

JCCS 1:1 Student Chromebook Agreement

Rules, Guidelines, and Procedures for Covid-19 Pandemic

1:1 Student Chromebook Mission:

The Jasper County Charter System endeavors to prepare students for an ever-changing world where technological advancements occur rapidly.

The mission of the 1:1 Student Chromebook program is to create a collaborative learning environment for all students where technology is immediately available as a tool for learning. Making technology available enables students and teachers to implement transformative uses of technology and enhances student engagement with the content. It also promotes the development of self-directed and lifelong learners who are able to keep pace with a rapidly evolving technological landscape.

1. Receiving Your Chromebook

a. JCCS Parent-Student Chromebook Agreement

This Chromebook Agreement must be signed before a Chromebook can be issued to the student.

b. Distribution

Chromebooks & chargers are checked out like a textbook and students must return the same Chromebook that they were issued or pay the full replacement cost.

c. Transfer/New Student Distribution

Both the student and parent/guardian must sign the JCCS Chromebook Agreement prior to picking up a Chromebook.

2. Returning Your Chromebook

a. Start of the New School Year

Students will turn in their Chromebooks and chargers to the media center when they return to school at the start of the new school year.. Failure to turn in the same Chromebook that was issued will result in the student being charged the full \$100.00 replacement cost for Chromebooks and/or \$30.00 for replacement cost of chargers. The District may also file a report of stolen property with the Jasper County Sheriff's Office.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from JCCS must turn in their Chromebooks and chargers to the school prior to transferring or withdrawing. Failure to turn in the Chromebook will result in the student being charged the full \$100.00 replacement cost for the Chromebook and/or \$30.00 for the replacement cost of the charger. The district may also file a report of stolen property with the Jasper County Sheriff's Office.

3. 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 the computer lab technician as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any

type of repairs or maintenance. Students should never leave their Chromebooks unsecured.

a. General Precautions

- i. No food or drink should be next to Chromebooks.
- ii. Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- iii. Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- iv. Chromebooks can be decorated with removable, school-appropriate stickers. Writing or drawing on the Chromebook is not allowed.
- v. Heavy objects should never be placed on top of Chromebooks (even inside a backpack)

b. Carrying Chromebooks

- i. Always transport the Chromebook with care.
- ii. Never lift Chromebooks by the screen.
- iii. Never carry Chromebooks with the screen open.

c. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- i. Do not put pressure on the top of a Chromebook when it is closed.
- ii. Do not store a Chromebook with the screen open.
- iii. Do not place anything in the protective case that will press against the cover.
- iv. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- v. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

d. Barcodes

- i. Students may be charged up to the full replacement cost of a Chromebook for tampering with barcodes.

e. Backgrounds and Themes

- i. Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

f. Logging into a Chromebook

- i. Students will log into their Chromebooks using their school issued Google Apps for Education account.
- ii. Only JCCS students and staff can log into school Chromebooks.
- iii. Students should never share their account passwords with others, unless requested by an administrator.

g. Managing and Saving Your Digital Work With a Chromebook

The majority of student 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.

- i. Most work is done via the internet but some can be done in offline mode and synced when the internet is available.
- ii. Students should always remember to save frequently when working on digital media that does not have an autosave feature.
- iii. The district will not be responsible for the loss of any student work.
- iv. Students are encouraged to maintain backups of their important work on a portable

storage device or by having multiple copies stored in different Internet storage solutions.

4. Using Your Chromebook Outside of School

Students will use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use, however, some applications, such as Google Docs, can be used while not connected to the Internet.

5. Operating System and Security

Students may NOT use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

a. Updates

- i. The Chromebook operating system, ChromeOS, updates itself automatically. Updates require a restart; therefore, students should shut down (power off) the device when not in use. Students do not need to manually update their Chromebooks.

b. Virus Protection

- i. Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- ii. There is no need for additional virus protection.

6. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

7. Software

a. Google Apps for Education

- i. Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets (spreadsheet), Slides (presentations), Drawings, and Forms. All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- i. Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- ii. Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- iii. Some web apps will be available to use when the Chromebook is not connected to the Internet.

8. Chromebook Identification

a. Records

- i. The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to

the device.

b. Users

- i. Each student will be assigned a Chromebook for the duration of his/her time outside of school. In other words, the Chromebook you are assigned is YOURS, so *take good care of it!*

9. Repairing/Replacing Your Assigned Chromebook

a. Chromebook repair

- i. If your assigned Chromebook is not working notify your teacher.

b. Vendor Warranty

- i. Chromebooks include a one year hardware warranty from the vendor.
- ii. The vendor warrants the Chromebook from defects in materials and workmanship
- iii. The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a replacement.
- iv. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

c. Estimated Costs (subject to change)

- i. The following are estimated costs of parts and replacements:
- ii. Chromebook Replacement - \$100.00
- iii. Chromebook Screen - \$50.00
- iv. Chromebook Keyboard/touchpad - \$60.00
- v. Chromebook Power cord - \$30.00

10.No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

a. Monitoring Software

- i. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

11.Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the JCCS Digital Citizenship Agreement at all times. Please read and sign the use agreement below and have your student return it to their CORE teacher

Jasper County Charter System

Chromebook Use and Digital Citizenship Agreement

Jasper County Charter System believes that the best way to prepare our students for their digital future is to have them practice using online tools appropriately in school. We have monitoring software and filters, but these tools are not perfect guarantees that students will not encounter potentially harmful situations (harassment, inappropriate content, etc.). Our goal is to use potential mistakes as teachable moments to help protect our students against future harmful experiences online.

Respect and Protect Yourself

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information.
- I will only post text and images that are appropriate for school.
- I will be aware of where I save my files so that I can access them where and when I need them. (Examples: Google Docs, network folder, thumb drive, web file locker).
- I will be aware of with whom I am sharing my files (keeping them private, sharing with teachers and classmates or posting them publicly).
- I will always log out before leaving a computer.
- I will immediately report inappropriate behavior directed at me to a teacher, librarian, or other adult at school.

Respect and Protect Others

- I will not use computers to bully or harass other people.
- I will not log in with another student's username and password.
- I will not trespass into another student's network folder, documents, files, or profile.
- I will not disrupt other people's ability to use school computers.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to my teacher, librarian, counselor, or other adult at school.

Respect and Protect the Learning Environment

- I will limit my web browsing at school to research similar to that which I would do in class.
- I will not visit inappropriate websites. If inappropriate content comes up, I will immediately close the window or tab.
- I will not play games on school computers without specific teacher instructions.
- I will not send or read instant messages or participate in online forums or chat without specific teacher instruction.
- I will only change background images and screensavers to school appropriate images.

Honor Intellectual Property

- I will not plagiarize, I will cite any and all use of websites, images, books and other media.