Carmi-White County C.U.S.D. #5
Washington Attendance Center
Parent/Student
1:1 Technology Initiative
Chromebook Agreement
2018-2019

CARMI-WHITE COUNTY C.U.S.D. #5
1:1 INITIATIVE

PROCEDURES AND INFORMATION FOR STUDENTS AND PARENTS

The mission of the 1:1 Initiative at Carmi-White County C.U.S.D. #5 is to help propel our personalized learning initiatives and establish the foundation for a seamless program that supports individualized instruction in our classrooms. It supports anytime access to online resources for learning by providing portable devices for each student for use at school and possibly at home at the discretion of school administration. The device ensures that students can access educational resources throughout the school day. Every student that has a device that provides real-time data to a reporting dashboard providing an interactive interface for students where they can access tools and resources, post their current work, track their progress, and interact with teachers and other students around their projects.

Carmi-White County C.U.S.D. #5 is preparing students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for the path they choose after high school. It has been proven that with a rigorous, high-quality program and the right social and emotional supports in place, all students, regardless of racial or economic background, can achieve outstanding results. One of the district's goals it to make measurable progress in closing the achievement gap for minority and low-income students. Carmi-White County School District is implementing the 1:1 Initiative to further personalize the way each student uses time, receives support to master essential skills, and deepens understanding of content. Finally, the device further prepares students for the use of technology in college/careers.

Use of Technology
All students in grades 6-12 will have access to Google Chromebooks for education use in school. The school administration will be responsible for issuing the Chromebooks to the students to take home in grades 9-12. Grades 6-8 will have access to Chromebooks at school. This document provides students and parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook, and being a good digital citizen. Additionally, the last page is a Chromebook Agreement form for parents to complete.

Students and their parents/guardians are reminded that use of school technology is a privilege and not a right and that everything done on any school owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of school technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action as stated in district's Student Handbook. A copy of the Carmi-White County C.U.S.D. #5 Acceptable Use Policy is attached to this document.

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 parent/guardians, participate in and complete a fee payment program, and provide all required form signatures. *For grades 6th-8th, the annual technology fee is $25. The students in grades 6-8 will leave their devices at school. The school district will retain ownership of the device. If any device is removed from school property, a report of stolen property with the local law enforcement agency may be filed by the school or school designee.*

Agreement Terms
Students are expected to comply at all times with the Carmi-White County CUSD #5 Acceptable Use Policy and the provisions of the Student/Parent Chromebook Agreement. Failure to comply with any provisions of the Acceptable Use Policy and Student/Parent Chromebook Agreement may or will terminate rights of use and result in repossession of the Chromebook and associated equipment by the District.

Ownership of the Chromebook

Carmi-White County C.U.S.D. #5 retains sole right of possession of the Chromebook. The district lends the Chromebook to the students for educational purposes only for the academic year. Additionally, the Carmi-White County 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 or hardware.

Receiving Your Chromebook

All parents/guardians are required to read and sign the Chromebook Agreement before a Chromebook will be issued to their student. Each student *must participate in a school orientation* and will be issued their Chromebook during the first week of school; provided the Chromebook Agreement has been signed by the student and the parent/guardian. Chromebooks will be labeled by the school district and will include the device serial number and asset tag.

Rights and Responsibilities

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Carmi-White County C.U.S.D. #5 technology staff. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school.

Updates

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot, therefore no additional virus protection is needed.

Content Filter

The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Parent/guardians are responsible for filtering and monitor any Internet connection students receive that is not provided by the school.

Software

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms. All student work is stored in the cloud. Students may be allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action. Some web apps will be available to use when the Chromebook is not connected to the Internet.

Chromebook Identification

The school will maintain a log of all Chromebooks that includes the Chromebook serial number, tag code, and name and ID number of the student assigned to the device. They are expected to take good care of it!

Repairing/Replacing Your Chromebook
The replacement cost of the Chromebook is $200.00. The repairable cost could be lower, depending on the damage to the device.

