

## **USD 434 Santa Fe Trail**

### **Policy for Receiving Chromebook Mobile Devices and Acceptable Use Policy**

Santa Fe Trail USD 434 is committed to providing a relevant and meaningful educational experience for all students. We view the use of mobile devices as central to the delivery of our educational programs, and an essential part of our students' learning experiences. Starting in August 2016, we will provide students with greater access to technology through the Santa Fe Trail Chromebook Initiative.

**Fourth through Eighth Grade Students** will be assigned a Chromebook for their use at school and school-related educational activities. The devices will be checked out and returned daily. Students in the fourth through eighth grades will not be allowed to take the Chromebook home. Exceptions may be made by permission of classroom teachers when necessary.

**Santa Fe Trail High School Students** will be issued a Chromebook. High school students will have possession of their devices throughout the school year. The Chromebook will be checked into the technology department at the end of each school year for maintenance and will remain at the school during the summer.

### **Receiving/Returning Your Chromebook**

- All Santa Fe Trail USD 434 students, grades 1-12, will have a Chromebook assigned to them each school year.
- Students will be required to attend a Chromebook orientation that includes an understanding of the Acceptable Use Policy and care of the device.
- The student and their parent/guardian will be required to sign the Technology Agreement prior to receiving their Chromebook.
- All Chromebooks will be returned in satisfactory condition, as determined by the building administrators and the district technology department at the end of the school year.

### **Care and Maintenance of Chromebooks**

- The student is ultimately responsible for the care and maintenance of the Chromebook they receive. The device should always be maintained and in good working condition.
- Chromebooks that are broken or fail to work properly must be turned in to the technology department as soon as possible.
- **No** stickers, marks, etchings, etc. may be placed on the Chromebook or its protective cover/sleeve.
- Students need to take special care of the Chromebook while using, transporting and storing the device.
- Keep food and drinks away from the device at all times.
- Do not transport the Chromebook with the screen open.
- Assigned devices must never be left in a vehicle or unsupervised area, not only to protect against theft but also damage from extreme temperatures.

### **School Expectations**

- Chromebooks will be used for educational purposes each day.

- In addition to classroom expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the device.
- Students in grades 4-8 will be responsible for returning their Chromebook to the assigned cart and plugging in their device at the end of each school day.
- Students in grades 9-12 will be responsible for bringing their Chromebook in working order, fully charged, to school each day.
- Each student will be responsible for completing their assigned work if he/she fails to bring the device to class.
- If a Chromebook is being repaired, a loaner device will be available for student use.
- Any apps, programs, music, graphics, etc. that are not deemed school appropriate will be removed from the device.
- All Internet access provided by USD 434 will be filtered for objectionable content.
- The device will be able to connect to the Internet off campus where available. The parent/guardian will be responsible for monitoring student use while off campus.
- The Chromebooks are the property of the Santa Fe Trail School District.
- Therefore, the school has the right to determine appropriate use. The District reserves the right to search computers at any time.

#### **Damage, Repair, Missing or Stolen**

The student is responsible for the full replacement cost of lost or damaged school property assigned to the student. School property lost or damaged by a student will be paid under the following categories:

**Vandalism** - payment of all charges including labor, plus possible suspension from school.

- If the student damages or destroys a Chromebook assigned to another, he/she will be responsible for all charges associated with the damages. Other disciplinary measures may be considered.

**Damage or destruction** ~~unintentional but due to a student violation of a rule, regulation, policy or direction of one in authority~~ damage will result in payment of all charges including labor. Other disciplinary measures may be considered.

- Missing or damaged equipment includes chargers.
- Students will be issued one charger, replacement for lost or damaged charges are \$40 per charger for HS students. Note: teachers will have one charger per HS classroom.
- Students are responsible for equipment lost or stolen.

#### **SFTHS Chromebook Usage Fee**

All high school students will be issued a district Chromebook to be used over a four year period. Each year at enrollment a \$25 fee will be assessed to students for the use of their district Chromebook for grades 9-12. ~~This \$25 charge will be applied to any damages incurred during the current school year to the student's Chromebook.~~ At the time of graduation seniors will have the option to purchase their Chromebook for a cost of \$100. Fees paid while attending SFTHS will be applied toward that cost.

Therefore, the 2018 for \$50, class of 2019 for \$25, and the class of 2020 will receive their Chromebook for no additional charge.

### **Internet and Email Rules**

Students are responsible for appropriate online behavior just as they are responsible for appropriate behavior in the classroom and hallways. Communications online are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to the network services is given to students who agree to act in a considerate and responsible manner.

The following is NOT permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, bullying, insulting or attacking others
- Vandalism or sabotage of computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files

**Cyberbullying** is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices to harass or stalk others. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purposes of cyberbullying. All forms of cyberbullying are unacceptable and viewed as a violation of this policy and the District's Technology Acceptable Use Policy. Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs.

Violations may result in the loss of access as well as other disciplinary or legal action.

### **Network**

1. The purpose of the Santa Fe Trail computer network is to promote the exchange of information to further education and research and is consistent with the mission of USD 434.
2. The network is not for private or commercial business use, political or religious purposes.
3. Any use of the network for illegal activity is prohibited.
4. Use of the network to access obscene, pornographic or dangerous material is prohibited.
5. Sending material likely to be offensive or objectionable to recipients is prohibited.
6. Using programs that harass other network users or infiltrate a computing system and/or damage the software is prohibited.
7. Users will make the most efficient use of network resources to minimize interference with others.

## Security

- Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
- Users may not share their account with anyone or leave the account open or unattended.
- Users will keep all accounts and passwords confidential and not accessible to others.

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When signing the Student and Parent Agreement Form, you are acknowledging and accepting responsibility as stated:

- I understand that the student and parent/guardian are financially responsible for up to the full cost of the Chromebook if the device is:
  - not returned
  - ~~intentionally~~ damaged
  - lost or stolen ~~due to negligence.~~
- I will read and follow general maintenance and care of the Chromebook, and will report any problems with it to a member of the technology support staff or administration.
- I will not leave my Chromebook unattended unless it is locked in a secure place.
- I will comply with the Acceptable Use Policy, Santa Fe Trail USD 434 policies, as well as state and federal laws.
- I understand that the Chromebook is property of Santa Fe Trail USD 434. As such, the school has the right to determine appropriate use, and to search the device at any time.

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian

Signature

Date

**Parent/Guardian of Santa Fe Trail USD 434 students must initial one of the options below.**

\_\_\_\_\_ I **AM** in agreement with allowing home access of the Chromebook for my child.

\_\_\_\_\_ I am **NOT** in agreement with allowing home access of the Chromebook for my child.

\_\_\_\_\_ Instead, my student will be allowed access to the Chromebook at school, but will check it out and return it daily.

\_\_\_\_\_ I understand that this does **NOT** exempt my child from completing any required homework, assignments, projects, research, etc.

Student Name

Date

Parent/Guardian Signature

Date