

Tea Area School District

2016-
2017

Tea Area Schools
Tea, SD
<http://www.teaschools.k12.sd.us>

Chromebook Handbook

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Tea Area Middle School

Chromebook Handbook 2016-2017

The policies and information within this document apply to all Chromebooks used in the Tea Area School District, including any other device considered by the principal to come under this policy. Teachers may set additional requirements for Chromebook use in their classroom.

1. Receiving Your Chromebook

Chromebooks will be distributed to the student each fall. **Parents and students must agree, sign and return the TASD Student Registration form and have paid the yearly \$30 setup fee before the Chromebook can be issued to the student.** The Chromebook Protection Plan outlines a plan for families to protect the Chromebook investment for the Tea Area School District. Please review the Chromebook Protection Plan included in this handbook.

Chromebooks will be collected at the end of each school year for maintenance, cleaning, and software installations. Every effort will be made for students to retain their original Chromebook each year while enrolled at TASD.

*** All Chromebooks are the property of the TASD and are subject to the same guidelines as other school property.

2. Taking Care of Your Chromebook

Students are responsible at all times for their Chromebook both on and off campus. Chromebooks that are broken or fail to work properly must be taken to the Principal's office.

2.1 General Precautions

1. No food or drink is allowed next to your Chromebook while it is in use.
2. Cords, cables and removable storage devices must be inserted carefully into the Chromebook.
3. Students should never carry their Chromebooks while the screen is open.
4. Chromebooks must never be left in a car or any unsupervised area.
5. Chromebooks are sensitive to extreme temperatures; do not leave in cold or hot temperatures.
6. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Tea Area School District.
7. Students are responsible for keeping their Chromebook battery charged for school each day.
8. Students are responsible for bringing their power cords to school each day.
9. The Technology Department will NOT check out spare power cords to students if theirs are left at home.

2.2 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.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything on top or near the Chromebook that could put pressure on the screen.
- Do not place anything in the bag, backpack or other carrying device that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g., pens pencils, paper....)
- Clean the screen with a soft, dry cloth, or anti-static cloth.

3. Using Your Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must bring their Chromebooks to all classes, unless specifically advised not to do so by their teacher.

3.1 Chromebook Left at Home

If students leave their Chromebook at home, they must immediately phone parents to bring them to school. Until the Chromebook is brought to school, students will participate in classes without their Chromebook. Repeat violations of this policy may result in disciplinary action.

3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair at the Technology Department.

3.3 Charging Your Chromebook's Battery

Chromebooks must be brought to school each day in a fully-charged condition. Students need to charge their Chromebook each evening.

In cases where use of the Chromebook has caused batteries to become discharged, students will be able to connect their Chromebook to a power outlet in class.

3.4 Chromebook Themes and Screensavers

1. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
2. Passwords on screensavers are not to be used.

3.5 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

3.6 Printing

Students will use a designated desktop computer to access their material to be printed. Students who want to print on a home printer will need to save to an external location (e.g., flash drive, cloud...) which can be accessed by a desktop computer to be printed.

3.7 Deleting Files

Do not delete any files that you did not create. Deletion of certain files can affect your Chromebook's performance.

3.8 Music and Programs

Music is not allowed to be played on the Chromebook during school hours without permission from the teacher. Students must use headphones to listen to music when permission is granted from the teacher and when listening to music in the commons.

3.9 Games and Obscene Material

Games are not allowed to be played on the Chromebook during school hours unless the game is educational in nature and permission is granted by the teacher. Disciplinary action for playing non-academic games in the classroom will be handled according to the policy stated in the Student Handbook.

Violent games and computer images containing obscene or pornographic material are strictly prohibited at any time and will result in disciplinary action.

4. Managing Your Files, and Saving Your Work

Students may only log-in under their assigned username. Students may not share their password with other students.

4.1 Saving to Google Drive

Students will be logging onto the TASD network. Students will have their own user account and Google Drive account with ample space to back up any school-related work.

The Chromebook will be setup with Google Drive accessed through Google Chrome which students should save their work. When a student adds a document to Google Drive, he/she will have access to the files anywhere there is an Internet connection.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

5. Software on Chromebooks

5.1 Originally Installed Software

Internet filter

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from Chromebooks at the completion of the course. Periodic check of Chromebooks will be made to ensure that students have deleted software that is no longer required in class, and that the school has not exceeded its licenses.