Vendor Warranty
There is a limited 1 year manufacturer warranty for defects in materials and workmanship. The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

Repair Costs
Students are responsible for all physical damage done to their Chromebook. The cost will be what the school district has to pay for the replacement parts, ***unless the student's parent/guardian purchases Chromebook insurance.***

Estimated Costs *(subject to change)*
The following are estimated costs of Chromebook parts and replacements:

● Replacement - $200.00
● Screen –- $60
● Keyboard/touchpad - $52.00
● Case - $40.00

Third Party Insurance – Accidental Damage Only
The school has contracted with a third party insurance agency to provide insurance against accidental damage. Parents can purchase insurance for the district issued Chromebooks. ***The cost per student is $22.00 annually.*** The fee is due at the beginning of each school year and is non-refundable. The warranty covers drops, breaks, spills, hardware failure and manufacture defects. It even covers keys being popped off. The items not covered are power cords (AC Adapters), lost or stolen devices, batteries outside the manufacturer's warranty and cosmetic scratches.

No Expectation of Privacy
Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Educational Use
School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times. Please see the policy at the end of this document.

Charging Chromebooks
- Chromebooks should be charged in the student's TAP class before leaving school for the day.

Background and Themes
- Inappropriate media may not be used as Chromebook backgrounds or themes. No inappropriate pictures or graphics can ever be used as a background or theme. The presence of such media will result in disciplinary action.

Sound
- Sounds must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used only if the instructional software has an audio component.

Printing
- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- All student work should be stored in an Internet/cloud application. Students will not print directly from their Chromebooks at school unless told to do so by a teacher/staff member.

Logging into a Chromebook
- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

Managing and Saving Your Digital Work with a Chromebook
- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different internet storage solutions.

Chromebook Care
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 reported to a teacher or administration as soon as possible so that they can be taken care of properly. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their locker.

General Precautions
- No food or drink should be next to Chromebooks; however, the school may designate acceptable use area(s)
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

Carrying Chromebooks
- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen
- Never Carry Chromebooks with the screen open.

Screen Care
- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not pick up the Chromebook by the screen.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Identifying a Student's Chromebook
- All Chromebooks are labeled with a Carmi-White County C.U.S.D. #5 tag which cannot be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a school tag/logo or for turning in a Chromebook that is not a school device.

Chromebooks left unattended
Under NO circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen or damaged. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offences will result in disciplinary action.

Proper Care and Handling of Chromebooks in the Classroom
- Chargers are not covered under the student's insurance policy.
- Avoid bending the charger's cord at sharp angles.
- Don't strain the power cord at right angles to the power port. This can damage the charger's cord, and the computer itself.
- Position your charger so that you won't roll over the cord with a chair, or catch the cord in the sharp edges of desk drawers.
- Disconnect all connected cords, USB memory and any adapters before putting your Chromebook into a carrying case, bag or slot in a mobile cart.
- Be careful and gentle as you connect and disconnect the power cord.

Heat
- Always place your Chromebook on a flat, stable surface.
- Do not place it on top of stacks of paper, blanket, upholstery, or anything else that is an insulator.
- The bottom of your Chromebook is a cooling surface. Excessive heat buildup will lead to premature failure. The computer needs proper airflow to operate correctly.

Chargers
- Chargers are not covered under the student's insurance policy.
- Avoid bending the charger's cord at sharp angles.
- Don't strain the power cord at right angles to the power port.
- Position your charger so that you won't roll over the cord with a chair, or catch the cord in the sharp edges of a desk drawers.
- Disconnect all connected cords and adapters before putting your Chromebook into a carrying case, bag or slot in a mobile cart.
- Be careful and gentle as you connect and disconnect the power cord.

Other
- Don't drop the Chromebook! This can break hinge, latch, or worse.
- Keep your Chromebook away from the edges of tables and desks.
- Keep liquids away from your Chromebook. Liquids damage the electronic components quickly and easily.
- The school Chromebook is assigned to you for your use alone. Please don't allow others to use your device while in use. Remember you are responsible for any damage or misuse.

Carmi-White County C.U.S.D. #5

COMPUTER NETWORK ACCEPTABLE USE AND INTERNET SAFETY POLICY

USE OF INTERNET
Authorization for Electronic Network Access
Each staff member must sign this *Authorization* as a condition for using the district's electronic network connection. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised access. Please read this document carefully before signing.
All use of the Internet shall be consistent with the district's goals of promoting educational excellence by facilitating resource sharing, innovation, and communication. This authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

Terms and conditions

1. ACCEPTABLE USE
   Access to the district's electronic network must be: (a) for the purpose of education or research and be consistent with the district's educational objectives or (b) for a legitimate business use.

