

Penn Valley Union Elementary School District

Chromebook Student Handbook

Student Use Agreement Parent Use Agreement

The goal of our District is to maximize the learning potential of all students in an effort to prepare them for a successful future as 21st century citizens. As part of this endeavor, we are launching a Multi-User Chromebook Initiative for all Second through Eighth Grade students at Ready Springs and Williams Ranch Schools. PVUESD believes that Multi-User devices will aid in developing independent, self-initiated learners; provide for collaboration and communication between students and teachers; and extend student learning beyond the classroom.

The policies, procedures, and guidelines outlined in this document apply to all Chromebooks used at Ready Springs, and Williams Ranch School. Additional requirements are at the discretion of each classroom teacher.

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1. MOBILE DEVICE SPECIFICATIONS

The mobile device selected for use is a 16 gigabyte, Wi-Fi only Acer, HP or Lenovo Chromebook.

2. ISSUING OF CHROMEBOOKS

Chromebooks will be assigned upon completion of all of the following: receipt of User Agreements and Damage/Loss forms signed by both parents and students, and completion of setup procedures as set forth by the District.

Chromebooks store all data in a cloud-based storage secured in identified servers by Google. Students log in using a unique email address managed by PVUESD. Student accounts are secure from other users due to use of email login and storage in the cloud. Multiple students may use the same device but student login provides secure data storage and communication.

2.1 Issuing of Student Email Addresses:

In order to use a Chromebook, the user must have a Gmail account. Each student is assigned a unique email address managed by the PVUESD tech department.

- email accounts are screened for content by algorithm and human review
- email accounts can only send and receive email from other predetermined PVUESD accounts
- email communication permissions are at the discretion of classroom teachers and or administration
- email communication may be reviewed at any time by PVUESD staff

2.2 Filtering:

All activity within the PVUESD network is filtered using iBoss software. The use of anonymous proxies to bypass this filter is strictly prohibited and will be considered a violation of this acceptable use policy. The school also monitors the online activities of students thru direct observation and/or other technological means.

3. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the care of the Chromebook assigned to them by the School District. Chromebooks that are broken or not working properly must be reported to a teacher and taken to the school office for an evaluation of the equipment. **Never try to repair the Chromebook yourself or have someone outside the District work on it, as this could void the warranty and cause you to be without a Chromebook for an undetermined amount of time and incur repair or replacement costs**

3.1 General Precautions:

- No food or drink are allowed near your Chromebook at any time. Spills incur costly repairs that are not covered by warranty.

- Charger cords/cables/ear buds/head phones must be inserted and removed fully from the Chromebook to prevent damage.
- Chromebook keyboards are breakable and a gentle touch is necessary when typing.
- Chromebooks must remain free of any writing, drawing, etching, stickers, or labels that are not the property of the District.
- Students must honor and abide by all PVUESD policies, rules and guidelines.

3.2 Carrying the Chromebook:

- The Chromebook cover should be closed whenever the Chromebook is being carried around the classroom.
- The Chromebooks should always be carried with two hands.

3.3 Screen Care:

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Students must adhere to the following rules:

- Do not “bump” the Chromebook against walls, desks, floors, etc.
- Do not lean on top of the Chromebook.
- Do not place anything near/beside the Chromebook that could press on the screen.
- Close the Chromebook by holding the screen corners and carefully closing the top.

4. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended to be used at school each day. Free wireless access is provided by PVUESD while on District property. In addition to teacher expectations for Chromebook use, access to the District website including school messages, announcements, calendars and schedules through the Chrome browser is available. Students will use their Chromebook devices in class **only when instructed by their teacher**. Chromebooks are not allowed to be used in the hallways, gym, locker rooms, or restrooms.

4.1 Chromebooks Undergoing Repair:

Based on availability and determined by individual circumstance, loaner Chromebooks may be issued during the time frame of the repair. In the case that no loan is available, the student will be required to complete assignments by alternative methods.