5.2 Procedure for Re-loading Software

The school does not accept responsibility for the loss of any software deleted due to re-formatting and re-imaging.

5.3 Software Upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

6. Student Acceptable Use of School Electronic Resources

6.1 Acceptable Use

These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of school electronic resources. If a Tea Area School user violates any of these provisions, his or her current access will be terminated, limited and/or future access may be denied.

Terms and Conditions

- No programs or games may be brought from home or any other source, nor downloaded from the Internet and installed on school devices.
- No work outside of menus, this includes exiting into DOS.
- No physical tampering or destruction of school equipment or intellectual property.
- Students are prohibited from using other student's accounts (computer, email, etc.) Students must keep their passwords private. Students are responsible for all data in their accounts.
- School Administrators may periodically inspect student data unannounced and at random.
- If flash/thumb/personal drives are brought into school, students must have a school authority scan device for viruses prior to use in school equipment.
- Names of students on computer suspension will be emailed to appropriate school authorities.
- School equipment and electronic resources, are to be used for educational purposes only.
- Failure to comply with any stated policy will result in privileges being revoked.
- Students will only be allowed to use State K12 provided email.
- **Acceptable Use** - The purpose of providing Internet access through the Dakota Digital Network (DDN) is to enable students to explore electronic resources available around the world. The use of the Internet and email must be in support of education and research consistent with the educational objectives of the Tea Area School District. Use of other organizations' networks or computing

electronic resources must comply with the rules appropriate for the network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening, obscene or lewd material or material protected by trade secret. Use for product advertisement, commercial purposes, or political lobbying is also prohibited.

- **Privileges** - The use of Internet is a privilege, not a right, inappropriate use will result in cancellation of those privileges. The Tea Area School Administration will deem what is inappropriate use and its decision is final. The administration, faculty, and staff of Tea Area School may request the system administrator to deny, revoke, or suspend any specific Internet user's privilege.
- **Netiquette** - Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 1. Be polite. Do not get abusive in your messages to others. Do not send or display offensive messages or pictures.
 2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not harass, insult, or attack others. Illegal activities are strictly forbidden.
 3. Do not reveal your personal address, phone numbers or other identifying information of students or faculty.
- Network storage areas will be treated like school lockers. Network and school administrators may review files and communications to maintain the system responsibly. Users should not expect that data stored on district servers or 'cloud' property will be private. Trespassing in another's data is prohibited and will result in loss of privileges. Messages relating to or in support of illegal activities will be reported to the authorities.
- Do not use school electronic resources to disrupt the use of the network (intentionally wasting limited resources).
- **All communications and information should not be assumed to be private property.**
- Students are banned from utilizing Internet Chat Rooms, unless under the direct supervision of school personnel for an educational purpose.
- The Tea Area School District makes every effort to insure the proper use of the technology device through internet filters and education on proper use. Students are expected to follow the student pledge for Chromebook use and all school rules and policies as identified in the student handbook. Students not abiding by the districts Code of Conduct will be disciplined in accordance with the discipline grid.
- **Security** - Security on any computer system is a high priority, especially when the system involves many users. If students feel they can identify a security problem on the Network/Internet they must notify a school authority. Do not demonstrate the problem to other users. Attempts to log in to Network/Computer/Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Network/Internet.
- **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempts to harm or destroy data of another user, Network/Internet or any of the above listed agencies or others networks that are connected to DDN. This includes, but is not limited to, the uploading, creation, or intentional transmission of computer viruses.
- **School Electronic Resources** – includes but not limited to: computers, network, printers, digital cameras, scanners, monitors, video cameras, cloud storage, servers, email, internet, blogs, collaborative websites (such as Google Drive), iPads, Chromebooks, laptops, tablets, software, school/teacher websites

Conditions as stated in this document are applicable to the Tea Area School District. These terms and conditions shall be governed and interpreted in accordance with policies of the Tea Area School Board, the laws of the State of South Dakota, and the United States of America.

I understand and will abide by the above Terms and Conditions of electronic school resources. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation or damage to school resources, my access privileges may be revoked, school

disciplinary action taken and/or appropriate legal action. Furthermore, I understand that I will be responsible for paying for said damages and professional services in their entirety.

