

# Oakridge Public Schools

## Parent/Student Chromebook Handbook

### Overview

As part of our continuing effort to provide a first class education and integrate 21st century tools, concepts, and learning into our classroom experiences, Oakridge Public Schools will issue all students in grades 7-12 a District provided Chromebook to bring to all classes, and, allow the devices to be taken back and forth from home and school. With this access to digital content both at home and at school comes responsibility. Please review the following policies that govern student use of our Chromebooks.

### Policies for District Issued Chromebooks

The use of Oakridge Chromebooks is a privilege. The District owns the device and will loan them to the students under the guidelines in this handbook. Students that receive a District provided Chromebook must agree, along with their parent(s)/guardian(s), to the policies and requirements outlined in this Handbook and adhere to Board of Education Policy.

The following policies refer to the use of a computing device called a Chromebook. Because this technology initiative centers on devices, software, and educational methodologies that are continuously updating, additional policies will be periodically reviewed and updated. Please refer to the District's website for the most up-to-date information.

- [5136](#) Wireless Communication Devices
- [5513](#) Care of district property
- [5517.01](#) Bullying and other aggressive behavior toward students
- [7530.01](#) Board-Owned Personal Communication Devices
- [7540](#) Computer Technology and Networks
- [7540.01](#) Technology Privacy
- [7540.03](#) Student Education Technology Acceptable Use and Safety
- [7540.06](#) District Issued Student Email Account
- [7540.07](#) Personal Internet Account Privacy - Students
- [7542](#) Access to District Technology Resources from Personal Communication Devices
- [7543](#) Utilization of the District's Website and Remote Access to the District's Network
- [7544](#) Use of Social Media
- [7545](#) Electronic Communications

### Student Responsibilities

As a technology device, Chromebooks fall under the Acceptable Use Policy and Administrative Guideline [\[7540.03\]](#).

- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Oakridge Public Schools.
- I will take care of my Chromebook.
- I will keep the District provided protective case on my Chromebook at all times.
- I will never leave the Chromebook unattended.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery daily.

- I will be responsible for any damage caused by food or drink to my Chromebook.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I understand that my Chromebook is for educational use.
- I will only use school-appropriate decorations (such as stickers, etc.) on my Chromebook case.
- I will file a police report in case of theft or vandalism.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Chromebook and power cords in good working condition at required check-ins (i.e., withdrawal from school or summer).
- I will notify an administrator if a threatening or inappropriate message is received.
- I understand that my use of the Chromebook is subject to all applicable District policies and regulations, the Student Handbook, Student Code of Conduct, and any individual campus procedures.

### **Student Activities Strictly Prohibited**

- Videotaping or photographing **any individual**, for non-educational use without their consent.
- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Internet/Computer Games during instructional time.
- Bypassing the Oakridge web filter through a web proxy.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Google accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous accounts or impersonating others online.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Adding inappropriate wallpaper images that include things such as weapons, violence, sexuality, alcohol and drugs.
- Using any wireless communications device in any bathroom or locker room.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

### **Parent/Guardian Responsibilities**

- Talk to your children about values and the standards that your children should follow in the use of the internet just as you do in the use of all media information sources such as television, phones, movies and radio. Should you want to opt out of taking a Chromebook home you may indicate that the Chromebook assigned to your child will stay at school each day. It will still be used in school but it will not go home.
- Check to see that your student's device comes to school charged each day.

- Make sure that the Chromebook is used by the student only, and not other family members.
- Make sure that the Chromebook and charger are returned to school at the appropriate times.

### **School Responsibilities**

- Provide internet access
- Provide a Google Apps for Education Account, including Gmail
- Provide internet filtering of inappropriate materials, despite filters not being 100% effective.
- These will be treated similar to school lockers. Oakridge reserves the right to review, monitor, and restrict information stored on or transmitted via District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in accessing, evaluating, and using information and ensure student compliance of the acceptable use policy.

### **General Use Guidelines**

1. Keep the District provided case on your Chromebook at all times.
2. Use caution when eating or drinking near your Chromebook.
3. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook to prevent damage.
4. Students should never carry their Chromebook while the screen is open.
5. Do not stack any books, heavy materials, etc. on top of the Chromebook in your locker or backpack. Anything placed on the Chromebook may cause damage.
6. Do not close the Chromebook with anything inside it (pencil, etc.). This can cause screen damage.
7. Students need to take their Chromebooks home with them every night to charge them.
8. Chromebooks should not be left unattended, particularly in the corridors, cafeterias, gyms, unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, buses, cars, or on school grounds.
9. Do not expose the Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.
10. Chromebook case personalization must adhere to the Student Code of Conduct.

### **Charging Your Battery**

1. Average battery life should be 7 hours. If the Chromebook is consistently losing its charge before the end of the school day, it needs to be turned in to the Technology Department for repair.
2. Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend battery life.
3. Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks at home each evening.

### **Screen Care**

1. Do not lean on the top of the Chromebook when it is closed.
2. Do not carry your Chromebook when it's open, especially by holding on to the screen.
3. Do not place anything near the Chromebook that could put pressure on the screen.
4. Do not place anything in the carrying case that will press against the cover.
5. Clean the screen with a soft cloth. If desired, you can lightly spray the cloth with a mild cleaner or water before cleaning.

### **School Use**

1. 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 are responsible for bringing their Chromebooks to all classes, unless specifically instructed not to do so by their teacher.

