

ELK RAPIDS SCHOOLS



Parent /Guardian and Student

Technology Acceptable Use Policy and Chromebook Handbook

Forms and Policy Checklist

- 1. Review the Parent/Guardian Student Technology Acceptable Use Policy and Chromebook Handbook.
- 2. Review, sign and return the Student/Parent Chromebook Agreement.
- 3. Pay \$20.00 annual home usage fee in cash, or check (checks should be made out to *Elk Rapids School District*)

Individual Chromebook Information

Please record your student's Chromebook information for future reference.

For quick access to Elk Rapids School District Webpage, scan the following QR code.

<https://erschools.com>



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Overview

The following policies refer to the use of an individual student computing device. Students are also required to follow all the guidelines outlined in the Elk Rapids School's current "Technology Acceptable Use Policy" (AUP). As Elk Rapids' technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and this set of policies updated. Please refer to the Elk Rapids School's website for the most up-to-date information.

Care of the Chromebook

1. Do not attempt to gain access to the internal electronics or repair your Chromebook. If your Chromebook fails to work or is damaged, report the problem to your school's main office as soon as possible. Chromebook repair/replacement options will be determined by school's administration. You may, at the sole discretion of the school's administrator, be issued a temporary Chromebook or other materials until your Chromebook is working properly or replaced.
1. The Chromebook is designed for daily use; therefore, each Chromebook *must be charged and ready for use each school day*. Chromebooks should be fully charged at home. Failure to be prepared with a charged Chromebook may result in disciplinary consequences.
2. Never leave a Chromebook unattended. When not in your personal possession, the Chromebook should be in a secure environment. Unattended Chromebooks will be collected and stored in the school's main office.
3. Never expose a Chromebook to long term extremes in temperature or direct sunlight. An automobile is not a good place to store a Chromebook.
4. Chromebooks do not respond well to liquids. Do NOT apply liquids to the Chromebook. The Chromebook can be cleaned with a soft, dry, lint free cloth. Do NOT use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.
5. While the Chromebook is scratch resistant, the Chromebook will scratch. Do NOT use any sharp object(s) on the Chromebook.
6. Your Chromebook comes with a case. The role of the case is to protect the Chromebook, especially while the Chromebook is being transported. Leave the Chromebook in the school provided case as much as possible.
7. Do NOT place weight on the Chromebook.
8. Never throw or slide a Chromebook.
9. Your Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued Chromebook accessories are the responsibility of the student.

10. Each Chromebook has the ability to be remotely located. Modifying, disabling or attempting to disable location services is a violation of the acceptable use policy and grounds for disciplinary action.
11. Each Chromebook has a unique identification number and at no time should the numbers or labels be modified, obscured, or removed.
12. Do NOT lend your Chromebook to another person. Each Chromebook is assigned to an individual and the responsibility for the care of the Chromebook solely rests with that individual.
13. The Chromebook is an electronic device and care must be exercised when handling the Chromebook. Never throw a book bag that contains a Chromebook. Never place a Chromebook in a book bag that contains food, liquids, heavy, or sharp objects.
14. The school provides each student a Chromebook and protective case, both of which must remain free of stickers, writing, painting, or any other forms of adornment. If you choose to replace the school provided equipment with your own, it must be approved by the school's administration and your school provided case must be turned in at that time.
15. Inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and such actions are subject to disciplinary action.

Cost of Chromebook, Apps, and Accessories

1. The AUP Policy requires each student/parent to pay a nonreturnable* annual home usage fee of \$20.00
2. The replacement cost of the Chromebook is \$160 and includes: the Chromebook, Chromebook case, and Chromebook charger.
3. The district's policy against theft, loss or accidental damage to a Chromebook and accessories includes a \$50 deductible. In the event of theft, loss or total damage due to unintentional, everyday use, it is the student/parents/guardians responsibility to cover the \$50 deductible. For intentional damage, abuse, and reoccurring carelessness of equipment, the deductible for damages will still need to be covered by the student/parent/guardian and further disciplinary action may be levied. Individual cases under these conditions will be addressed by the administration and Mr. Crewes and may increase the amount of the deductible passed on to student/parents/guardians.
 - For damages that occur under \$100.00 to repair, there will be a \$25.00 deductible.
 - For damages that occur over \$100.00 to repair, there will be a \$50 deductible.
4. Accidental damage to the external covers and screen will be covered by the deductible guidelines. Missing or damaged keys are not covered under the deductible and the cost for replacement includes, but is not limited to:
 - Missing/unresponsive keys totaling between 1-10 keys: \$5.00 per key
 - Missing/unresponsive keys over 10 in total: \$80.00 (replacement keyboard)

