Liberty CUSD #2
1:1 Take-Home Chromebooks

Chromebook Information, Procedures and Agreement for Students and Parents
2024 - 2025

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 will have access to Google Chromebooks for educational use in school. 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 form for parents to complete and return (this may also be done digitally through the Online Registration process).

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 lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Liberty CUSD #2 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.

All parents/guardians are required to sign the Liberty CUSD #2 Chromebook Agreement before a Chromebook will be issued to their student.

Returning the Chromebook

End of Year

(Students may be allowed to keep the Chromebook over the summer break as determined by the administration.)

At the end of the school year, students will turn in their Chromebooks and all district-issued peripherals and accessories. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. Additionally, a report of stolen property with local law enforcement will be filed by the school or school designee.

Transferring / Withdrawing Students

Students that transfer out of or withdraw from Liberty CUSD #2 must turn in Chromebooks and peripherals and accessories to the technology office on or before their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Liberty CUSD #2 may be turned over to a collection agency. A report of stolen property may be filed by the school or school designee with local law enforcement. "Not in Good Standing" will be marked on transfer papers if fees are owed for a damaged or lost Chromebook.

Rights and Responsibilities

Responsibility for Electronic Data

Students are solely responsible for any applications or extensions on their Chromebooks that are not installed by a member of the Liberty CUSD #2 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, schoolwork, or any school issued applications and are given no guarantees that the 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 or make any modifications to the device intended to disable or inhibit the functionality or management of the device.

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

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

Content Filter

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

Software

Google Workspace

Chromebooks seamlessly integrate with Google Workspace productivity and collaboration tools. These applications include Google Docs (word processing), Sheets, Slides, Forms, and Classroom.

- All work is stored in the cloud.

- Students may only install education-appropriate Chrome web apps and extensions from the Liberty Chrome Web Store with the approval of school administrators.

- Students are responsible for the web apps and extensions they install on their Chromebooks. Apps and extensions that do not support instruction or are potentially harmful to the device or network may be disabled or removed at any time by the IT staff. 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

Records

The school will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

Users

Each student will be assigned a Chromebook for the duration of his/her time at Liberty CUSD #2. These may be replaced as deemed necessary by the IT staff but are expected to last several years. Take good care of it!

Repairing / Replacing Your Chromebook

<u>Chromebooks must be brought to the technology office as soon as any defects are found</u>.
The IT department will repair or replace the device at their discretion.

Vendor Warranty

Newly-issued Chromebooks include a one-year hardware warranty from the vendor. The vendor warrants the Chromebook from defects in materials and workmanship. The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.

<u>The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents</u>.

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 repairs or replacement for hardware and mechanical defects and failures for devices no longer covered by the manufacturer warranty.

The school will provide for repairs or replacement due to physical damage 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.

Estimated Parts/Replacement Costs (Subject to change)

The following are estimated costs of Chromebook parts and replacements (April 2024):

- Total Replacement - $300.00
- Screen - $55.00
- Keyboard/touchpad assembly - $65.00
- Power cord/charger - $25.00
- Case/Sleeve - $20

Optional Insurance

Some items may be covered by a homeowner/renter's policy. Please check with your insurance agent.

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 at home or at school. 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, repetitive searches or other non-educational activities. Students may not save music or videos to their Chromebook or Google Drive without permission nor use the Chromebook or Google drive for backups of other personal devices, such as smartphones.

Using Your Chromebook at School

- Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

Chromebooks being repaired

- Loaner Chromebooks may be issued to students only when they leave their school-issued Chromebook for repair. These are available in most classrooms at the teacher's discretion. **Loaner devices will not be available for other reasons except those approved by administration**.

- A student borrowing a Chromebook must not remove it from the designated classroom.

- Chromebooks on loan to students having their devices repaired may not be taken home, unless permitted by the Technology Director or school administration.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.

- Students should charge their Chromebooks at home every evening.

- An uncharged Chromebook is in violation of this agreement.

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.

- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information can be found here:

    https://support.google.com/chromebook/answer/7225252

Logging into a Chromebook

- **Students will access Chromebooks using school-issued Google account. Use of other accounts on the device is not permitted. Students may not log into another student's Chromebook without approval of a teacher or administrator.**

- Students should never share their account passwords or their Chromebooks 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.

Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebooks at home. A Wi-Fi Internet connection will be required for most Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Liberty CUSD #2 Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

Chromebooks Left at Home

- Students are required to bring their Chromebooks to school every day. Loaner devices may be made available by the classroom teacher at their discretion. Repeat offenders who may be subject to disciplinary action as determined by the school administrator and teacher.

Chromebook Care

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 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. School-owned Chromebooks should NEVER be taken to public computer services for any type of repair or maintenance.

Asset Tags

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 turning in 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

Chargers

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.

Position your charger so you won't roll over the cord with a chair or catch the cord on edges of desk drawers.

Disconnect all cords, USB memory and any adapters before putting your Chromebook into a carrying case or bag.

Heat and Cold

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 air flow to operate correctly.

Do not leave a Chromebook in a vehicle where it can be subjected to extreme temperature variations.

Liquids

Keep liquids away from your Chromebook. Liquids damage the electronic components quickly and easily.

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.

Sleeves

Sleeves should be used anytime the Chromebook will be placed in a locker or backpack to help protect the device from damage and spills. (Case/Sleeve replacement $20)

Keep it clean

Don't use your Chromebook while you eat. Make sure your hands are clean when using the Chromebook.

To clean, shutdown your Chromebook, disconnect the power adapter. Use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings. Do not spray liquid directly on the computer. Don't use aerosol sprays, solvents, or abrasives.

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.

Authorized users

The school-issued Chromebook is assigned to you for your use alone. Don't allow others to use your device. Students allowing others to use their device may have access privileges revoked.

Remember you are responsible for any damage or misuse, including access to inappropriate materials. Keep your Chromebook secure.

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

Stay out of the inside

Under no circumstances should you open (or attempt to open) your school computer's case. Touching the wrong components may not only damage the computer, it may seriously hurt you.

Report failures to your teacher or IT staff. Let the technician handle repairs that require the case to be opened.

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. Simply closing the cover will not power down the device, it must be powered off from the system menu or using 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.
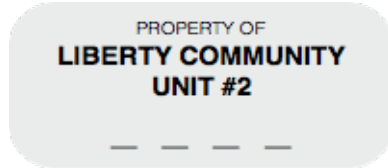
Liberty CUSD #2 Chromebook Agreement

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

- Acceptable Use Policy (student handbook)
- This Chromebook 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
- If the student ceases to be enrolled in Liberty CUSD #2, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the computer. In addition, the student must also return the charger and other district issued peripherals.
- In no event shall Liberty CUSD #2 be held liable to any claim of damage, negligence, or breach of duty.

Student Information

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

PROPERTY OF
LIBERTY COMMUNITY UNIT #2

— — — —

Student Name:	
Student Signature:	
Student Grade Level:	
Parent/Guardian Name:	
Parent/Guardian Signature and Date:	
	Below section completed when device is issued to student
Condition as issued ☐ New ☐ Used – note condition	

Please write the 4-digit asset number found on the bottom of the Chromebook during issue.

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Only sign here if you do not want my child to be issued a Chromebook at this time.
Please check and sign and date below.

✓	Signature	Date