

# Adams County Ohio Valley School District

## Chromebook Policy

### 2018-2019 School Year



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# Device Purpose

The Adams County Ohio Valley School District (ACOVSD) is supplying each student at the high school level, grades 7-12 with a Chromebook. The purpose of Chromebook use is to enhance the efficiency of the learning process with increased availability of resources while reducing the need for paper and pencil.

- Chromebooks should be used as a tool in the classroom, just as a pencil, paper, or textbook would be.
- Students are not allowed to use their own personal device at school unless otherwise directed by a teacher or administrator.
- New students will have a device issued to them after meeting with the building Principal.

The device is the property of the school district. The Chromebook allows student access to Google Apps for Education, educational web-based tools, and Internet websites. The Chromebook is an educational tool intended to enhance the learning process. It is not intended to be used for gaming, social networking, or high-end computing.

# Taking Care of your Chromebook

Students who have permission to take Chromebooks home will be responsible for them at all times. The screen to the Chromebook can be damaged easily if subjected to rough treatment. Below are several guidelines to help protect and safely use the Chromebook.

- At the end of each Chromebook use, properly shut down the Chromebook.
- Make sure the Chromebook is turned off while it is charging. A light on the side of the unit will indicate if it is charging.
- Close the Chromebook screen before moving it.
- Dust the screen with a soft, dry cloth designed for electronics.
- Do not store Chromebook with screen in open position.
- Do not remove the ovsd.us domain from the Chromebook.
- Do not lean on the Chromebook.
- Do not remove any labels or other identifiable markings from unit.
- Do not lay anything on the keyboard (most common damage to the screen is closing the Chromebook while something is on the keyboard).

# Using your Chromebook

- At School
  - Chromebooks are to be used at the teacher's discretion and for educational purposes only.
  - Chromebooks must be charged every night. This is the student's responsibility and counts as part of being prepared for class.
  - Teachers will utilize the Chromebooks to fit the needs of their classroom.
  - Teachers are in charge of determining whether or not students should have Chromebooks out/open.
  - Teachers may have signage in their room to assist students with knowing when they will/will not need their Chromebooks.

- Student must leave his/her Chromebook inside his/her school-issued case at all times.
- Student must secure Chromebook in locker or other secure area when not possible to keep device with them. (PE Classes, after school activities, ect.)
- **Outside of School**
  - Students are permitted to connect their school issued Chromebook to their home WiFi network. This will allow the student to access stored documents, email, ProgressBook, etc. and complete assignments while at home.
  - Internet access on all school provided Chromebooks will be filtered through the District's Internet filtering system, but parents should monitor home access. If a student or parent sees something that isn't being filtered that should be, they are to contact the technology coordinator at their high school and provide the URL of the website for review as soon as possible. ACOVSD is committed to being CIPA (Child Internet Protection Act) compliant at all times.
  - Students who don't have WIFI access at home, can use a public WiFi location, such as the Adams County Public Library. When using other public WiFi connections students are to use caution because you are using an unsecure connection which may compromise security.
  - Some applications can be used without an internet connection, but for full functionality a WiFi connection is needed.
  - Students are not permitted to share their Chromebook with other siblings. This device is to be used solely by the student to whom it is issued.

## Managing and Saving your Work with a Chromebook

- With a wireless Internet connection, you can access your files from any Chromebook , anywhere and any time.
- Files can be made available offline so that they can be accessed and edited when there is not an Internet connection available. The document will sync to Google Drive when an Internet connection is detected.
- All items will be stored in Google Drive.
- Prior to transferring out of the district or graduation students who want to save any work need to use [Google Takeout](#) to transfer any work to a personal Gmail account.

## Chromebook Policy

### Google Apps for Education

- Google Apps for Education accounts will be given to all students in ACOVSD high schools. Google Apps for Education is a suite of products which includes Gmail, Calendar, Drive, Maps, Docs (word processing), Slides (presentation), Sheets (spreadsheets), Drawing, Forms, etc. that allows students to create different kinds of online documents, collaborate in real time with other people, and store files in the cloud.

- The ACOVSD wants students to be interested in and excited about learning and wants parents to be involved with their student's education. To discuss how Google Apps for Education will be used at your child's school, please talk to your child's teacher(s) or school administrator.

