Hillman Community Schools Parent / Student Acceptable Chromebook Use Policy & Handbook

Overview

The following policies refer to the use of a school issued Chromebook. Students are also required to follow all the guidelines outlined in the Hillman Community School's current Technology Acceptable Use Policy. As Hillman Community Schools technology initiative evolves, policies will continually be reviewed and updated. Hillman Community Schools will provide a website with the most up-to-date information.

Care of the Chromebook

1. Do not attempt to gain access to the internal electronics or repair your Chromebook. If your Chromebook fails to work or is damaged, report the problem to the principal as soon as possible. Chromebook repair/replacement options will be determined by the school's administration. You may, at the sole discretion of the school's administrator, be issued a temporary Chromebook or other materials until your Chromebook is working properly or replaced.
2. Never leave a Chromebook unattended. When not in your personal possession, the Chromebook should be in a secure environment. Unattended Chromebooks will be collected and stored in the school's main office.
3. Never expose a Chromebook to long-term extremes in temperature or direct sunlight. An automobile is not a good place to store a Chromebook.
4. Chromebooks do not respond well to liquids. Do NOT apply liquids to the Chromebook. The Chromebook can be cleaned with a soft, dry, lint-free cloth. Do NOT use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.
5. Your Chromebook comes with a case. The role of the case is to protect the Chromebook, especially while the Chromebook is being transported. Failure to keep the Chromebook in its case could result in forfeiture of the insurance policy and/or disciplinary action. Do NOT place weight on the Chromebook.
6. Never throw or slide a Chromebook.
7. Your Chromebook comes with ports for charging and other

accessories. Care must be exercised when plugging and unplugging accessories. Student-issued Chromebook accessories are the responsibility of the student.

8. Each Chromebook has a unique identification number that is specifically linked to each Chromebook that can be tracked by our Management System.
9. Do NOT lend your Chromebook to another person. Each Chromebook is assigned to an individual and the responsibility for the care of the Chromebook solely rests with that individual.
10. Never throw a book bag that contains a Chromebook. Never place a Chromebook in a book bag that contains food, liquids, heavy, or sharp objects.
11. Parents are responsible to monitor Chromebook use at home. This includes, but is not limited to, WiFi data usage, and content of materials on the Chromebook.

Cost of Chromebook, Apps, and Accessories

1. The replacement cost of the Chromebook is approximately $240 and includes: the Chromebook, Chromebook case, Chromebook charger, and apps. *Cost for accessory replacement includes, but is not limited to:*
   - Power Charger and Cable ($30) and Case ($40)
2. To have permission to take the Chromebook home, each student will be required to be enrolled in the insurance program with a cost of $30.00 The Chromebook may not go home until this $30.00 fee is paid.
3. District issued software applications (apps) are needed for student learning and should not be deleted.
4. Hillman Community Schools strives to avoid the above costs being a deterrent to secure a Chromebook. We have established a self-insured policy to assist in keeping costs down for families to obtain a Chromebook. If the costs present a financial hardship to your family, please contact your building principal.

Lost or Stolen Chromebooks

1. The student or parent/guardian is required to immediately report to the school main office all cases of stolen or lost Chromebooks. Failure to report stolen property in a timely manner may result in disciplinary

action.
2. In the event that a Chromebook is lost or stolen the parent/guardian will be required to pay the full replacement cost of the Chromebook.
3. Students who leave Hillman Schools during the school year must return the Chromebook, along with any issued accessories, at the time they leave the district. The Chromebook and all accessories should be returned to the school's main office. Failure to return devices in a timely fashion may result in legal action.