4.2 Screensavers and Backgrounds:

Students may personalize screensavers and backgrounds. Inappropriate media may not be used as a screensaver or background on the device. Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures will result in loss of use of the Chromebook and disciplinary action.

4.3 Sound:

Sound must be muted when not using headphones at all times during school unless permission is obtained from the teacher.

5. MANAGING FILES AND SAVING WORK

Students will save their work on their Google drive. Teachers may instruct students on organizing work in folders on their drive, and may assign naming conventions as part of the assignment to facilitate editing and grading.

6. APPS

6.1 Originally Installed Apps:

All apps installed by District staff must remain on the Chromebook in usable condition and must be easily accessible at all times. The District may add or remove apps for use in a particular class.

6.2 Additional Apps:

Additional apps may be pushed to the Chromebooks through the Chrome Management system by PVUESD technology staff. Students may suggest apps for download and use. Suggestions should be emailed to the student's teacher who will forward to administration and tech staff.

Fee-based content will only be installed at the discretion of District Staff.

PVUESD Chromebooks will not allow students to use any other Gmail account or to sync their school-issued Chromebook to a home computer or another personal Gmail account.

6.3 Updating Apps:

Chromebook apps will be updated automatically on a rotational schedule administered by PVUESD technology staff.

7. INSPECTION

Students have no expectation or right to privacy on a PVUSD Chromebook, and they can be randomly searched at any time. Students may be selected at random to provide their Chromebook for inspection to check for restricted images and settings, as well as the overall care and condition of the Chromebook.

8. RESTORING THE CHROMEBOOK

Occasionally, it will be necessary for the PVUESD Technology Department to restore a Chromebook. It may be required in order to repair software or hardware issues, or to remove inappropriate content from a device.

9. CHROMEBOOK ACCEPTABLE USE

All PVUESD staff and students are required to comply with the District Acceptable Use/ Internet Safety Policy including specific Chromebook guidelines. Access to technology resources is a privilege, not a right.

9.1 General Guidelines:

- Students will have access to all available forms of electronic media and communication that are in support of the educational goals and objectives of the District.
- Students will use the device for educational purposes only.
- Students can only use their school-provided account. It is not to be shared with others.
- Students are responsible for their ethical and educational use of technology resources.
- Transmission of any material that is in violation of any federal or state law is prohibited.
- This includes but is not limited to: confidential information, copyrighted material, threatening or obscene material, and device viruses.
- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.
- Cyber bullying will not be tolerated and appropriate disciplinary action will be taken immediately by the campus principal.
- All Chromebooks will be returned to the Chromebook cart at the end of each class period.

9.2. Privacy and Safety:

- Unauthorized social media and all chain letters are prohibited.
- Do not open, use or change device files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people to anyone in person or online.
- Remember that the information stored on your device is not guaranteed to be private or confidential.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, you must close the Chromebook and notify a teacher or an administrator immediately so that such sites can be blocked. This is not a request – it is a school policy and a device-user responsibility.
- Student use of the Internet on the school's network is filtered per local policy, as required by state and federal mandates.

9.3 Legal Propriety:

Users should 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. Plagiarism is claiming someone else's work as your own. It is an unacceptable practice. 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. Use or possession of hacking software is strictly prohibited and violators will be subject to severe disciplinary penalties. Violation of applicable state or federal law, including the California Penal Code Computer Crimes, will result in criminal prosecution and/or disciplinary action by the District.

9.4 Email and Social Media:

When required by the teacher, District domain email accounts will be assigned and used on a limited basis. Social media provided within District owned sites allows for collaboration and communication among peers in a safe, filtered environment. Social media may be used at the discretion of the teacher. Social media and email may only be used as part of the instructional curriculum and must be supervised by the teacher. When using email and communicating in social media, please be aware:

- Emails and documents on school-owned equipment are part of the public domain, not private, and are subject to inspection at any time.
- Always use appropriate language in email and chat rooms.
- Do not transmit language/material that is profane, obscene, abusive or offensive to others.
- Do not send mass emails, chain letters or spam.
- Maintain high integrity with regard to email content.
- Report any inappropriate behavior or violation of these rules immediately to your teacher or administrator.

