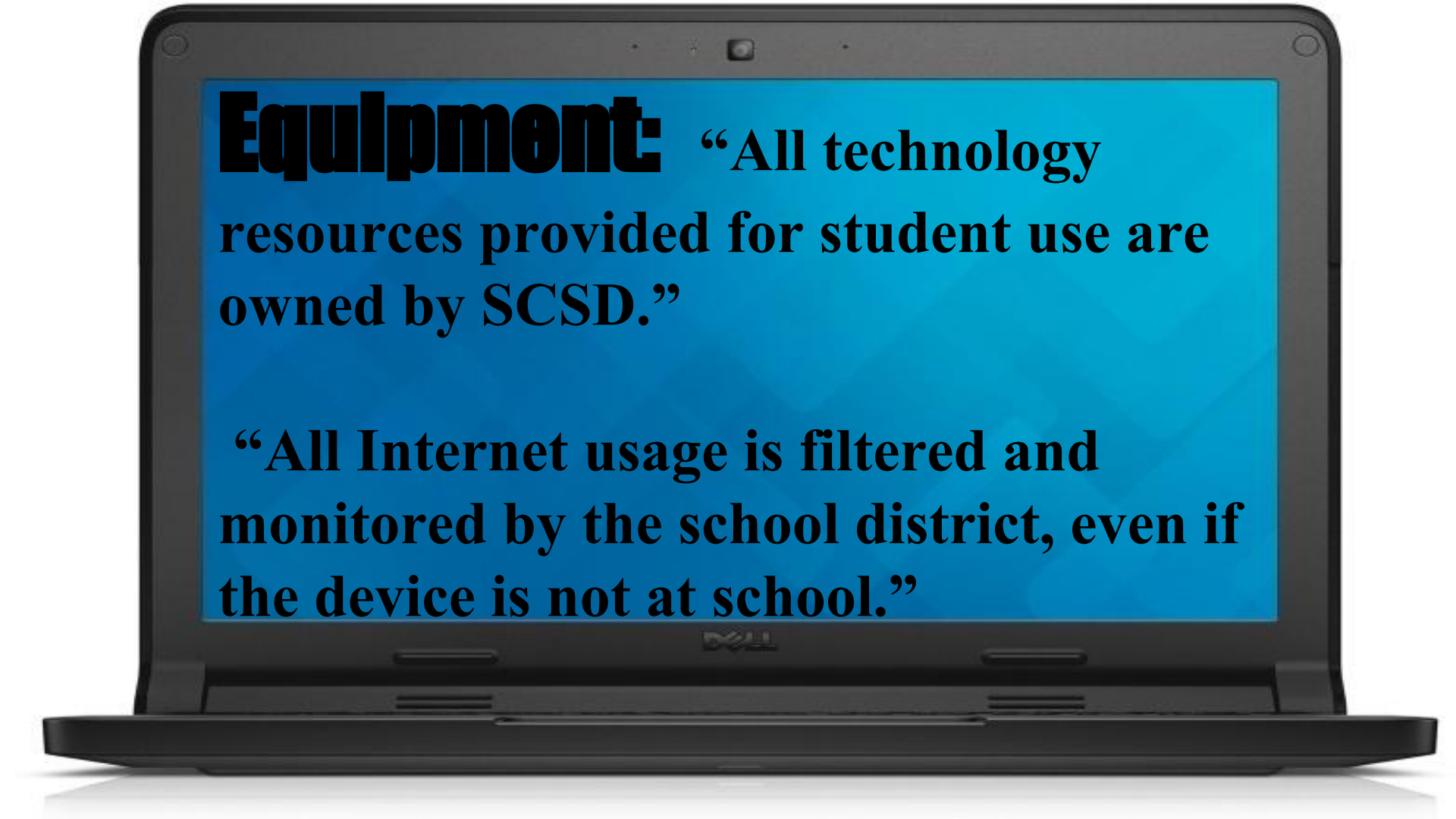# Student Chromebooks

Overview, Equipment, Rules and Care

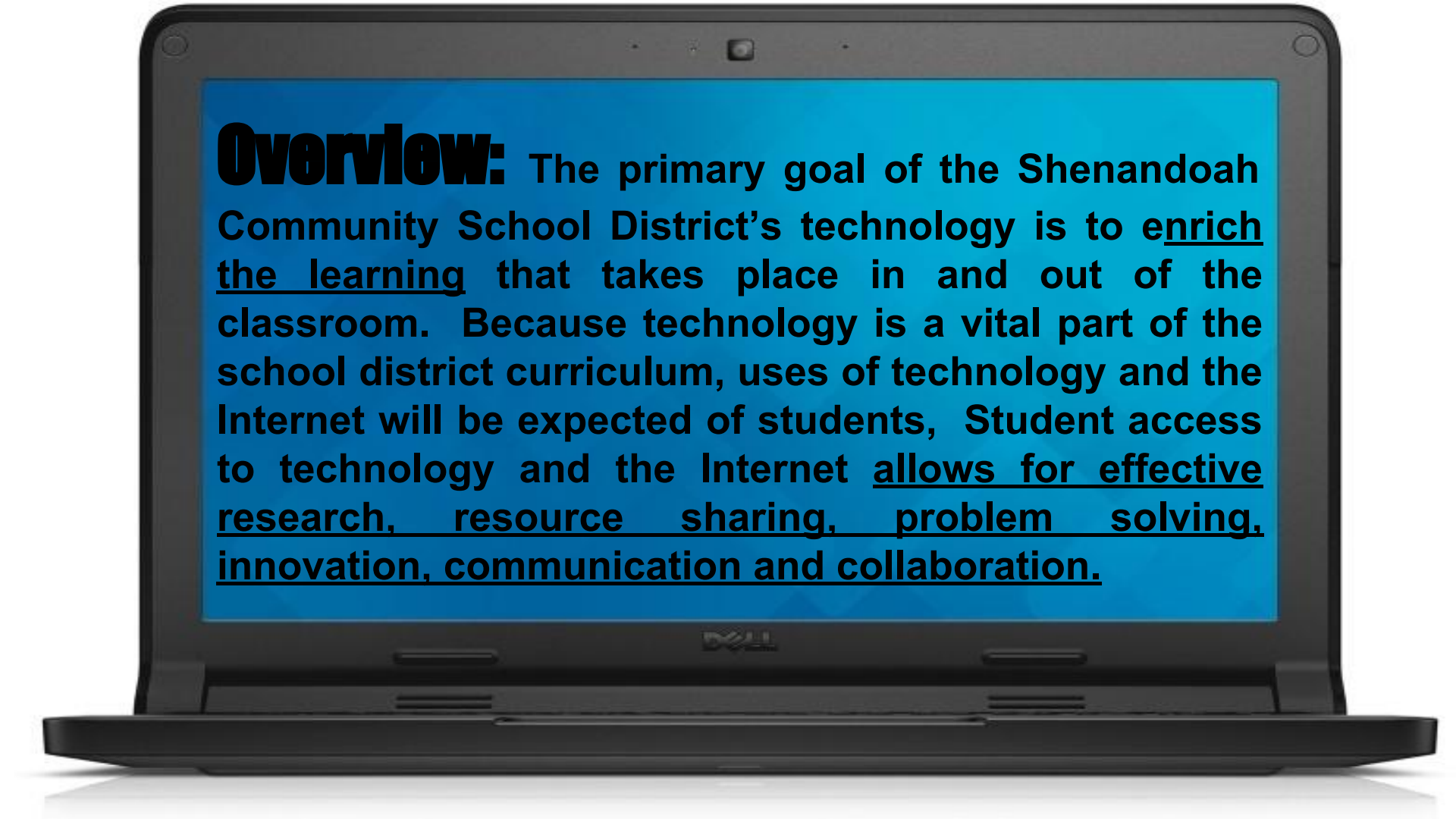# Equipment: Any technology provided to students for use inside or outside of school must be returned in the same condition as issued.

Equipment: "All technology resources provided for student use are owned by SCSD."

"All Internet usage is filtered and monitored by the school district, even if the device is not at school."

Overview: The primary goal of the Shenandoah Community School District's technology is to <u>enrich the learning</u> that takes place in and out of the classroom. Because technology is a vital part of the school district curriculum, uses of technology and the Internet will be expected of students, Student access to technology and the Internet <u>allows for effective research, resource sharing, problem solving, innovation, communication and collaboration.</u>

Equipment: "District staff may collect and/or inspect the technology at any time, directly or by remote access."

Equipment:

"Students are responsible for filing, organizing, and backing up data. SCSD is not responsible for any misplacement or loss of data."

