

# St. John-Hudson High School

## Chromebook Policy, Procedures, and Information

### TABLE OF CONTENTS

TOPIC	PAGE
1. RECEIVING YOUR Chromebook .....	3
1.1 Receiving Your Chromebook and Chromebook Check-In .....	3
1.2 Chromebook Check-In.....	3
1.3 Check-in Fines .....	3
2. TAKING CARE OF YOUR Chromebook .....	3
2.1 General Precautions .....	3
2.2 Carrying Chromebooks .....	4
2.3 Screen Care .....	4
3. USING YOUR Chromebook AT SCHOOL .....	4
3.1 Chromebooks Left at Home .....	4
3.2 Chromebook Undergoing Repair .....	4
3.3 Charging Your Chromebook' Battery .....	4
3.4 Screensavers .....	4
3.5 Sound, Games or Programs .....	4
3.6 Printing.....	5
3.7 Home Internet Access .....	5
3.8 Chromebooks and Extra curricular Activities .....	5
4. MANAGING YOUR FILES & SAVING YOUR WORK .....	5
4.1 Saving to the My Documents/Home Directory .....	5
5. SOFTWARE ON Chromebooks .....	5
5.1 Originally Installed Software .....	5
5.2 Additional Software .....	5
5.3 Inspection.....	6
5.4 Procedure for Re-loading Software .....	6
5.5 Software Upgrades .....	6
5.6 Technology Support .....	6
6. ACCEPTABLE USE .....	6
6.1 Parent/Guardian Responsibility .....	6
6.2 School Responsibilities are to: .....	6
6.3 Students are Responsible For .....	7
6.4 Student Activities Strictly Prohibited .....	7
6.5 Chromebook Care .....	7
6.6 Legal Propriety .....	8
6.7 Student Discipline .....	8
7. PROTECTING & STORING YOUR CHROMEBOOK COMPUTER .....	8
7.1 Chromebook Identification .....	8
7.2 Storing Your Chromebook .....	8
7.3 Chromebooks Left in Unsupervised Areas .....	8
8. REPAIRING OR REPLACING YOUR Chromebook COMPUTER .....	8
8.1 Accident Protection.....	8
8.2 Personal Home/Homeowners Insurance .....	9
8.3 Intentional Damage .....	9
8.4 Warranty Repairs .....	9
8.5 Vandalism and Theft .....	9

9. SCHOOL RIGHTS..... 9  
 10. STUDENT PLEDGE FOR CHROMEBOOK USE ..... 10

1. RECEIVING YOUR Chromebook & Chromebook CHECK-IN

1.1 Receiving Your Chromebook

Chromebooks will be distributed at the beginning of each school year during “Chromebook Orientation.” Parents & students must sign and return the Student Pledge documents before the Chromebook can be issued to their child. In order for this endeavor to be successful, it will take a joint effort between the students, staff and parents to ensure the success of this program.

1.2 Chromebook Check-in

Chromebooks will be returned during final week of school so they can be checked for serviceability. If a student transfers out of St. John-Hudson High School during the school year, the Chromebook will be returned at the time of withdrawal.

1.3 Check-in Fines

1.3.1 District-owned Chromebooks and accessories must be returned to the St. John-Hudson High School Tech Office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at SJHS for any other reason must return their individual school Chromebook on the date of termination.

1.3.2 If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment at SJHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Chromebook. Failure to return the Chromebook will result in a theft report being filed with the St. John-Hudson Police Department.

1.3.3 Furthermore, the student will be responsible for any damage to the Chromebook and must return the Chromebook and accessories to the SJHS Tech Office in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

2. TAKING CARE OF YOUR Chromebook

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 taken to the Tech Office for an evaluation of the equipment.

2.1 General Precautions

2.1.1 The Chromebook is school property and all users will follow this policy and the SJHS acceptable use policy for technology.

2.1.2 Only use a clean, soft cloth to clean the screen, no cleansers of any type.

2.1.3 Cords and cables must be inserted carefully into the Chromebook to prevent damage.

2.1.4 Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the St. John-Hudson School District.

