Sterling Community School

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Our mission is to foster a safe and engaging learning environment.

Sterling Community School

1:1 Student Chromebook Agreement Rules, Guidelines, and Procedures

1:1 Student Chromebook Mission:

Sterling Community School endeavors to prepare students for an ever-changing world where technological advancements occur rapidly.

The mission of the 1:1 Student Chromebook program is to create a collaborative learning environment for all students where technology is immediately available as a tool for learning. Making technology available enables students and teachers to implement transformative uses of technology and enhances student engagement with the content. It also promotes the development of self-directed and lifelong learners who are able to keep pace with a rapidly evolving technological landscape.

1. Receiving Your Chromebook

a. SCS Parent-Student Chromebook Agreement

This Chromebook Agreement must be signed before a Chromebook can be issued to **a student**.

b. Distribution

Chromebooks are checked out by students and each student must return the same Chromebook that they were issued or pay the full replacement cost.

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 computer lab technician as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unsecured.

a. General Precautions

- No food or drink should be next to Chromebooks.
- 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 can be decorated with removable, school-appropriate stickers. Writing or drawing on the

Chromebook is not allowed.

- Heavy objects should never be placed on top of Chromebooks (even inside a backpack)

b. Carrying Chromebooks

- Always transport the Chromebook with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

c. 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.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- 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.

d. Barcodes

- Students may not tamper with barcodes.

3. Using Your Chromebook At School

Students should bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

a. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the tech office.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- The school Tech will contact students when their devices are repaired and available to be picked up.

b. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teacher.
- Students should have their own personal set of headphones for sanitary reasons.

c. Printing

- Printing is not available to student Chromebooks. Students are encouraged to digitally share their work with the tools provided to them.

d. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Only Sterling students and staff can log into school Chromebooks.
- Students should never share their account passwords with others, unless requested by an administrator.

e. 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.

4. 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 district.

a. Updates

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

b. 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.
- There is no need for additional virus protection.

5. Content Filter

The district 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 district. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

6. Software

a. Google Apps for Education

- 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 work is stored in the cloud.

7. Chromebook Identification

a. Records

- The district 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.

b. Users

- Each student will be assigned the same Chromebook for the duration of his/her time during the school year.

8. Repairing/Replacing Your Chromebook

a. Chromebook repair

- If your Chromebook is not working, notify your teacher and take it to the Tech Office for repair.

b. Estimated Costs (subject to change)

The following are estimated costs of parts and replacements:

- Chromebook Replacement - $310.00
- Chromebook Screen - $80.00
- Chromebook Keyboard/touchpad - $80.00
- Chromebook Power cord - $32.00

9. 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 district-related or personal purposes, other than as specifically provided by law. The District 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 District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

a. 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.

Please sign and return ONLY the page below. Keep the above information for your records.

Students must have a signed agreement on file in order to be assigned a Chromebook

Sterling Community School Chromebook Use and Digital Citizenship Agreement

Sterling Community School believes that the best way to prepare our students for their digital future is to have them practice using online tools appropriately in school. We have monitoring software and filters, but these tools are not perfect guarantees that students will not encounter potentially harmful situations (harassment, inappropriate content, etc.). Our goal is to use potential mistakes as teachable moments to help protect our students against future harmful experiences online.

Respect and Protect Yourself

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information.
- I will only post text and images that are appropriate for school.
- I will be aware of where I save my files so that I can access them where and when I need them. (Examples: Google Docs, network folder, thumb drive, web file locker).
- I will be aware of with whom I am sharing my files (keeping them private, sharing with teachers and classmates or posting them publicly).
- I will always logout before leaving a computer.
- I will immediately report inappropriate behavior directed at me to a teacher, librarian, or other adult at school.

Respect and Protect Others

- I will not use computers to bully or harass other people.
- I will not log in with another student's username and password.
- I will not trespass into another student's network folder, documents, files, or profile.
- I will not disrupt other people's ability to use school computers.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to my teacher, librarian, counselor, or other adult at school.

Respect and Protect the Learning Environment

- I will limit my web browsing at school to research similar to that which I would do in class.
- I will not visit inappropriate websites. If inappropriate content comes up, I will immediately close the window or tab.
- I will not play games on school computers without specific teacher instructions.
- I will not send or read instant messages or participate in online forums or chat without specific teacher instruction.
- I will only change background images and screensavers to school appropriate images.

Honor Intellectual Property

- I will not plagiarize, I will cite any and all use of websites, images, books and other media.

By signing this agreement, I acknowledge that I have read, understand, and accept the terms of Chromebook Use Agreement. I agree to be financially responsible for the repair or replacement cost should my Chromebook be lost, stolen, or damaged.

Student Name:_____

Student Signature:_____**Date:**_____

Parent/Guardian Name:_____

Parent/Guardian Signature:_____**Date:** _____