



Chillicothe Middle School Chromebook Policy
2019-20

Chillicothe City School has issued Chromebooks to all students within Chillicothe Middle School, we have put into place two options for students and parents to choose in order to help protect this investment.

Students and parents will need to choose from the following two options:

Option 1:

Purchase an insurance plan for \$40 (payable to Chillicothe City Schools) within the first three (3) weeks of school or from date of enrollment at Chillicothe Middle School. This insurance will cover a student's chromebook for up to three breaks. Once a student's chromebook has been damage three times, regardless of damage (unless it is a mechanical failure for the computer) the student will no longer be allowed to have their chromebook and a student will be expected to utilize the "loaner" chromebooks that would be available in each of the classrooms.

Once a student who has insurance reaches two (2) breaks a letter will be issued to the parent that indicates that one more break will result in the student's loss of a student's possession of a personal Chromebook. After the third break a students has reached the maximum amount of damage, a letter will be sent to the students home outlining the three breaks that occurred and the date of the breaks.

** If a Chromebook is lost, insurance will NOT cover the cost of replacing the Chromebook.

***If a Chromebook is stolen, insurance will ONLY cover the theft if there is a police report filed and a copy given to the Chillicothe Middle School Office.

Option 2:

If a student or parent/guardian declines the insurance, repair fees will be assessed for the chromebook as the break occurs. The procedure for a student who breaks a chromebook will be as follows:

1. The student will take their Chromebook to the Google help desk to be sent off for repairs.
2. While repairs are occurring, the student will be able to utilize the loaner chromebooks that are located in each of the classrooms.
3. Weekly, Chillicothe Middle School will generate letters that are issued to any student who had a break that week. This letter will include the date of the break, cost to repair it and indicate that the student will not receive their chromebook back until this fee is paid.
4. Upon completion of repairs, the chromebook will be returned to the Chillicothe Middle School office where it will be stored in the vault.
5. Once the fee is paid, the chromebook would be reissued to the student.

A student will not receive their chromebook back until the repair is paid for and will be expected to utilize the "loaner" Chromebooks available in each of the classrooms.

If a parent chooses not to enroll in the insurance the first semester but would like to for the second semester, there will be an "open enrollment" for the first three weeks of the new semester.

After the insurance enrollment window closes (**September 13, 2019 - Semester 1**) (**February 17, 2020-Semester 2**) a student will automatically be enrolled in "Option 2".

** If a Chromebook is lost, the full cost of Chromebook replacement is expected.

***If a Chromebook is stolen, a Chromebook will be replaced if there is a police report filed and a copy given to the Chillicothe Middle School Office.

TECHNOLOGY PROTECTION PLAN ENROLLMENT

Please read this entire document to determine if you choose to opt in to the Chromebook Insurance Program. If you elect to opt in to the insurance plan, this completed form and payment is due within **three weeks of the start of school or your enrollment date**.

Coverage and Benefit

This agreement covers the Chromebook assigned to the student against damage up to three (3) breaks. Coverage is 24 hours per day. LOST OR STOLEN DEVICES ARE NOT COVERED UNLESS A POLICE REPORT IS FILED.

Effective and Expiration

This coverage is effective from the date this form and payment are received by the school through the date at which the Chromebook is required to be returned in good order to the school (at the end of the current school year).

Premium

The total premium cost is \$40. The Chromebook Insurance Plan is not refundable or prorated.

It is agreed and understood that:

- Participation is totally voluntary. If a student does not participate, they will be responsible for any costs associated with repairs.
- A separate application will be needed for each Chromebook covered.

The Chromebook Insurance Plan will only cover up to three breaks (3) per device per school year. Payment is due within **three weeks of the start of school or your enrollment date** for the plan to be in effect.

*This fee is not eligible to be waived.