2.1.5 Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.

2.1.6 Students are responsible for keeping their Chromebook battery charged for school each day.

2.1.7 Students will have the same Chromebook for the life of the Chromebook (senior Chromebooks will go to next year’s freshmen).

- 2.2 Carrying Chromebooks
  - 2.2.1 A protective case/cover for the Chromebook is required to help protect the Chromebook and provide a suitable means for carrying the device throughout the day.
  - 2.2.2 St. John-Hudson School District will provide a basic case for each students' Chromebook.
- 2.3 Screen Care
  - 2.3.1 The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
  - 2.3.2 Do not put unnecessary pressure on the top of the Chromebook.
  - 2.3.3 Do not place anything near the Chromebook that could put pressure on the screen.
  - 2.3.4 Do not place anything in the carrying case that will press against the cover.
  - 2.3.5 Clean the screen with a soft, dry cloth or anti-static cloth.
  - 2.3.6 Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it may crack or break the screen.

### 3. USING YOUR Chromebook AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students should bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

- 3.1 Chromebooks Left at Home
  - If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. If a student repeatedly leaves their Chromebook at home, they will be subject to appropriate disciplinary action.
- 3.2 Chromebook Undergoing Repair
  - Loaner Chromebooks may be issued to students whose machine is being repaired.
- 3.3 Charging Your Chromebook's Battery
  - Chromebooks should be charged to full capacity each day before they are brought to school. Repeat violations will result in appropriate disciplinary action being taken.
- 3.4 Screensavers/Background photos
  - Students will have the ability to customize their Chromebook (screen background). Appropriate media will be used.
- 3.5 Sound, Music, Games, or Programs
  - Students will have the ability to download and install apps from the Google Play store.
  - 3.5.1 Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
  - 3.5.2 Appropriate music is allowed on the Chromebook. Ear buds/headphones may be used in the classroom based upon individual teacher approval. During passing periods, students may not use ear buds/headphones. Students are not to be using their Chromebook while walking down the hall during passing periods.
- 3.6 Printing
  - Printing services will be available with the Chromebook. Students should talk to their teachers about the need to print and printer availability. Students will be given information and instruction on printing with the Chromebook at school.

- 3.7 Home Internet Access/Printing  
Students are allowed to set up additional wireless networks on their Chromebooks. This will be necessary to use web based services outside of the school setting. Printing at home will require a wireless printer, proper settings on the Chromebook, an e-print compatible printer and possibly an additional app or software on your home computer/printer.
  - 3.8 Personal Apps  
Students may install appropriate personal apps on their Chromebook via their Google account. USD No. 350 will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the Chromebook. This does not, however limit what can be downloaded to the students individual Google account or other personal device. In the event storage space becomes an issue on individual Chromebooks, student music, photos and apps will need to be deleted. Students who abuse this privilege may have the Google App Store removed from their device and may only be given access to District-required apps.
  - 3.9 Chromebooks and Extra Curricular Activities  
Coaches/sponsors for individual activities may limit whether or not Chromebooks are allowed to be on buses or at particular events.
4. MANAGING YOUR FILES & SAVING YOUR WORK
- 4.1 Saving to the Chromebook/Home Directory  
Students should save work to the Chromebook. It is recommended students regularly back up data to another storage device or Google Drive (Google’s cloud storage service). Limited storage space will be available on the Chromebook—Data will NOT be backed up in the event a Chromebook has to be re-imaged or restored to factory settings. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.
5. SOFTWARE ON CHROMEBOOKS
- 5.1 Originally Installed Software  
The apps and operating system originally installed by USD No. 350 must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.  
Periodic checks of Chromebooks will be made to ensure that students have not removed required apps or installed inappropriate material.
  - 5.2 Additional Software  
Other apps may be added by the school or the student throughout the school year. Any required apps that have a cost associated will be purchased by the District.
  - 5.3 Inspection  
Students will be selected at random to provide their Chromebook for inspection. Chromebook use and contents will also be monitored remotely.
  - 5.4 Procedure for re-loading software  
If technical difficulties occur, the Chromebook will be restored from a backup or will be re-set to factory. The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or re-image.
  - 5.5 Software upgrades  
Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebooks for periodic updates and syncing. Operating

systems with ChromeOS devices change. SJHS will notify students on how to update apps, should updates be necessary.

