

## **District-Owned Technology Policy**

“Chromebook” means a District-owned computer or other technology which is checked-out to a student of District.

“District” means Annawan CUSD #226

“Student” means the student of District to whom District’s Chromebook is registered.

### **1. Receiving and Returning a Chromebook**

**USAGE OF DISTRICT-PROVIDED CHROMEBOOK AND INTERNET IS A PRIVILEGE.** The Chromebook and district-issued email and/or any Google account provided by District are the property of District and as a result **may be subject to inspection at any time.** **STUDENTS HAVE NO EXPECTATION OF PRIVACY IN ANY PLACE AT ANY TIME**

#### 1.1 Receiving a Chromebook

- a. Parents/guardians and students must sign and return the User Agreement and Parent Permission Form before a Chromebook is issued to the student.
- b. Students shall attend an orientation session prior to receipt of any District equipment. Each student who attends orientation will receive a Chromebook, protective sleeve, and AC charger.
- c. Chromebooks will be labeled in a manner specified by District; this will include the serial number. Students who remove, alter, deface or destroy the District’s label will be subject to discipline and/or loss of privileges.
- d. District and its staff, officers, teachers, aides, principals, technology director, superintendent, administrators and board members and those acting at their direction retain exclusive right to repossess, take back, inspect, view, or otherwise access Chromebook at any time, whether or not Chromebook is in Student’s possession, with or without notice and with or without permission.

#### 1.2 Returning a Chromebook

- a. Chromebooks and all District accessories will be returned during the final two weeks of school so they can be checked for serviceability. Summer school availability for Chromebooks may be considered by the District.
- b. Chromebooks must be returned immediately when a student transfers out of the District or terminates enrollment for any reason.

c. Students will be required to turn in Chromebooks prior to the end of school. Returning students may be issued the same Chromebook for the following year, unless District terminates the program. All items included when disbursed, including, but not limited to carrying cases, carrying straps, power cords, and any other accessory provided by District must be returned undamaged and in good condition. Any items lost, stolen, damaged, or otherwise not returned or damaged will be subject to charge at a per item cost as determined by District.

### 1.3 Fines and Fees Related to Chromebook

Chromebooks and AC charger not returned to District, when requested, and in satisfactory condition will be charged a reasonable fee for needed repairs, which will not exceed the replacement cost of the Chromebook, accessories, and any software required to make District whole. Failure to return the Chromebook will result in charge for the replacement of the Chromebook which if not paid, will result in a theft report filed with the Henry County or Illinois State Police Department.

## 2. Caring For The Chromebook

Students are responsible for the general care of the Chromebook they have been issued by District. Chromebooks that are broken or fail to work properly must be immediately returned to District technology support staff for evaluation of the equipment. Students are solely responsible for anything done using their assigned Chromebook, Chromebook or Google login, or any other District technology used by the Student.

Chromebooks are the property of District and all users will follow these procedures and District Internet/Network Acceptable Use Policy. Failure to strictly adhere to District policies will result in discipline of Student, including, but not limited to, expulsion from District schools.

### 2.1 General Precautions

- a. Chromebook will scratch. Avoid using any sharp object(s) on the Chromebook or sliding Chromebook against any other surface. Chromebooks must be stationary on a solid, stable surface when in use.
- b. Student shall not cause Chromebook to come into contact with liquid. Chromebook may be cleaned with a soft, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Failure to observe these rules may cause Student to become responsible for the cost of the Chromebook.
- c. Student shall not use Chromebook to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, Student must immediately report the problem to technology support staff or the building administrator.
- d. Jail-breaking or otherwise attempting to change the operating system or access or District settings of or to the device will subject the Student to discipline.
- e. Never throw, toss, or carelessly move Chromebook under any circumstances. Do not slide, lift, or move a Chromebook by its screen. Shoving into a book bag and then tossing said book bag to the ground typically results in damage to the Chromebook.
- f. Cords and cables must be inserted carefully into the Chromebook to prevent damage.

- g. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the District or prior approved in writing by the building principal.
- h. A Student who purchases their own sleeve or padded backpack in which to transport Chromebook accepts and assumes all liability for any damage caused by that sleeve or backpack.
- i. District can and will locate, access, and modify Chromebooks remotely, even when in Student's possession. Modifying, disabling or attempting to disable the locator or any District software used for tracking or accessing the Chromebook is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action, as well as possible criminal and civil penalty. Students who modify Chromebook's software may be reported to state and federal authorities.
- j. Chromebooks have a unique identification number and at no time should the numbers or labels be modified, damaged, or removed.
- k. Chromebooks must never be left in an unlocked locker, in a car, or in any unsupervised area. Exposing the Chromebook to pressure, weight, heat, humidity or cold (i.e. leaving it in a car on a hot or cold day) will damage the Chromebook. Never turn a Chromebook on when it is not dry and at room temperature. Chromebooks must be stored in a dry area.
- l. Chromebooks must be stored carefully in locker compartment or in a backpack/book bag to avoid putting any pressure on the screen.
- m. Chromebooks must be charged for school each day. This is the student's responsibility.
- n. Chromebooks are assigned to Student who is solely responsible for its care. Students should not lend any Chromebook to another person.
- o. It is the responsibility of the Student who is issued the Chromebook to protect that Chromebook. A student who damages, loses, or misplaces the Chromebook will be responsible for its cost, whether or not the damage or loss was the Student's fault.
- p. DO NOT CONTACT SAMSUNG, GOOGLE, OR ANY OTHER SERVICE FOR REPAIR QUESTIONS. DISTRICT MAKES ANY AND ALL REPAIRS TO CHROMEBOOKS.