Damaged, Lost, or Stolen Chromebooks

1. The student or parent/guardian is required to immediately notify a school administrator and file a police report in all cases of stolen or lost Chromebooks. After filing the police report, the student or parent/guardian shall notify the school and submit a copy of the police report. Failure to report stolen property in a timely manner could result in compensation for the entire cost of the Chromebook, cover, and accessories.
2. In the event that a Chromebook is damaged, ERHS staff will assess said damage and the cost of repair/replacement will be passed onto Student/Parent/guardian according to the guidelines on page 4.
3. In the event that a Chromebook is lost or stolen, Elk Rapids Schools, in cooperation with police, may deploy location services which may aid in recovering the Chromebook.
4. Students who leave Elk Rapids Schools during the school year must return the Chromebook, along with any issued accessories, at the time they leave the district. The Chromebook and all accessories should be returned to the school's main office. Failure to return a Chromebook in a timely fashion may result in legal action.

Distribution/Collection of Chromebooks

1. Each student will receive a Chromebook configured by Elk Rapids Schools.
2. The Chromebook and accessories issued to each student will remain with that student throughout the student's career at Elk Rapids Schools.
3. A parent/guardian may choose not to have their child participate in the Chromebook take-home program by sending written notification to the Building Principal. In this event, students will be issued a Chromebook, but will not be able to take the device home. Students who do not participate in the Chromebook take-home program will pick up and return their Chromebook to an area designated by the Building Principal on a daily basis. Elk Rapids Schools cannot guarantee equal access to materials and/or quality of materials to students opting out of the Chromebook take-home program.
4. Chromebooks will be distributed at the beginning of the school year and collected at the end of the school year. Chromebooks not turned in by the last day of school will be treated as lost or stolen Chromebooks, which may include additional fees and possible legal action.
5. The equipment issued to incoming freshman and new students at the high school will be the responsibility of that student for the entirety of their career at ERHS. Missing cases, chargers and minor damage to the device that does not inhibit the functionality of said device will be documented and recorded at the end and the beginning of the school year.
If students did not return accessories at the end of the previous year, they will not be issued a replacement accessory at the beginning of the current school year. All students will then have the opportunity to purchase replacements/repairs from ERHS or they may use the equipment as is. Upon graduation, or departure from ERHS, all parties that have signed the user AUP form will be responsible for the return/repair of all equipment issued to them at the beginning of their freshman year. Major damage and accessories that have limited functionality will need to be replaced/repared by the Student/Parent/Guardian prior to graduation.

Student Use of the Chromebook

1. The Chromebook is the property of Elk Rapids Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
2. The Chromebook comes equipped a camera that facilitates video and audio recording capabilities. Video and audio recording or taking photographs on school property or at school functions with a school issued Chromebook is not permitted unless it is related to a school assignment.
3. Students must obtain school permission to publish a photograph, video, or audio recording of any school related activity produced with a school issued Chromebook. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group.
4. Students are responsible for bringing their Chromebook to school every day unless otherwise directed by a staff member. Failure to bring a Chromebook or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including a Chromebook, the student may be subject to disciplinary action.
5. It is the student's responsibility to bring their Chromebook to school fully charged. A student's repeated failure to bring their Chromebook charged may result in disciplinary action.
6. While personalized content including backgrounds, pictures, and video are permitted, inappropriate or provocative images including, but not limited to, pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and such actions are subject to disciplinary action.
7. A student may download non-explicit music and apps.
8. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.
9. The Chromebook affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space.

Elk Rapids Schools Acceptable Use Policy for Technology

RATIONALE

The continued growth of technology in our school necessitates the need for an Acceptable Use Policy to guide how we use the emerging devices and systems that are available to us. All people need to know what is acceptable and what is not. For example, a person who wouldn't dream of picking a lock

or breaking into an office and tampering with files and records may think it is okay to bypass a computer's security code and change the computer's inner workings to their advantage or another person's disadvantage. It should be obvious that it is not acceptable to do any of the above. To make it clear, the following are the standards, rights and responsibilities for technology users in our system as well as the disciplinary action(s) for those who misuse the system.