2. PRIVILEGES
   The use of the district's electronic networks is a privilege--not a right--and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether a user has violated the terms of access privileges and may deny, revoke, or suspend access at any time. His/her decision is final.

3. UNACCEPTABLE USE
   The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:

   A. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of any state or federal law;

   B. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;

   C. Downloading copyrighted material for other than personal use;

   D. Using the network for private financial or commercial gain;

   E. Wastefully using resources, such as file space;

   F. Hacking or gaining unauthorized access to files, resources, or entities;

   G. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, including a photograph.

   H. Using another user's account or password;

   I. Posting material authored or created by another without his/her consent;

   J. Posting anonymous messages;

   K. Using the network for commercial or private advertising;

L. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material; and

M. Using the network while access privileges are suspended or revoked.

4. NETWORK ETIQUETTE

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

A. Be polite. Do not become abusive in your messages to others.

B. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.

C. Do not reveal the personal information, including addresses or telephone numbers of students or colleagues.

D. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

E. Do not use the network in any way that would disrupt its use by other users.

F. Consider all communications and information accessible via the network to be private property.

5. NO WARRANTIES
The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, nondeliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. INDEMNIFICATION
The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any breach of the authorization.

7. SECURITY
Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. VANDALISM
Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited, to the uploading or creation of computer viruses.

9. TELEPHONE CHARGES
The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges, and/or equipment or line costs.

10. COPYRIGHT WEB PUBLISHING RULES
Copyright law and district policy prohibit the re-publishing of text or graphics found on the web or on district web sites or file servers, without explicit written permission.

A. For each republication (on a web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

B. Students and staff engaged in producing web pages must provide library media specialists with e-mail or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.

C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the web site displaying the material may not be considered a source of permission.

D. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

E. Student work may only be published if there is written permission from both the parent/guardian and student.

11. USE OF ELECTRONIC MAIL

A. The district's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the school district. The school district provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

B. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

C. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this school district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

D. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

E. Use of the school district's electronic mail system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this authorization, and otherwise follow this authorization.

Staff members shall supervise students while students are using district Internet access to ensure that the students abide by the terms and conditions for Internet access contained in this authorization.

Each district computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the superintendent or designee.
The system administrator and building principals shall monitor student Internet access.

Cyber-bullying - definitions from Section 27-23.7 of the School Code (105ILCS 5/27-23.7)
Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

● Placing the student or students in reasonable fear of harm to the student's or students' person or property;
● Causing a substantially detrimental effect on the student's or students' physical or mental health;

- Substantially interfering with the student's or students' academic performance; or
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.
- Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.
- Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.
- Restorative measures means a continuum of school-based alternative to exclusionary discipline, such as suspension and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

Carmi-White County C.U.S.D. #5 Chromebook Agreement

By signing the below, the student and their parent/guardian agree to follow and accept:
- This Chromebook Agreement in its entirety.
- Authorization for Electronic Network Access;
- The website and Social Media Guidelines (below).
- That Carmi-White County C.U.S.D. #5 owns the Chromebook, software, and issued peripherals.
- If the student ceases to be enrolled in Carmi-White County C.U.S.D. #5, the student/parents will return the Chromebook in good working order or pay the full $200.00 replacement cost of the computer. In addition, the student must also return both the Chromebook charger. Students may be charged for the charger if it is not returned. *Also, a report of stolen property with the local law enforcement agency will be filed by the school or school designee in the event that the Chromebook is not returned or paid for if damaged.*
- In no event shall Carmi-White County C.U.S.D. #5 be held liable to any claim of damage, negligence, or breach of duty.

Student Name (print):_____ Student Signature:_____

Parent/Guardian (print): _____ Parent/Guardian Signature: _____

School:_____ Grade:_____ Chromebook Security Tag Number:_____

Student Initials	Website & Social Media Guidelines Think before you act because your virtual actions are real and permanent!	Parent Initials
	Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.	
	Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.	
	Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.	
	Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.	
	Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.	
	Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.	
	How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.	
	Online work should be well written. Follow writing conventions including proper grammar, capitalization and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.	
	If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away. Everyone should work together to make our digital environment safe.	