Student's Name (Last, First) Phone Number Grade

Street Address School

City, State / Zip Code

_____ YES, I would like to participate in the Technology Protection Plan (\$40 per year per device).

_____ NO, I do not wish to enroll in the Technology Protection Plan and will pay for Chromebook damage as it occurs.

Parent / Guardian Signature Date

Office Use Only

Payment Date: _____

Check # _____

Receipt # _____

CHILLICOTHE MIDDLE SCHOOL ACCEPTABLE USE POLICY Google Chromebook Student Agreement

The Chillicothe City School District is pleased to be able to offer our students access to a Google Chromebook to advance their education. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. Students, you are responsible for the general care of the Chromebook that was issued to you by the Chillicothe City School District.

1. Saving documents on Google Docs

Students will be logging into our CCSD Google Apps for Education domain and saving documents to students.ccsd.us. With each individual's Chrome login, the student can access his or her schoolwork from any computer that has Internet access. The Chillicothe City School District makes no guarantee that their Internet will be up and running 100% of the time. In the rare case that the Internet is down, the District will not be responsible for lost or missing data.

2. Software on Chromebooks

All software and apps on the Chromebooks will be installed and managed wirelessly by the District. Students will not be able to install additional apps on their Chromebooks. Additional software will be installed, wirelessly, as they are recommended and approved by teachers and site administrators.

3. Chromebooks must be brought to school each day in a fully charged condition.

Students need to charge their Chromebooks each evening. In cases where use of the Chromebook has caused batteries to drain, students may be able to connect their computers to a power outlet in class.

4. Non-Functioning Chromebooks

Chromebooks that are broken, or fail to work properly, must be taken **immediately** to the Chillicothe Chromebook Help Desk. If deemed necessary, the Chillicothe Chromebook Help Desk will issue a replacement. After the second break the third device will result in a disciplinary action by the building principal and the principal will provide a plan for the students to use the device at the school with improved responsibility by the student.

5. Protect the Chromebook by following these rules:

The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen.

- Close the Chromebook screen before moving it, unless directed to do so by a teacher.
- Do not remove the students.ccsd.us domain from the Chromebook.
- Do not lean on the top of the Chromebook when it is closed.
- 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 remove the Chillicothe Schools plastic cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Chillicothe City Schools.
- Chromebooks must never be left in an unlocked car or any unsupervised area.
- Students are responsible for charging their Chromebook battery before the start of each school day.
- Students may be selected at random, by teachers or administrators, to provide their Chromebook for inspection for damages or misuse.

1. Chromebook Check-In

Chromebooks will be returned to Chillicothe Chromebook Helpdesk during the last two weeks of school. If a student transfers out of CCSD during the school year, the Chromebook must be returned at the time of withdrawal. If a student's Chromebook and/or AC power adaptor have been damaged or defaced, the student will be billed, either for the repair or replacement of the Chromebook, the adaptor, or both during the year-end check out, or when the student withdraws from the CCSD.

If a student Chromebook is not returned during year-end check-in or upon transferring out of district, the site administrator will ensure that it is returned in a timely manner. If the administrator is unable to obtain the student's Chromebook, the student will be billed for the replacement of the Chromebook, the adaptor, or both by adding the cost of the equipment to the student's school fees. Failure to pay fees in a timely manner will have consequences that could result in the student's inability to participate in graduation ceremonies and graduate.

2. Chromebook Costs

Students are responsible for all physical damage done to their Chromebook. The cost will be what the school district has to pay for the replacement parts.

Consequences for Violations:

Violations of these Acceptable Use Policy rules may result in disciplinary action. Consequences may include, but not be limited to, the loss of a user's privileges to use the school's information technology resources. Further disciplinary actions may be imposed in accordance with the Code of Conduct up to and including suspension, or expulsion, depending on the degree and severity of the violation. See student discipline ladder for likely discipline that will be handed out for violations of the Acceptable Use Policy.

Supervision and Monitoring

The use of District owned information technology resources is not private. School and administrators, and their authorized employees, monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators and teachers reserve the right to examine devices (personal or school owned) in order to further the health, safety, discipline, or security of any student. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

Disclaimer of Liability

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage, or loss, incurred by a user, or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of e-mail sent and received over any computer network. The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.

Student Disclaimer

With the increased access to informational technology and the privilege that comes with technology, is greater student responsibility to appropriately use the technology and monitor their own behavioral and acceptable use of this resource.
I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student Name (printed)

Student Signature

Date