Student Agreement: I understand and will abide by the Tea Area School District's Student Acceptable Use of School Resources. I further understand that any violation of this policy may result in the loss of my school resource privileges, and that school disciplinary action may be taken. I promise to make no attempt to access inappropriate material. Should I encounter embarrassing, obscene, or lewd material, I will not display it to any other student and will contact a teacher or principal immediately. The signature on my school registration form indicates that I have read the Tea Area School District's Acceptable Use Policy, understand its significance and agree to comply fully with all of its terms and conditions. I understand that my use of school resources is subject to monitoring by Tea Area School District Officials.

Parent Agreement: Parent Agreement: As Parent/Guardian of the student who has signed above, I have read the Tea Area School District's Student Acceptable Use of School Resources. I understand that Tea Area School District's resources are designed for educational purposes. Further, I recognize the educational goals of the Tea Area School District and the intent of the district to enhance my child's educational experience. I do recognize the risk of resources available on the internet, understand the district's attempt to limit the risk through policies, procedures, and filters and am responsible to report any concern or inappropriate use of the district's devices to the principal immediately. I hereby give my permission to the Tea Area School District to provide school resources for my student and certify that the information on this form is accurate. My signature on my student's school registration form indicates that I have read the Tea Area School District's Acceptable Use Policy, understand its significance and agree to comply its terms and conditions. I understand that my student's use of school resources is subject to monitoring by Tea Area School District Officials.

Students in grades 3rd-12th and parents sign the District's Registration Information Form every school year indicating that they agree to the Student Acceptable Use Policy of School Electronic Resources.

6.2 Progressive Discipline for Chromebook Use

Computer Damage: Accidental

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
*Tech Support *Warranty Work - 100% School Coverage	Tech Support Office Referral Warranty Work - 40% Family Coverage - 60% School Coverage	Tech Support Student will check out Chromebook each morning and return it at the end of the school day for 2 weeks Warranty Work - 100 % Family Coverage	Tech Support Student will check out Chromebook each morning and return it at the end of the school day for 4 weeks or remainder of the quarter, whichever is greater Warranty Work - 100 % Family Coverage

Computer Damage: Intentional

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Tech Support Parent Contact Discipline Grid Referral Warranty Work - 100 % Family Coverage Student will receive a loaner Chromebook once a down payment has been made.	Tech Support Parent Contact Discipline Grid Referral Student will check out Chromebook each morning and return it at the end of the school day for 2 weeks Warranty Work - 100 % Family Coverage Student will receive a loaner Chromebook once a down payment has been made.	Tech Support Parent Contact Discipline Grid Referral Student will check out Chromebook each morning and return it at the end of the school day for the <u>remainder of the quarter or 1 month</u> , whichever is greater Warranty Work - 100 % Family Coverage Student will receive a loaner Chromebook once a down payment has been made.	Tech Support Parent Contact Loss of Chromebook privileges for the <u>remainder of the semester</u> Warranty Work 100 % Family Coverage Student will receive a loaner Chromebook once a down payment has been made.

Computer Loss

1 st Offense	2 nd Offense
Discipline Referral Student is responsible for 100% of replacement cost Student will receive a loaner Chromebook once a down payment has been made.	Discipline Referral Student is responsible for 100% of replacement cost Student will check out spare Chromebook each morning and return it at the end of each day once a down payment has been made.

Computer Theft/Fire

1 st Offense	2 nd Offense
Discipline Referral Parents must file a police or fire report and bring a copy of the report to the principal's office, otherwise it will be treated as a lost Chromebook (see section above). The student is responsible for 50% of replacement cost	Discipline Referral Parents must file a police or fire report and bring a copy of the report to the principal's office, otherwise it will be treated as a lost Chromebook (see section above). The student is responsible for 100% of replacement cost

Student will receive a loaner Chromebook once a down payment has been made.	Student will check out spare Chromebook each morning and return it at the end of the day once a down payment has been made.
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Computer Left Unsupervised

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Chromebook will be taken to the office for student to claim Office Notification Warning	Chromebook will be taken to the office for student to claim Discipline Grid Referral Parent notification Student may be required to check out Chromebook each morning and return it at the end of the school day for <u>5 days</u> .	Chromebook will be taken to the office for student to claim Discipline Grid Referral Parent notification Student will check out Chromebook each morning and return it at the end of the school day for <u>5 days</u> .	Chromebook will be taken to the office for student to claim Discipline Grid Referral Parent notification Student will check out Chromebook each morning and return it at the end of the school day for <u>10 days</u> .