## Responsibilities

- The student will be responsible at all times for appropriate use of their account and Chromebook.
- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and can be monitored at any time by designated district staff to ensure appropriate use. Inappropriate use may result in suspension of computer/Chromebook access and school account and other disciplinary actions.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- If a student leaves their Chromebook at home, they may check out a loaner Chromebook from the library for the day. Please keep in mind, the number of loaner Chromebooks is limited and there might not be a Chromebook available. Students are still responsible for getting their class work completed. The loaner device must be returned to the library at the end of the day. Failure to return the Chromebook at the end of the day may result in disciplinary action.
- If a student repeatedly leaves their Chromebook at home during any 9 week period, the student may be required to "check out" and "check in" their school issued Chromebook on a daily basis for the remainder of the 9 weeks. Repeated problems may result in disciplinary action.

## At Home Use

- The use of your Chromebook at home is encouraged.
- Students are responsible for charging their Chromebook each night and bringing it to school fully charged each school day.
- Chromebooks, like any electronic device, are sensitive to extreme heat and cold, so students should not leave their device in cars or direct sunlight.
- Do not stack books or other heavy materials on top of the Chromebook, this could damage the screen and/or keyboard.
- Do not lean on the Chromebook.
- Keep food and drinks away from the Chromebook.
- Carefully plug cables and accessories into the Chromebook. Don't force the connection.
- Chromebooks will be labeled by the district, the labels should not be altered or covered in any manner.
- Your Chromebook should remain in the district provided case at all times.
- Internet filtering will monitor all traffic on the Chromebook at all times. The use of an online Chromebook monitoring system will be applied to every student chromebook. Teachers and administrators reserve the right to filter certain websites, extensions, and apps and administrators reserve the right to adjust geolocation settings to shut down Chromebook usage at any given time.

# Repairing or Replacing your Chromebook

Students needing repairs to Chromebooks should take their device to the library to check in for repair. The Building Tech Coordinator, Librarian and Principal will then determine the cost of the Chromebook repair. Remember, each student is responsible for his/her Chromebook: in order to avoid charges for repair or replacement, treat the Chromebook with care and do NOT loan it out.

Examples of charges for Chromebook Repair are shown below. Students and student families will be responsible for all damages to their district issued Chromebook. If a device is lost or stolen the student and student family will be responsible for the cost of replacing the Chromebook.

## Examples of charges for Chromebook Repair\*

- Replace Damaged/Lost Chromebook \$250.00
- Replacing Screen \$50.00-\$100.00
- Replacing Power cord \$25.00
- Replacing Keyboard/Touchpad (If missing, it is considered deliberate damage to the chromebook) \$50.00-\$100.00

Replacement Chromebooks may be issued while a Chromebook is being repaired. Please note there are a limited number of spares, so there may be a delay in getting a replacement. Replacement Chromebooks will not be issued until all fines for damage have been paid if applicable.

**\*All replaced / repaired parts will be at market value cost to the student or family of the student.**

# Returning your Chromebook

All district-owned Chromebooks must be returned following the guidelines in their respective school building.

- Students leaving the district must return district-owned Chromebooks to the school library.
- Any Chromebook not returned at the end of the year or when the student is no longer enrolled will be considered stolen property and law enforcement agencies will be notified.
- Chromebooks will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear.
- All students will return their Chromebooks to the library at the end of each school year for summer maintenance.

# Chromebook Agreement

Students Grade \_\_\_\_\_

**\*\*\*Please return this page only to the high school office.**

The Adams County Ohio Valley School District is dedicated to providing students the best possible education while keeping them safe online. Students are responsible at all times for the equipment they receive (device, charger, and case) and must pay any fees and follow the rules and guidelines as stated above.

On the following lines, please acknowledge that you have read and understand the ACOVSD Chromebook policy.

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## Parent

I acknowledge that I have read and understand all information in this document and will adhere to all policies regarding Chromebook use. I also acknowledge that the Adams County Ohio Valley School District will not be responsible for any lost, stolen, or broken devices. I understand that I am expected to pay for lost or damaged equipment issued to my child.

Parent Name (please print): \_\_\_\_\_

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

## Student

I acknowledge that I have read and understand all information in this document and will adhere to all policies regarding Chromebook use.

Student Name (please print): \_\_\_\_\_

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