# Liberty CUSD #2
# 1:1 Chromebook Carts

## Chromebook Information, Procedures and Agreement for Students and Parents
## 2025 - 2026

The mission of the 1:1 program at Liberty CUSD #2 is to advance personalized learning initiatives and establish the foundation for a seamless program supporting individualized instruction in our classrooms. It enables access to online resources for learning by providing portable devices for students for use at school and at home at the discretion of school administration. Each participating student has a device that can access educational tools and resources, post their work, track their progress, and interact with teachers and other students on their projects.

Liberty CUSD #2 prepares 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 after high school. Liberty CUSD #2 demonstrates 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. Liberty uses the 1:1 Chromebook initiative to further personalize the way students use time, receive support to master essential skills, and deepen understanding of content; by doing these things Liberty has leveled the playing field.

The Liberty Community School District provides a positive, effective environment which motivates all people to learn and achieve in an ever-changing world.

## Use of Technology

All students in grades K - 12 will have access to Google Chromebooks for educational use in school. Students in grades 1 - 5 will have Chromebooks available from a cart located in their homeroom. This document provides students and their parents/guardians with information about use of technology, ownership of the device, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. **The last page is a Chromebook Agreement to complete and return to the school. The rest of the document should be reviewed with the student and kept at home.**

Students and their parents/guardians are reminded use of school technology is a privilege and not a right and that everything done on any school owned computer, network, or electronic 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 Student Code of Conduct.

To understand the technology use expectations, students and their parents/guardians are responsible for reviewing the Liberty School's Acceptable Use Policy.

## Issuance and Ownership of the Chromebook

**Liberty CUSD #2 retains sole right of ownership of the Chromebook. Liberty CUSD #2 provides use of the Chromebook to students for educational purposes only for the academic year.**

**All parents/guardians are required to sign the Liberty CUSD #2 Chromebook Cart Agreement before a Chromebook will be assigned to their student; (this may also be done digitally via the Online Registration process).**

# Rights and Responsibilities

## Content Filter

The school utilizes an Internet content filter in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all activity protected and monitored by the school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

## 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.

**Monitoring Software**

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

## For Educational Use Only

**School-issued Chromebooks are to be used for educational purposes only and students are to adhere to the Acceptable Use Policy and corresponding administrative procedures at all times. The Chromebook shall not be used for personal recreation or entertainment. This includes but is not limited to streaming or downloading of non-educational music, audio or video content, access to online chat, text or video messaging, gaming or gambling sites. Students may not save music or videos to their Chromebook or Google Drive without permission.**

**Backgrounds and Themes**

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

**Sound**

- Sound must be muted always, unless permission is obtained from a teacher.
- Headphones may be used only if the instructional software has an audio component.
- Students should have their own personal set of headphones for sanitary reasons.
- Headphones may not be worn outside of the classroom.

**Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet / cloud application, students generally will not print directly from their Chromebooks at school. However, if printing is requested by a teacher, students may print to designated devices.

**Logging into the Chromebook**

- Students will access Chromebooks using school-issued Google account. Use of other accounts on the device is not permitted.

- Students should never share their account passwords with others, unless requested by an administrator.

**Managing and Saving Your Digital Work with a Chromebook**

- Most 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.

- Some files may be stored on the Chromebook's internal drive. Students should always remember to save frequently when working on files. The school will not be responsible for loss of any student work.

- Students should maintain backups of their important work on a portable storage device.

# Chromebook Care

**Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook they have been assigned by the school.

Chromebooks that are damaged or fail to work properly must be reported to a teacher or administrator as soon as possible so that they can be taken care of properly by the Liberty IT staff.

All Chromebooks will be labeled with a school asset tag. Asset tags may not 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 asset tag or returning a Chromebook without a school asset tag.

**Chromebooks left unattended**

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. A Chromebook found in an unsupervised area should be taken immediately to the office. Multiple offenses will result in disciplinary action.

# Proper Care and Handling of Chromebooks

**Charging**

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. Be careful and gentle as you connect and disconnect the power cord.  Follow the instructions shown on the Chromebook Cart.  Make sure you connect the Chromebook to the charging cable when it is returned to the cart.

