

Liberty Center Local Schools

Chromebook Policies and Procedures and Protection Agreement

Introduction

The Chromebook device that has been issued to you is the property of Liberty Center Local Schools. This Chromebook is on loan to the student and must be used in accordance with the following policies and procedures, the district's Acceptable Use Policy, and any applicable laws. Use of this Chromebook, as well as access to the school's network, the Internet and email is a privilege and not a right. These items are provided for educational purposes only and are intended to support learning objectives of the Liberty Center Local School District.

Receiving a Chromebook

Chromebooks that need to be distributed will be completed each fall prior to the start of school or during the first week of school. All Students will be taking their Chromebooks home whether they have paid the optional insurance fee or not. While the fee is still optional, it is recommended in case of any damage occurring to the Chromebook. **Please understand that you have no expectation of privacy for anything involving the Chromebooks. The Liberty Center Schools can monitor all activities on these devices and school affiliated accounts.**

Return of a Chromebook

- All district owned Chromebooks must be returned to the appropriate school office. **Students leaving the district for any reason must return the Chromebook prior to having records forwarded to their next school. Any Chromebook not returned by the end of the year or when a student is no longer enrolled will be considered stolen property and law enforcement agencies will be notified.** Chromebooks will be examined for damage and fees may be issued if damage is found to be beyond normal wear.
 - Damages include, but are not limited to:
 - Writing (drawing) and/or etching or putting stickers on the device
 - Missing or broken keys
 - Any cracks or broken parts
 - Any missing parts (including chargers, cables, and screws)
 - Missing asset tags
- When asked to do so, students must surrender/ return the Chromebook and accessories to Liberty Center Schools. Failure to comply will be considered insubordination and may lead to disciplinary action. **Please understand that you have no expectation of privacy for anything involving the Chromebooks. Liberty Center Schools can monitor all activities on these devices and affiliated accounts.**

Rules of School Network and School Chromebook Use

The 2022 -2023 ACCEPTABLE USE AND INTERNET SAFETY AGREEMENT for the Chromebook network of the Liberty Center Local School District can be found in the following location:

- On the school website at www.libertycenterschools.org by clicking on Departments -> Technology -> Forms and Information.

Final Form copies of the agreement will also be signed and kept on record.

Using the Chromebook at School:

- If a student does not bring his/her Chromebook to school, they will be allowed to contact a parent or guardian to bring the Chromebook to him/her. If no one is available, the student will be without a device for the day. Classroom policy will determine consequences for not bringing required tools.
- Chromebooks should be charged each night. The battery will allow a student to work the school day without needing to plug in. There are limited charging stations available in each room, you cannot be sure one will be available.
- Inappropriate media may not be used as backgrounds, themes, or screensavers. The presence of such media will result in disciplinary action.
- Sound must be always muted unless permission is obtained from a teacher, or earbuds are utilized.
- Students may use headphones with teacher permission. Students should bring their own headphones for sanitary reasons.
- Do not share logins, passwords, or other protected material with other students. The name on the account will be the person responsible for all activity that is connected to that account.

Using the Chromebook at Home

- When at home, the Chromebook should always be used in a common family location (i.e., kitchen, living room, dining room). When the Chromebook is at home, supervision is the responsibility of the parent.
- If the Chromebook is lost or stolen, a parent or guardian should immediately report the loss or theft to the Liberty Center Local Schools Technology Department. A police report must be filed by parent and the report number must be given to the school before a replacement device, to stay at school, will be issued.
- If the Chromebook is damaged or not working properly, it must be turned in to Technology Department for repair or replacement. Parents or guardians are **not** authorized to attempt repairs themselves or contract with any other individual or business for the repair of the Chromebook. Unauthorized repairs of a school- owned Chromebook will result in loss of take-home privileges.
- Students are responsible for charging the Chromebook at home daily.

Using the Chromebook for Internet and Email

- Liberty Center Schools makes every attempt to block access to inappropriate material while the student is at school and will make every effort to block inappropriate material while at home. The student may be able to access inappropriate material while on their home network. It is the parent or guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
- Students should never share personal information about themselves or others while using the Internet or Email. This includes a student's name, age, address, phone number, or school name.
- Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving Internet and Email access.
- Students should be aware that internet access and email, and other media that are accessed, created, or stored on their Chromebooks are the sole property of the school district. The district has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

Managing and Saving Work

- Students will use the Google Suite of applications to create documents, collaborate with others, and to save documents.
- Google is a cloud-based storage system that may be accessed from most internet service devices.
- They will also be able to store some work on the Chromebook for access later.
- Students may also save documents and other data on a flash drive or other portable media, to have backups available.