Distribution of Chromebooks

1. Each student will receive a Chromebook formatted by Hillman Community Schools. Students will log in with their school issued email.
2. The Chromebook issued to each student will remain with that student throughout the student's career at Hillman Community School.
3. A parent/guardian may choose not to have their child participate in the Chromebook take-home program. In this event, students will be issued a Chromebook, but will not be able to take the device home. Students who do not participate in the Chromebook take-home program will pick up and return their Chromebook to the Middle School Wing (para) each day. Please note that the opportunity for use of the Chromebook outside of the school day provides extended learning opportunities for the student.
4. Chromebooks will be distributed at the beginning of the school year and collected at the end of the school year. Chromebooks not turned in by the last day of school will be treated as lost or stolen Chromebooks, which may include additional fees and possible legal action.
5. Students shall use the school provided Chromebook for classroom use.

Student Use of the Chromebook

1. The Chromebook is the property of Hillman Community Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
2. Students may not use their Chromebook, or any other electronic device, to take audio, photographs, or video without instructor approval. Any such use without proper permission will result in disciplinary action.

3. Students are responsible for bringing their Chromebook to school every day unless otherwise directed by a staff member. Failure to bring a Chromebook or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including a Chromebook, the student will be subject to disciplinary action.
4. The Chromebook should be fully charged at home. Failure to be prepared with a charged Chromebook may result in disciplinary consequences.
5. While personalized content including backgrounds, pictures, and video are permitted, inappropriate or provocative images including, but not limited to, pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and such actions are subject to disciplinary action.
6. School appropriate games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.
7. All Chromebooks should be on "mute" during school unless otherwise directed by school staff.
8. The Chromebook affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. If a student's Chromebook is out of storage, personal material will be removed.
9. The district issued Chromebook is designed as a tool for learning; misuse of the Chromebook may result in disciplinary action.
10. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students, faculty, or staff.
11. Hillman Community Schools encourages students to take their Chromebook home at night for class work and recharging. All care, handling and appropriate use that is in effect during the school day shall extend to the use of the Chromebook at home. Internet connectivity may limit access and use of the Chromebook when utilized off school property.
12. Hillman Community Schools makes no guarantee, written or implied, that materials on the Chromebook, including student work, will be safe from deletion or corruption, accidental or otherwise.

Disciplinary Action

Special Notice: Students should NOT have Snapchat, Kik, Open Door, Facebook, Facebook Messenger, Twitter, or Wattpad. Unless otherwise directed by a specific classroom teacher, students are NOT to use any forms of social media during class. Social media applications may include, but are NOT limited to; Facebook, Twitter, Instagram, MySpace, Tagged, etc.

***Progressive Technology Related Discipline* for inappropriate or unapproved student use of technology:**

1st Violation:

A) Student receives "verbal" warning by teacher/staff.

2nd Violation:

A) Teacher contacts home to inform the parent(s) of the student's behavior.

B) Student receives a Lunch Detention.

3rd Violation:

A) Student receives write-up

B) Student contacts parent(s) via phone and/or e-mail.

C) Student receives an After School Detention

D) Student's Chromebook will be "Restricted." They will lose the *App Store* application and all non-educational/ entertainment apps will be deleted for a minimum of 3 weeks.

4th Violation (and on):

A) Student receives write-up

B) Principal contacts parent(s) via phone and/or e-mail.

C) Student receives a day of ISS.

E) Student's Chromebook is moved to the Media Center for daily check in/out for a minimum of 6 weeks. (Each additional violation will add an additional 3 weeks.)

This agreement is between **_____(Parent)** and Hillman Community Schools for the use of a school issued Chromebook. I have read the following policies that refer to the use of a school issued Chromebook. I also understand that my student(s) is also required to follow all the guidelines outlined in the Hillman Community School's current Technology Acceptable Use Policy.

By signing this agreement, the parties named above agree to the terms and conditions as outlined in the Hillman Community Schools parent/student acceptable Chromebook use policy and handbook.

Kayla Nichols_____ __8/30/2021_____

Mrs. Kayla Nichols, Principal Date

_____ _____

Parent Date

_____ _____

Student Date

- *Please sign and return to school with student on August 30th 2021. Any questions can be directed to Kayla Nichols at 989-742-4538*