2. If students leave their Chromebooks at home, they are responsible for getting the course work completed as if they had their Chromebooks present.
3. If a student consistently does not bring his/her Chromebook to class, parents will be contacted.

### **Chromebook Management**

District provided Chromebooks are managed by Oakridge Public Schools. Any attempt to remove the management software will result in immediate disciplinary action, including, but not limited to, confiscation of the device.

### **Media, Sound, and Games**

1. All photos (including desktop background) and videos must meet District Acceptable Use Policies.
2. Media that violates acceptable policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures) will result in disciplinary action and may also result in a loss of Chromebook privileges.
3. Music and games must serve an educational purpose and meet the Acceptable Use Guidelines.
4. Use of media, sound, and games must be in accordance with classroom procedures.

### **Chromebook Check-in and Check-out Repair**

1. Chromebooks will be distributed each fall and collected each spring.
2. Parents and students must sign the Chromebook Agreement as part of the annual online registration process before the Chromebook will be issued.

### **Summer**

Students will turn in their Chromebook at the end of the school year. Upon return to school the next year, the student will receive the same Chromebook that was issued the previous year.

### **Student Withdrawal**

If a student withdraws from Oakridge, the Chromebook and charger must be returned at the time of withdrawal. Students will be responsible for paying for any damages to the equipment, not to exceed the replacement cost of the Chromebook. Failure to return the Chromebook and charger may result in a warrant for arrest on theft charges.

### **Repair and Costs**

1. The replacement cost of the Chromebook is approximately \$275 which includes the following: the Chromebook, Chromebook charger, software applications (apps) including assorted programs/accessories specific to individual classes, and a protective case.
2. Chromebooks that are broken or fail to work properly must be taken by the student to the Technology Department in a timely manner.
3. If the Chromebook must be sent off for repair, a temporary replacement will be provided for the interim.

### **Chromebook Insurance Policy**

1. Annually, prior to a student being issued a District owned Chromebook, an insurance policy must be purchased by families at the cost of **\$10 for a first child and \$5 for each additional child** from the same immediate family.
2. The insurance policy does not cover **unexplained loss or intentional neglect**. The student/family

shall be responsible for the full cost of repair or replacement of which will be placed on the student's fine list.

3. The insurance policy will cover theft. If a Chromebook is **stolen** the family will need to provide a police report documenting the theft to waive the replacement charge. Without a police report, the device will be considered lost and replacement cost charged to the student/parent of which will be placed on the student fine list.
4. The insurance policy will cover the repair of a Chromebook from **accidental damage on the first incident**. A second incidence of damage, the cost to repair will be placed on the student's fine list. Damage that occurs to a Chromebook that was not in the District issued protective case is not covered by insurance.
5. If a charger is lost the student will need to pay full charger replacement cost at the then-current price. This cost will be placed on the student fine list.

### **Home Internet Access and Filtering**

1. Students are allowed to set up access to home wireless networks on their Chromebooks. This will allow students to access resources needed to complete school work.
2. **Chromebooks are content filtered (blocked from pornography, hate, violence, most social media) no matter what network they are on.** Any student who attempts to bypass the content filter is in violation of the Acceptable Use Agreement and subject to disciplinary action.

### **Saving to the Chromebook**

1. Student work will be saved in the student's Google Drive Account. Documents created in Google are automatically saved. Files that are created in or uploaded to Google Drive are accessible from any computer or Chromebook. There is also limited access to Google Drive files on other devices including laptops, tablets, and smartphones.
2. Files that are saved locally on the Chromebook (downloaded PDF's, for example) are only available on that Chromebook.

### **Apps and Extensions**

1. Oakridge manages the apps and extensions that are available on the Chromebook. Apps and extensions installed by the district are not to be removed by the student.
2. Any app or extension that violates the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be installed on the Chromebook.

### **Inspection**

1. Chromebooks are property of the Oakridge Public Schools and are subject to inspection at any time.
2. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and student conduct when using the Chromebook.

### **Chromebook Operating System Updates**

1. The Chromebook will update automatically every time the device is connected to the Internet.
2. If a Chromebook is running slowly, or has trouble connecting to a network, the Chromebook should be turned into the District's Technology Support Department for maintenance.

### **Children's Online Privacy Protection Act (COPPA)**

In order for Oakridge Public Schools to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below. Oakridge Public Schools utilizes several computer software applications and web-based services, operated not by Oakridge Public Schools, but by third parties. These include Google

## Apps and Schoology.

In order for our students to use these programs and services, certain personally identifying information, generally the student's name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools such as Oakridge Public Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator.

This form will constitute consent for Oakridge Public Schools to provide personally identifying information for your child consisting of first name, last name, email address and username to the following web-operators: Google, Follett, Apple, and to the operators of any additional web-based educational programs and services which the District may add during the upcoming academic year.

Please be advised that without receipt of this signed form, your enrollment package will not be considered complete as Oakridge Public Schools will be unable to provide your student (s) with the resources, teaching and curriculum offered by our 1:1 Chromebook initiative.

### **Personal Devices**

Students' use of Personal Communication Devices (PCDs) to wirelessly access the District's technology resources while they are on-site at any District facility is governed by Board Policy. When a student connects to and uses the District's technology resources, s/he must agree to abide by all applicable policies, administrative guidelines and laws.