

Bement CUSD #5 Chromebook Policy

The purpose of the 1:1 program in Bement CUSD #5 is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge. Bement Schools plans to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose post high school.

General Information

Bement CUSD #5 is implementing a blended 1:1 initiative for all students grades 2-12. The district will provide each student with a Google Chromebook for the 2020-2021 school year. By accepting the provided Chromebook, the students, parents/guardians agree to:

- Adhere to the rules and regulations governing the use of Bement CUSD #5 computers and networks and, also, comply with all applicable copyright and other regulations regarding the use of technological devices.
- Understand access to, and use of, district technology is a privilege, not a right. Any activity on a district owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of district technology may result in limited or banned use, disciplinary consequences, removal from courses, loss of credit, and/or legal action.
- Not sell, lease or otherwise grant anyone rights to the provided computer and/or peripheral devices associated with the computer.
- Provide reasonable care and maintenance to the Chromebook.
- Not remove any factory or school label from the machine.
- Understand if a student shows a pattern of negligence, in regards to the use and care of the Chromebook, they are subject to disciplinary action in accordance with the Bement CUSD #5 Internet/Computer/Electronic Devices Use Policy for Students and the district's student handbooks.
- Chromebooks will remain on campus housed in charge carts when school is not in session. In the case that there is a prolonged school closure and remote learning becomes mandated, then each student will take their assigned Chromebook and charger home.

Technology Fee

As a means for providing equal access to all students, Chromebooks will be provided to all students for use who, along with their parents/guardians, participate and complete a fee payment program and all required form signatures. Students and families who transfer into Bement CUSD #5 during the year will pay the fee upon enrollment. The fee is \$30.

Notice Terms

Students are expected to comply, at all times, with the Bement CUSD #5 Internet/Computer/Electronic Devices Use Policy for Students, Bement CUSD #5 shall be entitled to declare you in breach of notice and repossess any Chromebook and associated devices.

Ownership

Bement CUSD #5 retains sole right of ownership of the Chromebook. Chromebooks are loaned to students for educational purposes during the current school year. Rights of use and possession of issues Chromebooks expires no later than the last day of the current school year unless terminated earlier by Bement CUSD #5 or upon withdrawal from school. Bement CUSD #5 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software and hardware.

Receiving/Returning a Chromebook

- Parents/Guardians and students must sign and return the Bement CUSD #5 Internet/Computer/Electronic Devices Use Policy for Students before a Chromebook will be issued to a student.
- Chromebooks will be labeled by the school district as well as the factory labels. These identifications are not to be altered.
- Chromebooks and district issued email accounts are the property of Bement CUSD #5 and, therefore, may be subject to inspection at any time. The student should have no expectation of privacy as it relates to information stored on the Chromebooks or on school supplied or supported email service.
- Chromebooks and all accessories will be returned at a designated time/place during the last two weeks of school.
- If a student transfers to another school, said student should return their Chromebook at the time of transfer.
- If a student fails to turn in their issued Chromebook, student/parent/guardian will be held responsible for the replacement cost.

Care of Chromebook

- Avoid using sharp objects on the Chromebook.
- Avoid applying cleaning agents or liquids to the Chromebook. Do not use window cleaners, household cleaners, sprays, solvents or other types of liquid to clean the Chromebook. Rather, use a soft, lint free cloth to wipe down the Chromebook frequently.
- Do not attempt to fix the Chromebook yourself by trying to access internal components of the machine. If a Chromebook fails to work properly, or is damaged, it should be taken to the Technology Director for repair.
- Never attempt to change or alter the operating system of the Chromebook.
- Do not throw or slide the Chromebook.
- Carefully insert and/or remove cords and cables.
- Never attempt to modify or alter the identification label.
- Never leave a Chromebook unattended.
- Do not expose the Chromebook to extreme conditions of heat, humidity or cold. This will damage the device.
- The devices must be returned daily to their charging cart for charging every night. This is the student's responsibility.

- If the Chromebook is not working properly, do not contact the manufacturer. Rather, report any incident to the Technology Director or staff and never have an outside party attempt to repair the Chromebook.
- Damage occurring to the device at home must be reported to the Technology Director or staff no later than the next school day.
- In case of theft, vandalism or other criminal acts, the building administrator and Technology Director should be notified immediately. Also, a police report must be filed within 48 hours of the incident. Such acts occurring off campus should be reported to the police and a copy of the report should be brought to the school.

