Tamaqua Area Middle and High School
Chromebook Procedures and User Agreement

Program Mission

The mission of TASD 1:1 Chromebook initiative (one electronic device for each student) is to ensure that Tamaqua Area School District students in grades 6 - 12 have regular, equitable access to the digital tools and resources that allow them to be successful 21st-century learners. To reach this goal, the district will provide students with digital devices that can expand their learning opportunities beyond the walls of Tamaqua Area Secondary Campus.

We believe that giving every student a Chromebook will deepen the connection between the high-quality instruction our teachers deliver and the vast collection of resources, tools, and communities that exist in our children's digital worlds. This connection will allow students to become creators, inventors, innovators, risk takers, and problem solvers at a level not previously attainable without the use of technology. Our teachers are already skilled at integrating technology into their classrooms and now will have even greater opportunities to facilitate their student's learning beyond the traditional school day.

Purpose of this document

The purpose of this guide is to provide parents and students with a thorough explanation of how the district will manage our 1:1 initiative. The success of this initiative will be strongly tied to the responsibility, ownership, and pride that our students have when they receive their Chromebook. While the district believes that technology use is critical to student success and needs to be part of the daily learning process, the ability to have a device at all times is considered a privilege that our students should not take lightly.

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1.	CHROMEBOOK DISTRIBUTION

Chromebooks will be assigned to students in 6th and 9th grades. Parents/Guardians and students MUST sign and return the Student/Parent User Agreement (Attached) before the Chromebook can be issued to their child.

Students will be responsible for charging their Chromebook each night and return them fully charged by homeroom each day.

All students in grades 6 and 9 are expected to use a school-issued Chromebook during the school day.

This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for Tamaqua Area School District.

2.	TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to their teacher or the Main Office as soon as possible so that they can be taken care of properly.

2a. General Precautions

- Take care to protect your password. Do not share your password.
- No food or drink is allowed next to your Chromebook while it is in use.
- Students should never carry their Chromebooks while the screen is open.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- Chromebooks must remain free of any writing, drawing, or stickers that are not the property of Tamaqua Area School District.
- Heavy objects should never be placed on top of your Chromebook.
- Chromebooks must have a Tamaqua Area School District asset tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result.
- Chromebooks should never be left in an unlocked locker or any unsupervised area.
- If your device is in need of repair, please bring it to your teacher or the Main Office as soon as possible.

2b. Carrying Chromebooks

The guidelines below should always be followed when moving your Chromebook:

- Transport Chromebooks with care.
- Never move a Chromebook by lifting from the screen. Always transport a Chromebook from its bottom, with lid closed.
- Chromebook lids should always be closed and tightly secured when moving.
- When carrying the Chromebook in another case/backpack, take caution when placing other items (notebooks, books, lunch box, etc.) to avoid putting too much pressure and weight on the Chromebook screen. The screen is delicate and can crack easily.

- Use caution when placing Chromebooks into bags, to ensure that writing utensils, ear buds, etc. do not slip between the screen and keyboard.

2c. Screen Care

The Chromebook screen can easily be damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything on the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft dry microfiber cloth or anti-static cloth

3.	USING YOUR CHROMEBOOK

- 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 be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks should be locked in lockers when not in use (i.e. nurse's office, lav, and lunch).
- If needed during the school day, Chromebooks may be charged at designated charging stations.

3a. Backgrounds

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug gang related symbols or pictures will result in disciplinary actions.

3b. Sound, Music, Games

- The sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Ear buds may be distributed and may be used at the discretion of the teacher.

- Recording devices will not be permitted without teacher permission.

4.	MANAGING YOUR FILES AND SAVING YOUR DIGITAL WORK

- The majority of students work will be stored in internet/cloud based applications and can be accessed from any computer with an internet connection and most mobile internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media if working outside of Google Drive.
- The district will not be responsible for the loss of any student work.
- Files should only be stored in your Google Drive and not in the downloads file folder of the Chromebook.

5.	SUPPORTING YOUR CHROMEBOOK

Proper care and maintenance of your Chromebook will help keep a device in good working condition.

5a. Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.