## 2.2 Carrying Chromebooks

Student must transport Chromebook closed and turned off inside District-provided protective sleeve or other protective covering.

## 3. Using a Chromebook at School

Chromebooks are intended for use at school each day. Although Student is not prohibited from taking Chromebook home at the conclusion of the day, it is Student's responsibility to have Chromebook at school as required by Student's teacher(s). Students who bring a Chromebook to a class where it is prohibited or fail to bring Chromebook to a class where it is required may be subject to discipline.

### 3.1 Chromebooks Left at Home

A Student who leaves his or her assigned Chromebook at home may attempt to get a loaned device to check out from District Technology Director. There are a limited number of devices available for loan, and a device may or may not be made available to check out. It is Student's sole responsibility to have access to a Chromebook as required, and a Student who fails to bring his or her Chromebook to school when required may be subject to disciplinary procedure. Student is responsible for getting the

coursework completed as if the Chromebook were present, and may be disciplined or otherwise subject to lowered grade if work is not complete, whether or not Chromebook is present.

### 3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to a Student when his or her Chromebook is being repaired by District. A limited number of Chromebooks are available for loan, so having a “loaner” is not guaranteed. A Student who loans a Chromebook must check it out, and must return it before the conclusion of the school day. A student who is responsible for a loaned Chromebook may be subject to discipline and/or District fines (in 1.3, above) if he or she damages or loses the loaned Chromebook or fails to return the loaned Chromebook at the conclusion of the day. .

### 3.3 Charging a Chromebook Battery

- a. It is the student’s responsibility to ensure that Chromebooks are fully charged for each school day.
- b. Repeated violations of this procedure will result in discipline.
- c. In cases where the battery does “run out”, students may be able to connect their Chromebook to a power outlet in class.

### 3.4 Screensavers/Background photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic or sexual images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and will subject the student to disciplinary action as outlined in the appropriate building handbook.

### 3.5 Sound, Music, Games, Software/Apps

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Annawan CUSD #226 students are encouraged to provide their own headsets/earbuds. Headsets with microphones are encouraged to allow students to record presentations on the Chromebook without interference from background noise.
- c. Music is only allowed on the Chromebook at the discretion of the teacher. Students will not be able to use Youtube as a music source (This is an issue with bandwidth).
- d. All software/apps will be provided by the district. Data storage will be through apps on the Chromebook, i.e., Google Docs, Notepad, etc.
- e. Internet games other than those assigned by the student’s teacher are not allowed on the Annawan CUSD #226 Chromebooks.

### 3.6 Legal Propriety

- a. Student shall comply with any and all trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. Student shall ask the technology director if unsure of copyright rules. Student shall not post or cause to be posted to the internet any trademarked, copyrighted, or otherwise protected material without expressed, written permission of the original owner of the material. Student shall indemnify and hold District harmless from any and all harm resulting from Student’s illegal posting of protected material.

b. Use, possession, or access to hacking, virus, keylogging, worming, or other intrusion software is strictly prohibited. A Student who violates this policy will be subject to District discipline, and will be reported to state and federal law enforcement sources. Student shall indemnify and hold District harmless from any and all harm resulting from Student's illegal, immoral, or otherwise intrusive use of Chromebook.

### 3.7 Printing

Students will be given information and instruction on printing with the Chromebook at school. It will be Student's responsibility to ensure printing is performed as anticipated and that any printed document is retrieved in time. District retains no liability for Student's printing, lost, stolen, or otherwise misplaced documents. Students have no expectation of privacy in any printed document.

### 3.8 Home Internet Access and Internet Filtering Policy

District will install internet filtering on the District network that meets the federally regulated Child Internet Protection Act. Although District makes every effort to block inappropriate, offensive, immoral, and illicit material on school systems, it is important for parents/guardians to monitor activity on their children's electronic devices and understand that nothing is foolproof. Parents and guardians are advised to take an active role in viewing and monitoring content accessed and posted by students on Chromebooks. Parents and guardians of Students issued Chromebooks may be subject to liability for Student's internet postings and other usage of Chromebook. A Student who removes filtering software and/or bypasses filtering (proxy redirectors, etc) will be disciplined in accordance with Student Handbook and Student and/or Student's parent or guardian may be subject to criminal and civil liability.

Students who bring inappropriate, offensive, or illegal material to school or download such material to District-provided Chromebook will be subject to discipline and may be subject to criminal or civil liability.