General Use and Care of the Chromebook

- The Chromebook will be issued to the students in a work-in bag or "clamshell" case, The Chromebook is to never leave the bag/case, as an additional level of protection. Students are **NOT** to take the Chromebook out of the provided, or purchased, cases/bags. Doing so will automatically deem any damages as intentional and will void any insurance claim and you will be responsible for 100% of the repair fee.
- **Chromebooks are not to be shoved or forced into book bags. This causes the Chromebook bags to get damaged and damages the Chromebook from the added stress in the bag.**
- Chromebooks are the property of Liberty Center Local Schools and should be always kept clean and free of marks. Placing stickers, writing, or drawing on, engraving, or otherwise defacing the Chromebook, is not allowed and will result in loss of privileges and/or compensation for damages and defacement will be assessed with a minimum fee of \$5 and up-to the cost of replacement for damaged/vandalized parts.
- Students are encouraged to help each other in learning to operate their Chromebook. However, such help should be provided with voices and not hands. Students should always operate their own Chromebook.
- Any inappropriate or careless use of a Chromebook should be reported to a teacher or staff member immediately.
- District identification labels have been placed on the Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, contact the school library to arrange for payment and placement of a new sticker. Additional stickers, labels, tags, or markings of any kind are not to be added to the Chromebook or accessories.
- Chromebooks should never be used while walking. Chromebooks should only be used while they are on a flat, stable surface such as a table.
- Students should protect their Chromebook from extreme heat or cold. Chromebooks should never be left in a car, even if the car is locked.

- Chromebooks should be protected from the weather, water, liquids, food, and pets. Students should never eat or drink while using their Chromebook or use their Chromebook near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of the Chromebook.
- Students should use care when plugging in their power cord. Due to the nature of the hardware, damage to the power cord and/or power adapter could cost more than \$200 to repair.

Screen Care

- **Do not** lean or put pressure on the top of the Chromebook when it is closed.
- **Do not** store the Chromebook with the screen in the open position.
- **Do not** poke the screen with anything that will mark or scratch the screen surface.
- **Do not** place anything on the keyboard before closing the lid.
- **Do not** place the device near magnets or anything with high electrical current.
- Dust the screen with a soft, dry microfiber cloth or anti-static cloth. If a more thorough screen cleaning is required, use a clean, water dampened microfiber cloth. Do not use any type of cleaning solvent on your Chromebook.

Consequences of Inappropriate Use

Violations of school rules or the District Acceptable Use Policy or any applicable laws may result in disciplinary action, including the loss of a user's privileges to use the district's technology resources. Further discipline may be imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

FAQs

Report your issue to the Tech Director by filling out a help desk ticket through a Google form on the school website. If the computer will not even turn on or is not operational, please report to the teacher so the teacher will fill out a help desk ticket through Google forms. Once submitted, please take the device to the Digital Academy to drop off for repair and to receive a temporary loaner Chromebook until the original can be repaired.

How long will it take to repair?

Every attempt to troubleshoot and repair the Chromebook will be made in a timely manner. Some repairs may require the device to be sent back to the manufacturer.

Will I get a replacement Chromebook while my Chromebook is being repaired?

There are a limited number of replacement Chromebooks. Replacement Chromebooks will be signed out to students to use during the school day. No replacement Chromebooks will be permitted to leave the building.

Where do I store my files?

All files should be stored in Google Drive.

Will I be able to access my files at home?

Yes, you will be able to access your files through Google Drive if you have internet access.

Do Chromebooks have CD or DVD drives?

Chromebooks don't have a CD or DVD drive however you can play files from a USB drive or SD card.

Can my child use our wireless internet at home?

Yes. Students are permitted to connect to wireless networks outside the school. Liberty Center Local Schools does not provide support for connecting the Chromebooks to outside wireless networks.

Will Internet content be filtered at home?

Yes, internet content on the Chromebook will be filtered by the district's content filter.

Will I be able to install my own Software?

No, Chromebooks do not run software of traditional Windows and Apple Computers. Chrome Apps are installed through the Chrome Web Store, or Play Store, Liberty Center Local Schools has the right to limit use of any and all Apps, and the right to push out any Apps deemed necessary.

What happens to a student's files when they leave Liberty Center Local Schools?

Students can use [Google Takeout](#) to save their files at any time. This service will save the files to a home computer or external storage device. When using Google Takeout, you need to be sure you have enough storage space for all your files.

Can my child use his/her own personal case instead of the district provided case?

Yes, however, to insure the most protection possible, students are directed to use the district provided case.

Can the administration see what my child has been doing on his/her Chromebook?