9.5 Consequences:

The student who is logged in to the device will be responsible at all times for its appropriate use. The Chrome Management system tracks when students are logged into their devices. This enables PVUESD to determine which student is responsible even though students share devices. This means if you allow someone else to use your device while you are logged in and they break the rules, you are still responsible. Non-compliance with the policies of the Chromebook Handbook and the PVUESD Acceptable Use/Internet Safety Policy will result in disciplinary action.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by a designated school staff member to ensure appropriate use. The School District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of device crime laws. The California Open Records Act governs contents of email and network communications.

10. PROTECTING AND STORING YOUR CHROMEBOOK

10.1 Chromebook Identification:

Each school owned Chromebook is labeled with laser etched identification on the outside and inside. Labels are used to identify Chromebooks for storage and charging in the charging cart. Labels are NOT to be removed from the Chromebooks.

Inspect your Chromebook at the beginning of each user session for any damage, vandalism, missing labels, or missing/non-working apps. Immediately report any of these issues to your teacher. If they are not reported at the beginning of a student's Chromebook session, they will be the responsibility of the student who is using the device.

10.2 Storing your Chromebook:

There is a specific routine for returning Chromebooks to the charging cart. Students are responsible for following this routine when finished with the device. Chromebooks will leave the classrooms only at the discretion of the teacher.

10.3 Chromebooks Left in Unsupervised Locations:

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the campus and school grounds, cafeteria, hallways, library, gym, dressing rooms, computer labs, restrooms, or any unlocked classroom. Any Chromebook left unattended is in danger of being stolen. If a Chromebook is found in an unsupervised area, it must be taken to the office. The responsible student may be subject to disciplinary action.

11. REPAIRING OR REPLACING YOUR CHROMEBOOK

11.1 Manufacturer Warranty:

Acer, HP, and Lenovo warrant the Chromebooks from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the Chromebook or replace it. **The manufacturer's warranty does not warrant against damage caused by misuse, abuse, accidents, or device viruses.** If this happens, the Chromebook must be sent off for repair by the PVUESD Technology Department. If Chromebook misuse and abuse becomes a habitual problem, an administrative decision will be made regarding the student's further access privileges.

11.2 Optional Insurance Coverage:

Parents/students have the option to purchase insurance for the school-issued Chromebook to cover Chromebook repair and replacement in the event of theft, loss or damage.

This is completely optional, but will be very beneficial if the Chromebook is lost, stolen, or damaged. Otherwise, the student must complete assignments using alternative methods for the remaining school year.

11.3 Reporting Theft or Vandalism:

In the event of theft or vandalism, students and parents must report the incident immediately to their teacher and principal who will also notify the PVUESD Technology Department.

If procedures to locate the device at the school fail, it is mandatory that **a police report must immediately be filed by the parents and student.** It is mandatory to provide a copy of the report to the principal. No consideration of a replacement device will be determined until these steps are followed. Fraudulent reporting of theft will be turned over to law enforcement officials for prosecution. A student making a false report will also be subject to school disciplinary action. The District will work with law enforcement agencies to alert pawnshops and area law enforcement to be aware of this District owned equipment.

11.4 Loss/Replacement of Chromebooks:

If a student loses or destroys the school issued Chromebook, an administrative decision will determine whether the student will be issued a loaner Chromebook (if available), whether access privileges will be continued or denied, or whether the student must complete assignments using alternative methods the rest of the school year without a Chromebook.

Parents are responsible for the replacement costs of the Chromebooks damaged either by neglect or willful acts. Replacement cost is approximately \$300.

12. CHROMEBOOK TECHNICAL SUPPORT

The PVUESD Technology Department coordinates all aspects of technical support for the Chromebook including obtaining aid from campus experts.

