device by the screen. Always carry within the protective sleeve.
2. Liquid and food may damage your computer/device. You should avoid eating and drinking while using the computer/device.
3. Do not expose your computer/device to extreme temperatures (such as leaving in a car overnight), direct sunlight or ultraviolet light for extended period of time. It is a good practice to allow a computer/device to warm up to room temperature before turning it on; extreme temperature changes can damage the equipment.
4. Keep your computer/device away from magnetic fields, which can erase or corrupt your computer/device. This includes amplifiers, transformers, large magnets etc...
5. Take care when inserting cords, cables and other removable storage devices to avoid damage to the computer/device.
6. Never attempt to repair or reconfigure your computer/device. Under no circumstances are you to attempt to open or tamper with the internal components of your computer/device. You should not try to remove any screws. Any of the above mentioned items can be considered to void your "**Lease agreement**" and result in a student becoming a day user.
7. Allow your battery to drain completely at least once monthly before recharging; this will help maintain your battery life.
8. Be very careful with the screen. The screens are very susceptible to damage. Do not put a large amount of pressure on the screen such as piling a large amount of books or stepping on it. Pushing on the screen with a lot of force from your fingers can also cause damage.
9. When using the computer/device, keep it flat on a solid surface so that air can circulate. Using a computer/device on the bed or on carpet can block the air vents and shorten the life of your computer/device.
10. Do not write, draw, paint or place stickers on your computer/device. You may place a label with your name on the outside of the computer/device for identification purposes. Remember the computer/devices and cover sleeves are the property of Yadkin County Schools.
11. Students are asked to perform simple cleanup procedures on your computer/device. NEVER use liquids to clean your computer/device. A slightly damp cloth may be used to wipe off the keyboard and the computer/device case. The screen should be cleaned with a lint free cloth or an anti-static screen. Students should wash hands frequently to avoid build up or grease and dirt on your keys.
12. Don't allow your computer/device to be hooked to the charger for an excessive amount of time. This causes your computer/device to lose hours of functionality and it will no longer hold a full charge.

### 4. General Security

1. Never leave your computer/device unattended or unsecured.
2. During after school activities, you are still expected to maintain the security of your computer/device. Unsupervised computer/device will be confiscated by staff, and disciplinary actions may be taken.

3. Each computer/device has several identifying labels (Serial Number, YCS ID Number etc...) Under no circumstances are you to modify or destroy these labels.

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

## 5. General Use of Computer/Device

1. Students are required to bring his/her computer/device to school each day with a fully charged battery. Students **will not** be given loaner computer/device if he/she leaves their computer/device at home. Students leaving their computer/device at home will be required to complete their assignments using alternate means, which will be determined by the teacher.

2. Avoid using your computer/device in areas which may lead to damage or theft. Computer/device is not allowed on overnight school trips without the expressed written approval of the lead chaperone.

3. Inappropriate media should not be on the computer/device

4. Computer/Device may not be used in the **DINING AREA**. The computer/device may be used in a designated area away from food and drink. Do not try to use your computer/device on the **BUS**. It should stay in the cover when on the bus.

5. Computer/device must be muted at all times unless permission is obtained from the teacher for instructional purposes.

6. Student computer/device will be subject to routine monitoring by teachers, administration and technology staff. An individual search of the computer and other stored files may be conducted if there is suspicion that policies or guidelines have been violated.

7. After 9 unexcused absences in a semester long class, the student becomes a day user. Overnight checkout for assignment completion will be at the discretion of the principal.

8. **Email transmissions** and transmitted data **shall not be** considered confidential and may be monitored at any time by designated staff to ensure appropriate use.

## 6. Internet Access/Filtering

1. As required by the Child Internet Protection Act, a current filtering solution (Zscaler) is maintained by the district for school and home use on this computer/device. The district cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow the guidelines for appropriate use of the internet when at school and at home. Yadkin County Schools will not be responsible for any problems that occur because of the internet either at school or home.

2. Yadkin County Schools will not serve as the Internet service provider for home use. However there will be filtering when connecting to the home internet. Parents/guardians are responsible for student internet activity when a student is not at school. Students who reset the computer/device configuration will receive one warning for first offense and on second offense student will become a day user until appropriate rights are returned by school administration.

## 7. Copyright

Compliance with all federal copyright law is expected.

## 8. Inappropriate Use:

Includes but is not limited to:

1. Using computer/devices not assigned to you. The teacher may allow students to look on with another student for instructional purposes.

2. Emailing or chatting during class (when not related to an assignment). Emailing/publishing harassing or bullying information or forwarding inappropriate information.