Parents are responsible for monitoring and/or filtering networks when the device is used outside the school.

### 3.9 Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capacities. **IT IS A VIOLATION OF ILLINOIS LAW AND A CRIME TO RECORD OR PHOTOGRAPH ANOTHER INDIVIDUAL WITHOUT THEIR KNOWLEDGE.** A Student who takes a photo or video or otherwise records another student or teacher without the permission of that individual may be subject to District's disciplinary procedure, as well as criminal and civil penalties. Students are prohibited from "tagging" photos taken on Chromebook or posting them to the internet without prior written permission of Student's teacher.

### 3.10 Network Connectivity

District makes no guarantee that District's network will be running, accessible, or reliable at any time. District will not be responsible for lost or missing data. Students should save and back up all files regularly to a source approved by District (at least once every two minutes).

Students are responsible for making sure their data and school-work is accessible when it is required, and may be subject to reduced grades or discipline including but not limited to revocation of privileges for use of Chromebook if school-work is not accessible or turned in on time.

### 3.11 No Loaning or Borrowing Chromebooks

- Do NOT loan Chromebooks or other equipment to other students under any circumstance.
- Do NOT borrow a Chromebook from another student under any circumstance.
- Do NOT share password, access, or username with others under any circumstance.

A Student who loans or borrows a Chromebook to or from another Student may be subject to discipline. Both students may be subject to District discipline and/or criminal and civil liability for any activity which takes place on the Chromebook.

## 4. Repairing or Replacing a Chromebook

Students shall not at any time or for any reason attempt to repair or revise Chromebook themselves or by third-party vendor, service agent, or repair person. Failure to strictly adhere to this policy may subject Student to damages, including, but not limited to, the cost of the device, its accessories, and civil liability for any damage done to District as a function of such misuse. Under no circumstances is Chromebook to be in the possession of anyone other than Student, his or her parent or guardian, or a District-authorized person at any time for any reason.

Each year high school students will be assessed a \$50 technology fee for maintenance of wireless technology, printers and printing and to help reduce cost of repairs to Chromebooks. (Students who bring their own devices will be assessed a \$20 fee).

Students who use school Chromebooks will receive the following benefits:

1. Warranty covered services at no cost.
2. Half-priced repairs of the following as long as damage is not intentional or due to misuse (dropping, rough handling, or improper carrying or storage will be considered misuse) :

	Our Cost	Covered Student Cost
Entire Device (Does not cover loss or theft.)	\$270	\$135
Screen	\$50-\$100	\$35-50
Keyboard	\$50	\$25
Touchpad	\$40	\$0

3. Any other necessary repairs not caused by intentional damage or misuse will be provided at no cost to the student. We do not guarantee repairs on external speakers, cameras, or cases that we do not deem necessary for the safe operation of the device.

4. Students must pay full price for replacement of any lost or stolen devices or parts.

## Acknowledgement and Waiver

I \_\_\_\_\_(Parent/Guardian) hereby acknowledge receipt of the Annawan Community Unit School District No. 226 (District) Acceptable Use and District Owned Technology Policies. I agree that in exchange for District's grant to \_\_\_\_\_(Student) of the use of District-owned technology, I will hold District harmless for any and all damage resulting from Student's use of the technology. I understand that Student and I are solely and strictly liable for any and all damage to District technology or liability, including, but not limited to:

- Copyright or trademark infringement;
- Posting or possession of illegal or inappropriate material;
- Hacking software;
- Damage to equipment;
- Broken screen;
- Damaged battery or hardware;
- Damaged District identification tag; and/or
- Damaged or modified District software.

I understand it is my sole responsibility to make sure Student uses District-owned technology and internet access responsibly and appropriately, and I agree to waive any rights I might otherwise hold against District related to Student's usage of District technology or internet access.

Student hereby agrees to return District-owned technology at any time it is requested or required by District representatives. Student understands that usage of District-owned technology and internet access is a privilege, and that failure to adhere to District rules in Acceptable Use Policy and District Owned Technology Policy will subject Student to discipline, including, but not limited to, expulsion from school and criminal penalties.

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**STUDENTS HAVE NO EXPECTATION OF PRIVACY IN ANY PLACE AT ANY TIME**



\_\_\_\_\_ My student will be using a district-owned Chromebook (\$50 technology fee)

We, Student and Parent, acknowledge receipt and acceptance of District Acceptable Use Policy and District Owned Technology Policy and all the terms of both policies and this agreement.

\_\_\_\_\_ (Student Signature) \_\_\_\_\_ (Date)

Chromebook # \_\_\_\_\_

\_\_\_\_\_ (Parent Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_ My student will be providing their own device. (\$20 technology fee)

We, Student and Parent, acknowledge the district has no responsibility in the case of lost, theft, or damage to the device and has no responsibility for the maintenance of the device. The provided device must be capable of all the same functions as the district-provided Chromebooks and must be charged and available for student use at school each day.

\_\_\_\_\_ (Student Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Parent Signature) \_\_\_\_\_ (Date)