Inappropriate Use (Includes accessing inappropriate sites including, but not limited to, those mentioned in Section 6 Student Acceptable Use of School Electronic Resources)

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Discipline Grid Referral Warning	Discipline Grid Referral Parent notification Students will check out Chromebook each morning and return at the end of the days for <u>6 days</u>	Discipline Grid Referral Parent notification Students will check out Chromebook each morning and return at the end of the days for <u>2 weeks</u>	Discipline Grid Referral Parent notification Students will check out Chromebook each morning and return at the end of the days for <u>the remainder of the quarter or 1 month</u> whichever is greater

6.3 Unlawful Use

South Dakota state law describes unlawful uses of a computer system as the following:

A person is guilty of unlawful use of a computer system, software or data if the person:

1. Knowingly obtains the use of, accesses or exceeds authorized access to a computer system or any part thereof, without the consent of the owner.
2. Knowingly obtains the use of, accesses or exceeds authorized access to a computer system or any part thereof, without the consent of the owner, and the access or use includes access to confidential data or material.
3. Knowingly copies or obtains information from a computer system, or compromises any security controls for the computer system, or uses or discloses to another or attempts to use or disclose to another, the numbers, codes, passwords, or other means of access to a computer system without the consent of the owner.

4. Knowing disrupts, denies, or inhibits access to software or data without the consent of the owner.
5. Knowing disrupts, denies, or inhibits access to a computer system, without the consent of the owner.
6. Knowingly modifies, changes, or alters software or data without consent from the owner.
7. Knowingly modifies, changes, or alters, accesses, or exceeds authorized access to destroys, disables, or inhibits access to a computer system, as part of a deception for the purpose of obtaining money, property, or services from the owner of a computer system or any third party.
8. Knowingly destroys or disables a computer system, without the consent of the owner.
9. Knowingly destroys or disables software or computer data without consent of the owner.

6.4 Parental Responsibility

- Parents will be responsible for monitoring student's use of the Chromebook at home.
- Parents will be responsible for reviewing the Student Acceptable Use of School Electronic Resources with their child(ren)/student(s).
- Parents are asked to monitor their student's activities on the Internet on a regular basis. Parents are responsible for overseeing their child's use of the Internet while at home. Log files showing Internet activity are available to parents upon request to building principal.

7. Protecting and Storing Your Chromebook

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

1. Record of serial number and asset tag
2. Individual user account name and password

Manufacturer and school issued ID labels should not be removed or marked upon.

7.2 Password Protection

Students are expected to maintain their assigned network username and password for their Chromebook. Keeping that password confidential is the student's responsibility.

7.3 Storing Your Chromebook

When students are not monitoring Chromebooks, they should be stored in a secured location. Students are encouraged to take their Chromebook home every day after school regardless of whether or not they are needed. Chromebooks should not be stored in a student's vehicle at school or at home.

7.4 Chromebook Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the commons, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised Chromebooks will be confiscated and taken to the office. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

8. Repairing or Replacing Your Chromebook

8.1 Chromebook Warranty

This coverage is purchased by the Tea Area School District as part of the purchase price of the equipment. Manufacturer warranties the Chromebook 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 Chromebook replacement. The manufacturer warranty does NOT cover damage caused by misuse, abuse, accidents, or computer viruses.

8.2 School District Accidental Protection

Refer to section 6.2 in regards to specific breakdown of student and school district costs.

8.3 Claims

All claims must be reported to the Principals' office. In the event of fire, theft, or vandalism, students or parents must file a police or fire report and bring a copy of the report to the principal's office before a Chromebook can be repaired or replaced.

Fraudulent reporting of theft, loss, vandalism or accidental damage by fire will be turned over to the police. A student making a false report will also be subject to disciplinary action.

The district will work with the Tea Police Department to alert pawnshops and police department in the area to be aware of this district owned equipment.

8.4 Technical Support

The Technology Department is located in room B17 and coordinates the repair work for Chromebook. Services provided include the following:

1. Hardware maintenance and repairs
2. Password identification
3. User account support
4. Operating system of software configuration
5. Application information
6. Re-imaging hard drives
7. Updates and software installations

8. Coordination of warranty repairs
9. Distribution of loaner Chromebook and batteries upon request from administration

9. Chromebook Checklist

Chromebook Agreement

I understand and will abide by the Terms and Conditions of electronic school resources. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation or damage to school resources, my access privileges may be revoked, school disciplinary action taken and/or appropriate legal action. Furthermore, I understand that I will be responsible for paying for said damages and professional services in their entirety.

Student Agreement:

I understand and will abide by the Tea Area School District's Student Acceptable Use of School Electronic Resources. I further understand that any violation of this policy may result in the loss of my school electronic resource privileges, and that school disciplinary action may be taken. I promise to make no attempt to access inappropriate material. Should I encounter embarrassing, obscene, or lewd material, I will not display it to any other student and will contact a teacher or principal immediately. The signature on my school registration form indicates that I have read the Tea Area School District's Acceptable Use of School Electronic Resources Policy, understand its significance and agree to comply fully with all of its terms and conditions. I understand that my use of school electronic resources is subject to monitoring by Tea Area School District Officials.

Parent Agreement:

As Parent/Guardian of the student, I have read the Tea Area School District's Student Acceptable Use of School Electronic Resources. I understand that Tea Area School District's resources are designed for educational purposes. Further, I recognize the educational goals of the Tea Area School District and the intent of the district to enhance my child's educational experience. I do recognize the risk of resources available on the internet, understand the district's attempt to limit the risk through policies, procedures, and filters, and am responsible to report any concern or inappropriate use of the district's devices to the principal immediately. I hereby give my permission to the Tea Area School District to provide school resources for my student and certify that the information on this form is accurate. My signature on my student's school registration form indicates that I have read the Tea Area School District's Acceptable Use of School Electronic Resources, understand its significance and agree to its terms and conditions. I understand that my student's use of school electronic resources is subject to monitoring by Tea Area School District Officials.

Student Acceptable Use of School Electronic Resources

Students in grades 3rd-12th and parents sign the District's Registration Information Form every school year indicating that they agree to the Student Acceptable Use Policy of School Electronic Resources.

Student Pledge for Chromebook Use

1. I agree that this Chromebook will not leave campus until the necessary paperwork has been completed and returned by myself and my guardian and the \$30 fee has been paid.
2. I will take good care of my Chromebook and know that the district will attempt to issue the same Chromebook to me each year.
3. I will never leave the Chromebook unattended.
4. I will never loan out my Chromebook to other individuals.

5. I will know where my Chromebook is at all times.
6. I will charge my Chromebook's battery daily.
7. I will keep food and beverages away from my Chromebook since they may cause damage to the computer.
8. I will not disassemble any part of my Chromebook or attempt any repairs.
9. I will protect my Chromebook by only carrying it while in my bag and case.
10. I will use my Chromebook in ways that are appropriate and educational.
11. I will not place decorations (such as stickers, markers, etc.) on my Chromebook.
12. I understand that my Chromebook and accounts are subject to inspection at any time without notice and remains the property of the Tea Area School District.
13. I understand the consequences of inappropriate use of the Chromebook as outlined in section 6 of the Chromebook Handbook.
14. I will follow the policies outlined in the Chromebook Handbook and the Student Acceptable Use of School Electronic Resources policy while at school, as well as at home.
15. I will file a police report in case of theft, vandalism, and other acts covered by School Protection.
16. I will be responsible for all damage or loss caused by neglect or abuse.
17. I agree to pay for the replacement of my power cords, battery, and protective case in the event of any these items are stolen or lost.
18. I agree to return the Chromebook and all accessories in good working condition.
19. I will not reveal my own or anyone else's personal address or phone number.
20. I agree to abide by all copyright and license agreements.
21. I agree that no financial transactions of any kind will be allowed using the school account.
22. I understand that access to the Internet will be allowed, as well as, the possibility of student work and photos being published on the Internet.
23. I will not install or download to the hard drive any programs, music or games unless expressed permission has been given by a classroom teacher for educational purposes.
24. I understand that the Chromebook is an educational tool and is the property of the Tea Area School District.

For your records

Prior to Receiving Your Chromebook: All parents and students must complete the necessary documents prior to receiving their Chromebook. By signing the T ASD Student Registration form you indicate you have reviewed and acceptance the terms as outlined in these documents:

- Chromebook Agreement (this document, which includes the Student Pledge for Chromebook Use)
- Student Acceptable Use of School Electronic Resources