**PVUESD Chromebook Loan Agreement
Multi-User Chromebook Initiative
2018-19 School Year**

Students and parents/guardians participating in the Multi-User Chromebook Initiative must adhere to the PVUESD Program Policies, Student Code of Conduct, Student Handbook, Acceptable Use Policy, Board policies, and federal/state laws.

Mark your initials on after each statement of responsibilities, sign and return to your homeroom teacher.

Device Specifics:

One Chromebook, headphones and mouse are being loaned to the student. It is the student's responsibility to care for the equipment on a daily basis and ensure that it is retained in a safe environment. Headphones and mouse will need to be returned. In the case of loss or damage, the student will be responsible for replacement. Any technical or mechanical issues with the Chromebook must be reported to the school for evaluation and repair. This equipment is, and at all-time remains, the property of Penn Valley Union ESD and is subject to random inspection.

Student Responsibilities:

Your Chromebook is an important learning tool and is provided for educational purposes. In order to use it each day, you must be willing to accept the following and initial next to each item agreeing to each statement:

- _____ My Chromebook is my responsibility and I will not leave it in unsupervised areas.
- _____ I will honor PVUESD Acceptable Use/Internet Safety Policy and the Chromebook Handbook guidelines and will not view, send, create, or download inappropriate material.
- _____ I will pick up and return the Chromebook to the charging cart following the set routine.
- _____ I will treat the Chromebook appropriately and will report any mechanical or technical issues immediately to the school.
- _____ I will use my best efforts to ensure that the PVUESD-owned Chromebook is not damaged, lost, or stolen while in my possession.
- _____ I will not remove or modify the identification and inventory labels that have been placed on the Chromebook. I will not add stickers, labels, tags, or markings to the Chromebook.
- _____ I agree to use the Chromebook only for appropriate, legitimate, and responsible communications. I will not access unauthorized social media sites.

_____ I will keep my accounts and passwords secure and will not share these with any other students, siblings, or friends.

_____ I will not attempt to add, delete, access, or modify other user accounts on the Chromebook.

_____ I will take no action that could interfere with the District wireless network.

_____ I will return the Chromebook to the cart in good working order when requested, or at the end of each class session.

Parent/Guardian Responsibilities:

Your child has been issued a Chromebook as a part of the Multi-User Chromebook Initiative to improve and personalize his/her education this year. It is essential that parents/guardians abide by the following guidelines as indicated by your initials after each one to ensure the safe, efficient, and ethical operation of this device:

_____ I will read and discuss the Acceptable Use/Internet Safety Policy and Chromebook Handbook guidelines with my child.

_____ I will relay the expectations of PVUESD regarding the use of the Internet and email to my child.

_____ I will ensure that my child understands the Student Responsibilities outlined in this Loan Agreement.

_____ I must complete the **Chromebook Damage/Loss Agreement Form** before a Chromebook will be issued to my child.

School Site: Ready Springs _____ Williams Ranch _____ Vantage Point _____

We agree to the terms above and accept responsibility for the PVUESD owned Chromebook:

Student Printed Name Student Signature Date

Parent/Guardian Printed Name Parent/Guardian Signature Date

Home Phone Number Cell Phone Number Work Phone Number

**PVUESD Chromebook Damage/Loss Agreement Form
Multi-User Chromebook Initiative - 2018-19 School Year**

PVUESD recognizes that with the implementation of the Multi-User Chromebook Initiative, there is a need to protect the investment in Chromebooks by both the District and the Student/Parent.

California Education Code section 48904 (a)(1) provides that the parent or guardian of a minor is liable for all damages caused by the willful misconduct of the minor to real or personal property belonging to the School District. The liability shall not exceed \$10,000.

The replacement cost of a Chromebook is approximately \$300 per unit.

_____ I understand that I will be billed for the replacement cost of my student's Chromebook if it is lost or damaged.

_____ I understand that I will be billed for the replacement cost of any Chromebook that is damaged by my student.

Parent Name (Print): _____

Parent Signature: _____

Date: _____

Student Name: _____

Student Signature: _____