- 5.6 Technology Support  
Technology support for Chromebooks will be available during the normal business day at St. John-Hudson High School between the hours of 7:50 and 3:40. After hours support will not be available.
- 5.7 MDM Profiles Installed By The District  
MDM Profiles installed on Chromebooks are not to be removed. Students who do not have active profiles on their Chromebooks or who remove profiles will be subject to appropriate consequences.

## 6. ACCEPTABLE USE

The use of the SJHS School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the St. John-Hudson School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the St. John-Hudson School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The St. John-Hudson School District's Student Code of Conduct shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

### 6.1 Parent/Guardian Responsibilities

Talk to your student 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, movies, and radio.

\*Students will have access to their device 24/7. Obviously, you as parents will need to establish ground rules for Chromebook use outside of the school day. Devices MAY have internet filtering on them at all times (outside of the USD No. 350 Network). USD No. 350 will, within reason, be able to restrict the content of legally purchased content purchased through Google that can be put on the device.

### 6.2 School Responsibilities are to:

- 6.2.1 Provide internet and e-mail access to its students.
- 6.2.2 Provide internet filtering during the school day while students are utilizing USD No. 350's network.
- 6.2.3 Provide network data storage (when possible; depending upon the capabilities of each individual app). St. John-Hudson School District reserves the right to review, monitor, and restrict information stored on or transmitted via St. John-Hudson School District owned equipment and to investigate inappropriate use of resources.
- 6.2.4 Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- 6.2.5 Provide user accounts for free information storage in cloud-based (off site/online) applications.
- 6.2.6 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

### 6.3 Students are responsible for:

- 6.3.1 Using Chromebooks in a responsible and ethical manner.
- 6.3.2 Obeying general school rules concerning behavior and communication that applies to Chromebook/computer use.
- 6.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.
- 6.3.4 Helping St. John-Hudson School District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- 6.3.5 Monitoring all activity on their account(s).
- 6.3.6 Securing their Chromebook after they are done working to protect their work and information.
- 6.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- 6.3.8 Returning their Chromebook to the Tech Office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at SJHS for any other reason must return their individual school Chromebook on the date of termination.
- 6.4 Student Activities Strictly Prohibited:
  - 6.4.1 Illegal installation or transmission of copyrighted materials.
  - 6.4.2 Any action that violates existing Board policy or public law.
  - 6.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
  - 6.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
  - 6.4.5 Changing Chromebook settings in an effort to circumvent the filtering system-
  - 6.4.6 Downloading inappropriate apps.
  - 6.4.7 Spamming-Sending inappropriate emails.
  - 6.4.8 Gaining access to other student's accounts, files, and/or data.
  - 6.4.9 Vandalism to your Chromebook or another student's Chromebook.
- 6.5 Chromebook Care:
  - 6.5.1 Students will be held responsible for maintaining their individual Chromebooks, and keeping them in good working order.
  - 6.5.2 Chromebook batteries must be fully charged and ready for school each day.
  - 6.5.3 Chromebooks that malfunction or are damaged must be reported to the Tech Office. The school district will be responsible for repairing Chromebooks that malfunction and/or repairs covered under warranty. The first warranty repair on a student's Chromebook will be covered by the District. The next two (2) warranty repairs will incur a \$50 fee to be paid by the student and/or the student's family. Repairs beyond that will require higher fees to be paid by the student and/or the student's family.
  - 6.5.4 Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally, stolen, or lost.
  - 6.5.5 Chromebooks that are stolen must be reported immediately to the Office and the St. John Police Department.
- 6.6 Legal Propriety:
  - 6.6.1 Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
  - 6.6.2 Plagiarism is a violation of the SJHS Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
  - 6.6.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