STANDARDS

The use of technology in the Elk Rapids Schools is an opportunity extended to students, parents, faculty and staff to enhance learning, productivity, and information processing. The computer hardware and software of the district shall be used for educational purposes specified by the Board of Education and Administration of the Elk Rapids Schools. The use of computer and related equipment and software for the purpose of sending or receiving information or images of a prurient nature is expressly prohibited!

RIGHTS

Students, Parents/Guardians, and Staff may:

- Use hardware and software, which they have received permission to use
- Access information from approved sources inside and outside the schooldistrict
- Access the Internet to receive and send information

RESPONSIBILITIES

Students, Parents/Guardians, and Staff are responsible for:

- Utilizing information technology only for the educational purposes of our district
- Using hardware and software in a manner that enables its ongoing usage
- Adhering to the rules of the school, lab, office, or classroom, which govern the technology
- Keeping hardware and software from being relocated, removed from school premises, or modified without permission of an administrator

RESPONSIBILITIES *(continued)*

- Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords
- All materials received from sources outside the school district, including the Internet, under their user accounts and for accepting responsibility for keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school
- Adhering to the law and district policy pertaining to copyright and privacy rights in the use of hardware and software and in the transmission or copying of text or files
- Not using the technology for personal or private business, for product advertisement, or political lobbying without the express permission of the school's administrator
- Not engaging in the malicious use of information technology to disrupt the use of technology by others or to infiltrate unauthorized computer systems or areas
- Not using information technology to engage in any forms of harassment, intimidation, or bullying

DISCIPLINARY ACTION(S)

Students, Parents/Guardians, or Staff violating any of these Rights and Responsibilities may face disciplinary action(s). These actions may include:

- Restricting or eliminating their use of school information technology
- Attending training sessions
- Making financial restitution for any damages caused or for any unauthorized expenses incurred
- Criminal or civil charges/complaints being lodged against them
- Suspension, dismissal, expulsion, or other disciplinary action as deemed appropriate by the Administration and Board of Education

Please remove this page and turn in with payment

Elk Rapids Schools
STUDENT/PARENT Chromebook Agreement

Student Name - First: _____ Last: _____

Parent/Guardian - First: _____ Last: _____

Address: _____

Home Phone: _____ Other Phone: _____

Parent E-Mail Address: _____

The Elk Rapids Schools Chromebook program allows your child to take a Chromebook home. Taking the Chromebook home expands the learning day and allows students to complete projects started at school. However, by taking home a Chromebook, families assume some risk. Parents/Guardians will be responsible for replacement/repair in the event of theft, loss or damage due to intentional or unintentional abuse or misuse of their Chromebook. Please refer to page 5 of the handbook to review replacement costs.

Terms of Agreement

I have reviewed the *Parent/Guardian & Student Technology Acceptable Use Policy & Chromebook Handbook and understand the rules and guidelines for appropriate use* .

The student is responsible at all times for the care and appropriate use of the assigned Chromebook. If the student violates the guidelines agreed to in the District Technology Acceptable Use Policy or the rules and guidelines as explained in the Chromebook Handbook for Students and Parents, his/her privilege to take the Chromebook home may be restricted or removed and he/she may be subject to disciplinary action.

I understand that the parent/guardian is responsible for paying the \$20.00 annual home usage fee and the deductible towards replacement for loss, damage, or repair for the assigned Chromebook which may have occurred at school or home, or while the Chromebook was being transported.

The Chromebook remains the property of Elk Rapids Schools. At the end of the school year or upon transfer from the district, parents and student agree to return the Chromebook to the school in the same condition it was issued to the student less reasonable wear.

Signatures

Parent/Guardian: _____ *Date:* _____

Student: _____ *Date:* _____

Asset Tag Number: _____

Fall Distribution:

- Usage Fee (\$20)
- Case Comments: _____ Cost: _____
- Charger Comments: _____ Cost: _____
- Keyboard Comments: _____ Cost: _____
- Chromebook Comments: _____ Cost: _____

Fees Assessed: _____

Fees Collected: _____

Spring Collection:

- Case Comments: _____ Cost: _____
- Charger Comments: _____ Cost: _____
- Keyboard Comments: _____ Cost: _____
- Chromebook Comments: _____ Cost: _____

Fees Assessed: _____

Fees Collected: _____

Comments: