

# Latta Public School Chromebook Policy Handbook

## Device Purpose

The Latta Public School District is going to supply students (7<sup>th</sup>-12<sup>th</sup>) with a Chromebook device. This device is property of the Latta Public School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows students' access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at Latta Public School by students, staff, or guests including any other device considered by the Administration to fall under this policy. Teachers may set additional requirements for Chromebook use in their classroom.

## Receiving Your Chromebook:

Chromebooks will be distributed each fall at the beginning of school. **Parents & students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to the student.**

## Insurance:

Latta Public School District requires that Chromebook insurance be purchased prior to deployment of the Chromebook to any student. The annual fee will be \$25.00 per device and must be paid for at student registration.

## Return:

Any student who transfers out of Latta School will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

## Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the technology office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced. The availability of loaner Chromebooks may be limited.

## General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your Chromebook to room temperature prior to turning it on.

## Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book

bag is acceptable as long as the backpack or bookbag is handled with care. For example, you shouldn't toss the bag, drop the bag if your Chromebook is inside or stack other items on top of the bag if the Chromebook is in it.

### **Screen Care:**

The Chromebook screen 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 top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

## **Using Your Chromebook**

### **At School:**

The Chromebook is intended for use at school each and every day. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

### **At Home:**

All students are required to take their Chromebooks home each night throughout the school year for charging.

***Chromebooks must be brought to school each day in a fully charged condition.*** Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

If fully charged at home, the battery will last throughout the day.

### **Sound:**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that students bring personal headsets or 'ear-buds' for any audio projects they work on.

### **Printing:**

*At school:* Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

*At Home:* The Chromebook will not support a physical printer connection. A wireless home network is required for this. <http://google.com/cloudprint>

## **Managing Your Files and Saving Your Work:**

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any device with internet access. Students using Google Drive to work on their document will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

## **Personalizing the Chromebook:**

Chromebooks must remain free of any writing, drawing, or stickers. An identification label with the student's name is acceptable on the Chromebooks. Spot checks for compliance will be done by administration or the Latta School Technology Department at any time.

## **Software on Chromebooks:**

### **Originally installed Software:**

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on the hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

### **Virus Protection:**

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

### **Additional Software:**

Students are unable to install additional software on their Chromebook other than what has been approved by Latta School.

### **Inspection:**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

### **Procedure for Restoring the Chrome OS:**

If technical difficulties occur, technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All students created files stored on an external miniSD, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data *stored on internal memory that has NOT been synced* will not be restored.

## **Protecting and Storing Your Chromebook:**

### **Chromebook Identification:**

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number and LPS asset tag
- Individual's Google Account username
- *Under no circumstances are students to modify, remove, or destroy identification labels.*

### **Storing Your Chromebook:**

Nothing should be placed on top of the Chromebook, when stored. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should **never** be stored in a vehicle. Students and parents are responsible if their Chromebook is lost or stolen.

### **Storing Chromebooks at Extracurricular Events:**

Students are responsible for securely storing their Chromebook during extra-curricular events.

### **Chromebooks Left in Unsupervised/Unsecured Area:**

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised Chromebooks will be confiscated by school staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

### **Repairing or Replacing Your Chromebook:**

#### **Chromebooks Undergoing Repair:**

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Tech Office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to Google Drive so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and/or parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

#### **Accidental Damage or Loss Protection:**

As part of the 1:1 Chromebook initiative at Latta School, the Latta Public School District is requiring the purchase of accidental damage insurance prior to the deployment of the Chromebook to your child. Latta Public School District will be the sole provider of this insurance. Under this insurance policy the Chromebooks are protected against accidental damage or loss due to an act of nature. The Latta Public School District will require that a police report be submitted in cases of theft. Fraudulent report of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This insurance policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Latta Public Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

**Parents/Students will be charged for the full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

#### **Latta Public Schools Chromebook Device Insurance**

Latta Public Schools requires that insurance be purchased prior to the deployment of the Chromebook to your child. The insurance cost is \$25.00 annually for each Chromebook. Each claim covered by insurance will be

assessed an incremental deductible within the current school year. The first claim deductible will be \$50.00 with the deductible increasing by \$50.00 for a second claim within the current school year and full purchase price if a third claim is made within the current school year. If a student withdraws from Latta Public Schools and then re-enrolls later in the current school year, the coverage purchased at the student’s initial registration will be reinstated along with the number of claims made prior to withdrawal.

Insurance will cover the repair of any *accidental* damage to your child’s Chromebook. For example, if a student accidentally drops their Chromebook and the screen is cracked a new screen will be installed with the parent paying the \$50.00 deductible (for first time insurance claim). Insurance DOES NOT cover the replacement of a lost, stolen or intentionally damaged Chromebook.

Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
\$25.00 per device	\$50.00	\$100.00	Full purchase price

**PK-6 Students Participating in Distance Learning Days**

A PK through 6th grade student may take a chromebook or device home for a scheduled distance learning day without paying the \$25.00 per device annual premium. The parent and student must still complete the user agreement and the deductible for any damages to the device will remain in force.

**Lost, Stolen or Intentionally Damaged Device and Accessories:**

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school. Failure of the parent, legal guardian or student over the age of 18 to pay any fees from an intentionally damaged, lost or stolen Chromebook will be turned over to a collection agency.

**Chromebook Technical Support:**

For Technical support the Technology Office (teacher for K-6 students) will be the first point of contact for repair of the Chromebooks. Services provided by the Technology Office include:

- Password Identification
- User Account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

## LATTA PUBLIC SCHOOL DISTRICT ACCEPTABLE USE POLICY

The Latta Public School district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

### Personal Responsibility

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

### Term of the Permitted Use

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

### Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if that use is appropriate.
2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is

prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.

B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

C. Do not assume that a sender of email is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her email address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.

D. Be considerate when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

3. **Cyber Bullying.** Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant messaging) or text messages
- Spreading rumors about others via email, IM (instant messaging) or text messages
- Creating a website or social-networking account that targets another student or other person(s).
- Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the web.
- Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Latta Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

### Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using Palo Alto BrightCloud/iBoss for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that



- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

### Privacy

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

### Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

### Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

### Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents

or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

#### Google Apps for Education

The District provides Google Apps for Education accounts for student use in their academic program, which may include email accounts. Student data, which includes communications and work generated through these student accounts, are accessible to authorized District personnel for such monitoring, use or disclosure of this data as may be necessary for the educational program. Parents and students executing this Internet Use Agreement consent to this monitoring, use and disclosure by the District, and they consent to Google providing the District with the ability to do so. Parents and students executing this Internet Use Agreement authorize Google to provide these Services to the student as described in the Google Apps for Education Agreement and as administered by the District. Student data generated is stored and processed at Google facilities. Security and access to this data is governed by the Google Apps for Education Agreement which is posted on the District website or available upon request.

**Latta School Technology Use Agreement  
Beginning of the year – Chromebook Check-out**

Print Student Name

**The following information must be filled out completely prior to obtaining your Chromebook. Failure to complete the following information may delay your Chromebook being issued. One form per student must be filled out.**

**Parents/Guardians: (initial all below)**

- \_\_\_\_\_ I have read and discussed the Chromebook Policy and the Responsible Use of the Internet document with my child. I understand that my child’s failure to follow the information and expectations outlined in these documents may result in disciplinary action.
  
- \_\_\_\_\_ I understand the Chromebook Insurance Policy: The premium is \$25/year. If damaged, a deductible of \$50 for the first claim, \$100 for the second claim and full purchase price for the third claim must be paid. Lost or stolen Chromebooks or Accessories are the responsibility of the student/family and must be replaced at full value.
  
- \_\_\_\_\_ I have paid \$25 Insurance Fee at registration

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student: (initial below)**

- \_\_\_\_\_ I have read and understand the Chromebook Policy Handbook and Acceptable Use Policy. I understand that my failure to follow the information and expectations outlined in these documents may result in disciplinary action.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Student Name \_\_\_\_\_ Grade \_\_\_\_\_

**Latta School  
End-of-Year  
Chromebook Check-In**

Your chromebook is being checked back to the school at the end of the school year. Chromebooks will be held throughout the summer and returned to you at the beginning of the school year. You may be given the same device as you have used previously.

**Completed by the student:**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Check that you have the following items to return.

\_\_\_\_\_ Chromebook S/N \_\_\_\_\_ Inventory tag \_\_\_\_\_

\_\_\_\_\_ Charging Unit

\_\_\_\_\_ Chromebook Sleeve

Failure to return all items issued will cause you to be charged for each item that is not returned. The fines for each component are as follows:

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**Completed by technician:** Describe any needed details

Chromebook (\$50.00 - \$250.00)

Charging Unit (\$20.00)

Case (\$30.00)

Checked in by \_\_\_\_\_ (initial) Amount Owed \_\_\_\_\_ Paid on \_\_\_\_\_