- 6.7 Student Discipline:  
If a student violates any part of the above policy, board policy, or St. John-Hudson High School handbook policy, he/she may be subject to the following disciplinary steps:
- 6.7.1 Student(s) will check-in/checkout their Chromebooks from the office daily.
  - 6.7.2 Required to attend a Chromebook policy refresher class.
  - 6.7.3 Loss of individual Chromebook and be issued a generic loaner Chromebook.
  - 6.7.4 Loss of Chromebook while being required to complete coursework.
  - 6.7.5 Disciplinary/Legal action as deemed appropriate.

7. PROTECTING & STORING YOUR CHROMEBOOK

- 7.1 Chromebook Identification:  
Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified based on serial number and St. John-Hudson School District identification number.
- 7.2 Storing Your Chromebook:  
When students are not using their Chromebooks, they should be stored in a locked locker. Nothing should be placed on top of the Chromebook. Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their Chromebook, they may check it in for storage at the Tech Office.
- 7.3 Chromebooks Left in Unsupervised Areas:  
Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the office. A student will be charged \$5.00 to retrieve their Chromebook that has been turned into the office due to not being supervised.

8. REPAIRING OR REPLACING YOUR Chromebook/ COST OF REPAIRS

The St. John-Hudson School District recognizes that with the implementation of the Chromebook initiative there is a need to protect the investment by both the District and the Student/Parents. Therefore, we have set the following guidelines in place.

- 8.1 Accidental Damage  
Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. Students will be charged a \$50 technology use fee at enrollment time. If a Chromebook becomes damaged for any reason, the District will pay for the 1<sup>st</sup> warranty repair. The 2<sup>nd</sup> and 3<sup>rd</sup> repairs will incur a \$50 fee from the students and/or the parents. Subsequent repairs will be incurred at full cost by the student and/or the parents.
- 8.2 Personal Home or Homeowners coverage  
Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook computer.
- 8.3 Intentional Damage  
Students/Parents will be held responsible for ALL (full payment) intentional damage to Chromebooks including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and cables will

be charged the actual replacement cost.

- 8.4 **Warranty Repairs**  
Warranty work—repairs that are not required due to breakage--will be completed at no cost to the student.
- 8.5 **Vandalism and Theft**  
In cases of theft, vandalism and other criminal acts, a police report **MUST** be filed by the student or parent.
- 8.6 **Chromebook Purchase For Graduating Seniors**  
Each spring the Board of Education will make a decision as it relates to whether or not they will allow seniors to purchase their Chromebook. Information regarding the availability of Chromebooks to purchase will be shared with Seniors around May 1.

9. **SCHOOL RIGHTS:**

- 9.1 USD 350's network, facilities, and/or mobile devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD No. 350. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.
- 9.2 The administration and/or their designee(s) have the right to inspect any mobile device, application, or peripheral device associated with any or all USD 350 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 350 technology.
- 9.3 St. John-Hudson Schools reserves the right to define inappropriate use of technology.

## Student Pledge for Chromebook Use

1. I will take good care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook battery as needed.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by keeping it in a protective case.
9. I will use my Chromebook in ways that are appropriate, meet SJHS expectations, and are educational in nature.
10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook. I will not deface the serial number.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the St. John-Hudson School District.
12. I will follow the policies outlined in the Chromebook Handbook and the Acceptable Use Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the District Chromebook and power cords in good working condition.
16. I will not utilize photos, video, and/or audio recordings of any myself or any other person in an inappropriate manner.

All Parents and Students must read and agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information; the Acceptable Use Policy; and the Student Pledge for Chromebook Use. **By clicking yes in the online enrollment process, you agree to the above policy.**

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Individual school Chromebooks and accessories must be returned to the SJHS Tech Office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at SJHS for any other reason must return their individual school Chromebook computer on the date of termination.