Replacement/Repair Cost

If the device is damaged at home by the student either inadvertently or intentionally, the following repair/replacement costs will apply. The student/parent/guardians will be responsible for this fee before the student will receive a replacement/repared device.

- Device replacement if lost -\$220
- Screen replacement-\$45
- Keyboard/touchpad-\$75
- Power cord-\$40
- Seniors must clear all record and pay all fees before participating in graduation.

Repossession of Equipment

If a student does not fully comply with the Internet/Computer/Electronic Device Use Policy for Students and the Chromebook Policy, Bement CUSD #5 shall be entitled to declare a student in breach of notice and repossess and Chromebook and associated device.

Student Responsibility for the Chromebook

- Comply to all district policies.
- Care for the device and never leave it in unsecured locations.
- Promptly report any problems with their Chromebook to the Technology Director.
- Make sure that the Chromebook is charged every day.
- Refrain from removing or altering district identification codes and serial numbers.
- Refrain from attempting to circumnavigate device security or other district measures implemented to protect the device from misuse.
- Never attempt to remove or alter the physical structure of the Chromebook, including keys, screen, or plastic casing.
- Never attempt to install or run any operating system on the Chromebook other than the Chrome OS supported by the district.
- Keep the Chromebook clean. Students should not touch the Chromebook screen with their finger, pencil, pen, etc. and should only use approved screen cleaners.

Use of Chromebooks at School

Chromebooks are intended for use at school each day. Along with specific classroom instruction, the Chromebook can serve as a medium for announcements, schedule or calendar changes, and other messaging needs. Each student is responsible for bringing a fully charged Chromebook each day.

Use of Chromebooks at Home

- In the event that the district must close and move to remote learning, the device and charging cord will go home with the student.
- Bement CUSD #5 will install filtering in compliance with the Child Internet Protection Act. While the district will make every effort to block inappropriate sites, it is important for parents/guardians to understand no system is foolproof. Parents/guardians should take an active role in monitoring their students' activity on school issued filtering system will result in the disciplinary action.
- Chromebooks are equipped with a camera feature and video recording capabilities. These functions should only be used for school use and never without permission. Per state statute, cameras and video are strictly forbidden in restroom and locker room areas.

Students and Digital Citizenship

Students are expected to comply with the following guidelines regarding Digital Citizenship.

1. Respect yourself. I will show respect for myself through my actions. I will select appropriate online names. I will consider the information and images I post online. I will consider what personal information about my life, experiences and relationships I post. I will not be crude, vulgar or obscene.
2. Protect yourself. I will ensure the information, images and material I post online will not put myself at risk. I will not publish my personal details, contact details or schedules of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources at all times.
3. Respect others. I will show respect to others at all times. I will not use electronic mediums to antagonize, bully, harass or stalk others. I will show respect for others in my choices of websites and resources. I will not visit sites containing degrading, pornographic, racist or other inappropriate material or function. I will not abuse my rights of access by seeking to alter the ability of others to access.
4. Protect others. I will protect others by reporting abuse and not taking part in the forwarding of inappropriate materials and conversations.
5. Respect Intellectual Property. I will request to use all resources. I will suitably and accurately cite any and all use of websites and information contained within. I will acknowledge all primary sources and validate information. I will abide by the fair use rules of information.
6. Protect Intellectual Property. I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase music and media, when required, and refrain from distributing these in violation of their individual licenses. I will always act with integrity when it comes to protecting the intellectual property of others.

Signature Form

By signing below, the student and parent/guardian agree to, and accept, the provisions of the following:

1. Bement CUSD #5 Internet/Computer/Electronic Devices Use Policy for Students.
2. Chromebook Policy.
3. Bement CUSD #5 ownership rights pertaining to devices and associated components.
4. Return of Chromebook provisions outlined in the Chromebook Policy.
5. In no event shall Bement CUSD #5 be held liable to any claim of damage, negligence or breach of duty.

Student Printed Name: _____ Date: _____

Student Signature: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____