**Heat and Cold**

Always place your Chromebook on a flat, stable surface. Do not place it on top of stacks of paper, clothing, 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 air flow to operate correctly.

**Liquids**

Keep liquids away from your Chromebook. Liquids damage the electronic components quickly and easily. **Do not have any drinks on your desk when using the Chromebook.**

**The Screen**

Your Chromebook's LCD display is an expensive component, physical damage to it is not covered by warranty. If you drop your Chromebook or slam the lid shut, it may crack. Make sure you don't have anything between the screen and keyboard as you close the case such as a pencil.

If you open the screen beyond its hinge limitation it will break and be very costly to repair. It is not designed to open to a flat position. Do not pick it up by the screen. When opening the screen do so from the middle of the screen and open gently. Do not open from a corner and/or 'flip' the screen open as uneven stress may damage the screen and hinges.

Don't place items on top of your Chromebook as the weight can cause damage to the screen. Always keep magnetic devices away from your Chromebook.

**Proper way to carry your Chromebook**

Be sure to use both hands if you are moving your Chromebook.

Never lift or carry by the screen as you can either break the screen or damage the hinge. It is safer to close the Chromebook before moving.

**District Warranty and Repairs**

Students receiving devices that have been previously used will have the condition of the device recorded upon issuance and return. Students should treat a used device as if it were new to maximize its usable life.

The school will provide for repairs or replacement due to physical damage due to abuse or neglect subject to the following schedule:

- First instance: $5 deductible
- Second instance: $25 deductible
- Third instance: $50 deductible
- Fourth instance: full repair/replacement cost
- Lost device/component: full replacement cost

These apply per academic year per student/device. Damage exclusions include: liquid/fluid spill intrusion, corrosion and rust, cosmetic damage or defacement, dishonest or intentional acts, loss or damage to accessories, unexplained loss or disappearance, or tampering with or unauthorized repair attempts.

The IT department will endeavor to acquire replacement devices or parts at the lowest possible price which may include used or refurbished components.

**Authorized users**

**<u>The school-issued Chromebook is assigned to you for your use alone. Don't allow others to use it.</u>**
Remember you are responsible for any intention damage or misuse, including access to inappropriate materials. Keep your Chromebook safe.

Please keep your Chromebook in a secure area or in its' cart when not in use. Do not leave your Chromebook sitting in an empty classroom or any other area without adult supervision.

**Turn it off**

Chromebooks are designed to start up quickly and should not be left on continuously, especially when stored in a sleeve or confined space, as heat buildup can damage components and shorten their life. **When not using the Chromebook, it should be completely powered down. Closing the cover does not power it down, powering off is done from the system menu or by pressing the power button.**

# Digital Citizenship

**Appropriate Uses and Digital Citizenship**

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

**Copyright and File Sharing**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

# Website & Social Media Guidelines

Think before you act because your virtual actions are real and permanent!

Be aware of what you post online. Website and social media venues vary. 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, social security numbers, student id's, 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 and you school. Do not misrepresent yourself by using someone else's identity or damage the reputation of the Liberty School district.

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 and/or IT staff right away.

# Liberty CUSD #2 Chromebook Cart Agreement

By signing the below, the student and their parent/guardian agree to follow and accept:

- Acceptable Use Policy (student handbook)

- This Chromebook Cart Agreement in its entirety

- The 'Digital Citizenship' and 'Website and Social Media Guidelines' (above)

- That Liberty CUSD #2 owns the Chromebook, software and issued peripherals

- In no event shall Liberty CUSD #2 be held liable to any claim of damage, negligence, or breach of duty.

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Teacher - Please complete the boxes below to identify the student and their assigned device.

**Chromebook Cart / Slot Number: _____Chromebook Number: _____**

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|---|---|
| **Student Name:** | |
| **x Student Signature:** | |
| **Student Grade Level:** | |
| **Parent/Guardian Name:** | |
| **x Parent/Guardian Signature and Date:** | |

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**I do not want my child to be assigned a Chromebook at this time.**
**Please check and sign and date here ONLY if you do not want your student to participate.**

| ✓ | Signature | Date |
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**Parents/Guardians should retain the first six pages of this document for reference and review.  Only this page should be returned to the school.**