Yes. Daily reports are generated for the administration, which list any inappropriate conduct. This conduct includes searching for inappropriate terms, attempting to bypass the internet filters, using inappropriate language in email, etc. In addition, Liberty Center Local Schools utilizes software that allows teachers to actively view a student screen while the student is in the classroom.

Privacy

Liberty Center Local Schools retains all control, custody, and supervision of all Chromebooks, district networks, and internet services owned or leased by Liberty Center Local School District. Liberty Center Local Schools reserves the right to monitor all activity by students. **No expectation of privacy in their use of school devices to include email, Google accounts, stored files or internet sites visited should be assumed by the student-users.**

All users need to be aware that Liberty Center Local Schools can monitor all internet usage. Using Chromebooks to visit sites that are inappropriate under the Liberty Center Code of Conduct or Ohio Revised Code and that do not meet the educational purposes of the program may result in the revocation of privileges.

Authorized members of our technology department or school administration may periodically review material stored on the hard drives or filter logs. Never put anything in an email, Google drive, chat, or on a hard drive that would be embarrassing, inappropriate, or illegal. The Liberty Center School's Code of Conduct is in effect and applies to students at all times while using district technology, or any other property that belongs to the district including district issued accounts.

Chromebook Coverage and Benefit

- Damage caused by a deliberate act by the student is not covered by this protection fund.
- The Protection fund only covers the **first** incident of accidental damage or replacement costs, up to a total of \$150.00 per school year or, in the case that students are allowed to keep their school issued device, at the beginning of the next school year. Subsequent accidental damage is the responsibility of the student and/or parent/guardian.
 - **Under Ohio Revised Code 3109.09, parents or guardians having custody and control of students under the age of 18 are responsible for vandalism and damages rendered by their children, up to \$10,000, plus court costs. Students who are 18 years or older are held accountable in their own right.**
- The Chromebook is covered by the school-issued warranty. If equipment is found to be faulty, then it must be returned immediately to the school for repair. These are mechanical malfunctions that are not found to be the fault of any person(s) and are covered free of charge.
- If a Chromebook is lost or accidentally damaged more than one time during a school year, the Parent/Guardian will be liable for the cost of repair or replacement of the Chromebook or any repair in excess of \$150.00.
- For loss and accidental damage:
 - A loss notification must be accompanied by the appropriate police report.
 - The Chromebook will not be replaced if the school does not have a copy of the police report for the stolen device.
 - Chromebook – The most common costs are as follows - new Chromebook up to \$300.00; Power Adapter - \$45.00; Screen - \$40.00; Motherboard - \$200
 - Prices are approximate and are subject to change without prior notice due to changes in pricing from suppliers.
 - Chromebook cases and power adapters/cords are no longer covered under the protection fund.

Effective and Expiration Dates

This coverage is effective starting on the date that this form and the Chromebook insurance payment are received by the school until such time the Chromebook is required to be returned to the school, or at time of disenrolling from the Liberty Center Local School District, in good working order, with power adapter, to the school. If the Chromebook is not required to be turned in this coverage is, then effective until the first day of school the following school year.

Termination

This agreement will cease:

1. When equipment is returned in satisfactory condition at the end of the school year or at any time designated by school administration.
2. When the student is disenrolling from the district prior to the end of the school year, or before the beginning of the upcoming school year.
 - a. If a student ceases to be enrolled within Liberty Center Local Schools, the device and all accessories/components are to be returned to the school in full working order.
3. District identification labels have been placed on the Chromebooks. These labels are **not** to be removed or modified. If they become damaged or missing, contact the school Technology Department to arrange for payment and placement of a new sticker. Additional stickers, labels, tags, or markings of any kind are not to be added to the Chromebook or accessories.

Coverage Cost

The nonrefundable cost of insurance is \$30.00 per school year per district issued Chromebook. It is agreed and understood that:

- The Liberty Center Chromebook Protection Fund offers coverage to all students.
- Participation is voluntary, but if a student does not participate, **any** damage incurred to the Chromebook may be the responsibility of the parent/guardian.
- A **separate** application is required for each student/Chromebook covered.

1:1 Chromebook Loan Agreement

I have read the above information concerning the arrangements for the use, by my child, of a Chromebook for the duration of the school year. By signing below, I understand and accept the terms and conditions of this addendum to the school's Acceptable Use Policy and agree to abide by, and follow, all items contained herein.

Please fill out the following, in full, and indicate if the student will be participating in the Chromebook Protection Fund.

Legal Name of Student: _____ Grade: _____
Upcoming school year

Yes, I would like to participate in the Liberty Center Chromebook Protection Fund.

No, I decline service, at this time, and I understand I may be responsible for 100% (approximate value of Chromebook is up to \$300) of any damage or loss to the loaned Chromebook.

Parent/Guardian Signature

Date

Student Signature

Date