5b. Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be provided by the school.
- The school does not accept responsibility for the loss of any software or documents deleted due to reformatting and reimaging due to technical issues or issues resulting from inappropriate use.

5c. Apps and Extensions

- Searching for and applying most apps/extensions from Chrome Web Store has been disabled for all students. Some mandatory apps/extension will be automatically added.
- Students may request educational/instructional applications through an online request form. The IT staff and administration will determine educational value before allowing access.
- Some web apps will be available to use when the Chromebook is not connected to the internet, including Google Drive apps (Docs, Sheet, Slides, etc.)

6.	PROTECTING & STORING YOUR CHORMEBOOK

6a. Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified by serial number.
- Chromebooks are the responsibility of the student. In most cases, you will be assigned this same device for multiple years. Take good care of it.

6b. Account Security

- Students are required to use their tamaquasd.org domain user ID and password to protect their accounts and are required to keep that password confidential.

6c. Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds, the cafeteria, computer labs, gymnasiums, locker rooms, media center, unlocked classrooms and hallways.
- Any Chromebook left in these areas is in danger of being damaged or stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

7.	REPAIRING/REPLACING YOUR CHROMEBOOK

7a. Vendor Warranty:

- The equipment vendor has a one year hardware warranty on new Chromebooks.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to your teacher or the Main Office.

7b. Chromebook Repair Costs:

- Refer to School Board Policy #815.1

7c. Lost or stolen Chromebook and/or Accessories

- Refer to School Board Policy #815.1

8.	CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available through your teacher, the Educational Technology Integrator, and TASD staff. Services provided include the following:

- Distribution of loaner Chromebooks
- User account support
- Hardware maintenance and repairs
- Coordination and completion of warranty repairs
- ALL REPAIRS must be completed by SCHOOL STAFF

9.	EXPECTATION OF PRIVACY

No right of privacy exists in the use of technological resources provided by the school. School system administrators or individuals designated by the Superintendent may review files, internet history logs, monitor communications/content activities, and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the internet via school owned computers.

10.	RESPONSIBLE DIGITAL USE AND AWARENESS

School-issued Chromebooks and other devices connected to district-owned Wi-Fi and internet should be used for educational purposes and students are to adhere to the District's Acceptable Use Policy and Student Internet Safety and all of it corresponding administrative procedures at all times as responsible digital citizens.

Tamaqua Area School District
Parent/Student User Agreement

The Tamaqua Area School District's technology and electronic services exists for the purpose of enhancing the educational opportunities and achievement of students. It is not possible to cover every situation, and this document should not be considered all-inclusive.

Rather, it expresses the District's philosophy and sets forth general principles that all users should apply when using these electronic services. The District is the custodian of that property and must ensure use of electronic resources serves to facilitate and support the District's educational goals. This document is intended to support existing District policies.

Qualifications

The Parent/Student User Agreement must be signed and returned prior to device distribution. Students must comply with expectations in the user agreement in order to maintain possession of the device.

Terms

The device is legally the property of Tamaqua Area School District. Damage waiver charge must be paid for each device before it is distributed to the student. Additional financial obligation will be assumed by student/parent/guardian if loss or damage is a result of handling, transport, storage, use, or if reporting of loss/damage is not in complete compliance with the Device User Agreement. Failure to meet financial obligation will result in repossession of the device. Once a student is no longer attending Tamaqua Area School District, the device must be immediately returned. All devices must be returned no later than the last day of school for that student.

No Expectation of Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving District technology resources including, but not limited to, internet usage, email, and network drives. By using the District's network and technology resources, all users are consenting to having their technology usage monitored.

All electronic communications and all data stored on the District's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by District administrators or their designees at any time. Any such search, access, or interception shall comply with all applicable laws. Users are required to return District technology resources to the District upon demand.

Damage, Loss, or Theft

If the device is damaged, lost, or stolen, a report must be filed with the school administration within one school day. If the device has been stolen, a police report must be filed within 24 hours of the incident. Documentation of the police report must be submitted to the school office the next school day. If a stolen

device is not reported in the aforementioned fashion, it will be considered lost. Student is financially responsible for the total cost of a lost or carelessly-handled device.

Each student is responsible for safely transporting, storing and care of the device.