3. Profanity directed to staff or other students

4. Gaming during instructional time
5. Pornography (of any kind) can be a felony offense and will be turned over to authorities. This includes possessing or creating.
6. Posting images obtained without permission or sharing those images with others.
7. Using a computer/device to plan or cause harm or to commit a crime or promote cyberbullying.

## **9. Neglect**

Includes but not limited to:

1. Leaving laptop unattended.
2. Leaving laptop out in weather.
3. Allowing someone else to use computer/device to cause harm or commit a crime.
4. Removing labels and identifying stickers on computer/device.
5. Intentional actions which can be harmful to the computer/device, charger or the computer/device cover.

## **10. Parent/Guardian Responsibility**

1. Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, and movies.
2. Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what “apps” are being used and how they work.
3. The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to internet safety, conduct and netiquette. A good website to utilize is : NetSmartz: <http://www.netsmartz.org/Parents>

## **11. School Responsibilities are to:**

1. Provide internet and online course material access to students.
2. Provide Internet filtering and work to block inappropriate materials.
3. The school reserves the right to review, monitor and restrict information stored or transmitted and investigate inappropriate use of equipment.
4. Provide staff with guidance to aid students in doing research and help ensure compliance of technology responsible use policy.

Student Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Grade \_\_\_\_\_ Date: August 13, 2014

### **Yadkin County School Computer/Device Lease Agreement**

*Please read the following carefully. Violations of the Technology Responsible Use may result in the revoking of a student's access to this device, disciplinary action, and or appropriate legal action as deemed appropriate by the Yadkin County Schools Administrative Staff.*

#### **Procedure**

- 1: Student and parent/guardian must fill out this sheet and submit to the High School with the required deposit (\$40.00).
2. The computer/device is leased to the student for one school calendar year and remains the property of Yadkin County Schools.
3. The student is responsible for checking back in the computer/device at the end of the school year in good working order with the cover

By signing this computer/device agreement, you are agreeing to .....

1. Not engage in any of the following forms of prohibited conduct on or off campus
  - a. Accessing, sending, creating or posting materials or communications that are: Damaging to another person's reputation, abusive, obscene, sexually oriented, threatening or demeaning to another person
  - b. Posting or plagiarizing work created by another without their consent
  - c. Posting anonymous or forging electronic mail messages
  - d. Attempting to read, alter, delete, or copy the electronic mail messages of other users
  - e. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcards or checking information via internet.
  - f. Gaining access of attempting to access unauthorized or restricted network resources or the data and documents of another person
  - g. Bringing to school files or information on any drive or device that may be considered by the average person to be damaging to another person's reputation, abusive obscene, lewd, sexually oriented, threatening or demeaning to another person and contrary to school's policy on harassment or illegal activities.
  - h. Attempting to vandalize, disconnect or disassemble any internal components of this device.
  - i. Use this computer/device in any manner that is inconsistent with a teacher's directions and generally accepted computer/device etiquette.
  - j. Purposely infecting this computer/device with or using it to carry a virus or program designed to damage , alter or destroy this or another device or network
2. Abide by Yadkin County School Policies.
3. Allow the device to be inspected at any time by district or school personnel
4. Pay for any damages to this device while it is in your possession as defined in the Computer/device Handbook
5. Bring the device back in the event of transferring, leaving, or graduation from Yadkin County Schools. Failure to return will result in notification to police department as a stolen item.

#### **Family Media Agreement:**

I will:

##### **Stay Safe.**

- I know there are scams online that I can avoid. Therefore unless I am filling out a trusted form with my family's permission, I will not give out my private information.
- I will read the privacy policies of any social network sites or apps that I want to use, and I will pay attention to the types of information these companies can collect about me.
- I know that I have a choice in the kinds of relationships I have online. I will stop talking to anyone who makes me feel pressured or uncomfortable or acts inappropriately toward me and I will report this to a teacher or administrator.

##### **Think First.**

- I will model kind behavior online, I will not bully, humiliate or upset anyone online or with my phone-whether through sharing photos, videos, or screenshots, spreading rumors or gossip, or setting up fake profiles- and I will stand up to those who do.
- I will use by chromebook in a responsible and ethical manner.
- I know photos, videos, other types of posts, and everything that I write about myself and others online, can be saved and shared without my knowing. Therefore, I will not post anything online that I wouldn't want my family, teachers, colleges or future employers to see.
- When I use references or share someone else's creative work online. I will give proper credit to the author or artist.

##### **Stay balanced**

- I know that not everything I read, hear or see online is true. I will consider whether a source is credible. As an author, I will also contribute information thoughtfully and honestly.

- I will be open with my family about how I spend my time with media and show them that I use it responsibly.
- I will be mindful of how much time I spend in front of screens, and I will continue to enjoy other activities.

This document supersedes all previous documents.

Student Signature \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

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