- Transport device in school-issued case at all times.
- Use stable platform when working on the device
- Avoid extreme temperatures, especially in automobiles.
- Do not eat and drink near device.
- Use clean hands.
- Insert and disconnect accessory devices and power cords carefully, and use the correct angle.
- Store device in a secured area, as much out of sight as possible, to avoid theft.

Repossession

Non-compliance with user agreement will result in repossession of the device, which could involve filing with the local magistrate. Not returning the device by the end of the year would be considered non-compliance with the user agreement.

Accommodations

Any request to limit student use of this device must be submitted in written form to administration. Administration reserves the right to restrict student use of the device for non-compliance with terms of agreement.

Objectionable or Harmful Material Prohibited

Users are prohibited from viewing, accessing, or downloading material that is unlawful, abusive, objectionable, pornographic, or otherwise prohibited by District policy or applicable laws.

"Hacking" and Vandalism Prohibited

Users are prohibited from accessing restricted resources, defacing technology resources (both physical and electronic defacement), or circumventing any security or access control measures used to protect District resources.

Security and Safeguarding Accounts and Passwords

The District recognizes that security of the network is an extremely high priority and poses challenges for collective and individual users. One fundamental need for acceptable use of the District's electronic resources is respect for, and protection of, password security. Personal passwords may be created to protect students utilizing electronic resources. These passwords shall not be shared with others; nor shall students or other users use another person's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects all users from wrongful accusation or misuse of electronic resources or violation of the District policy, state or federal law. All users will be held accountable for the consequences of intentional or negligent disclosure of this information.

The passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the users sharing his/her password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges, as well as other discipline. The use

of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system, as well as other appropriate discipline.

All users are expected to lock and secure their device when it is left unattended. This includes locking the screen with a password at all times.

All users are required to immediately report any abnormality in the system to the designated technology staff member as soon as they observe it.

**Network Etiquette and Privacy**

Users are expected to abide by generally accepted rules of electronic network etiquette. These general rules include, but are not limited to, the following prohibitions: (1) Users are expected to use appropriate language and are expected to be polite. Use of the District's technology or electronic resources to cyber-bully or to create or transmit messages that are abusive, insulting, harassing, bullying or threatening to others is prohibited. (2) Users should avoid transmitting confidential information (including individually identifiable information or records about any particular student) through email and must use care to protect against negligent disclosure of such information. (3) Users are expected to maintain privacy and confidentiality of sensitive information, just as they would in non-electronic communications. Students should avoid sharing personal information. (4) Users may not use the District's technology or electronic resources in such a manner that damages, disrupts, or prohibits the use of the system by others.

Violations of Copyrights and Software License

This policy prohibits illegal publication or copying of copyrighted material, or other use of copyrighted materials without the permission of the copyright holder. This policy also prohibits illegal copying of software or other use of software. Students will be held personally liable for any of their own actions that violate copyright laws or software agreements.

A consistently high level of personal responsibility is expected of all users granted access to the District's technology resources. The consequences for any violation or attempted violation of the District's acceptable use policy may include, but are not limited to, one or more of the following:

- temporary suspension of device access,
- permanent suspension of device access,
- disciplinary action up to OSS,
- referral to law enforcement agency,
- temporary suspension of privileges during investigation.
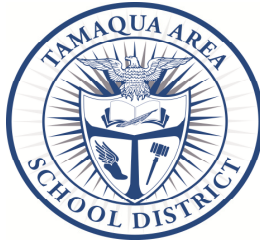
Tamaqua Area School District
Parent/Student User Agreement

We have read the Chromebook Procedures and User Agreement and will abide by the stipulations.

_____ Chromebook insurance WILL be purchased.

A check or money order made payable to the TAMAQUA AREA SCHOOL DISTRICT is included.

Students who receive a REGULAR LUNCH, $25

Students who receive REDUCED LUNCH, $15

Students who receive FREE LUNCH, $5

_____ Chromebook insurance WILL NOT be purchased. If a check or money order is not included, you will assume the risk and fees associated with any damages.

_____   _____

Student Name   Parent Name

_____   _____

Student Signature   Date   Parent Signature   Date

Families keep the packet, return only this signed form.