General Technology Rules

*Care for all school Devices used:

*Report any damage to technology *immediately*
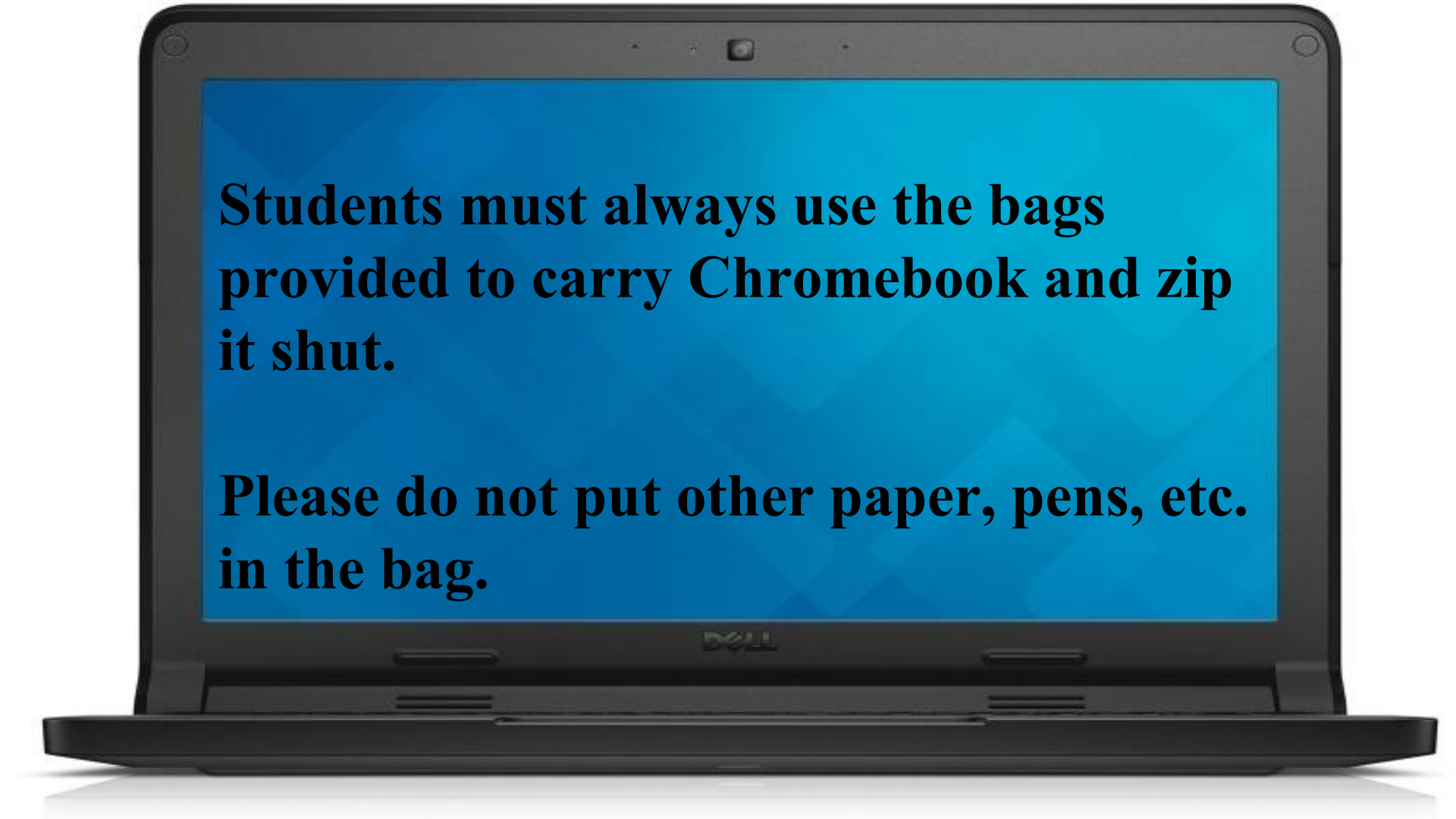
***Access the system for
EDUCATIONAL PURPOSES ONLY!**

*Use appropriate language and be respectful of others.

Device Care:

1. Treat with care
2. When not using your computer, store in provided bag.
3. Keep device *and* bag clean.
4. In hallways, <u>ALWAYS</u> have your computer in your provided bag.

Students must always use the bags provided to carry Chromebook and zip it shut.

Please do not put other paper, pens, etc. in the bag.

Device Care:

5. When/if devices are taken out of school, store in a safe place.

6. Device cleaning should be done carefully. Use soft, dry lint free cloth when cleaning. Never use chemical cleaning products. Ask for help if you need it.

Device Care:

7. Please do not do anything to it that will alter the computer in anyway. Do not attempt to remove or change the physical structure of the device, including the keys, screen, or casing. If you do, you are responsible for 100% of the repair or replacement.

Device Care:

8. Keep devices away from food and drink.

9. Report any technical problems to your teacher.

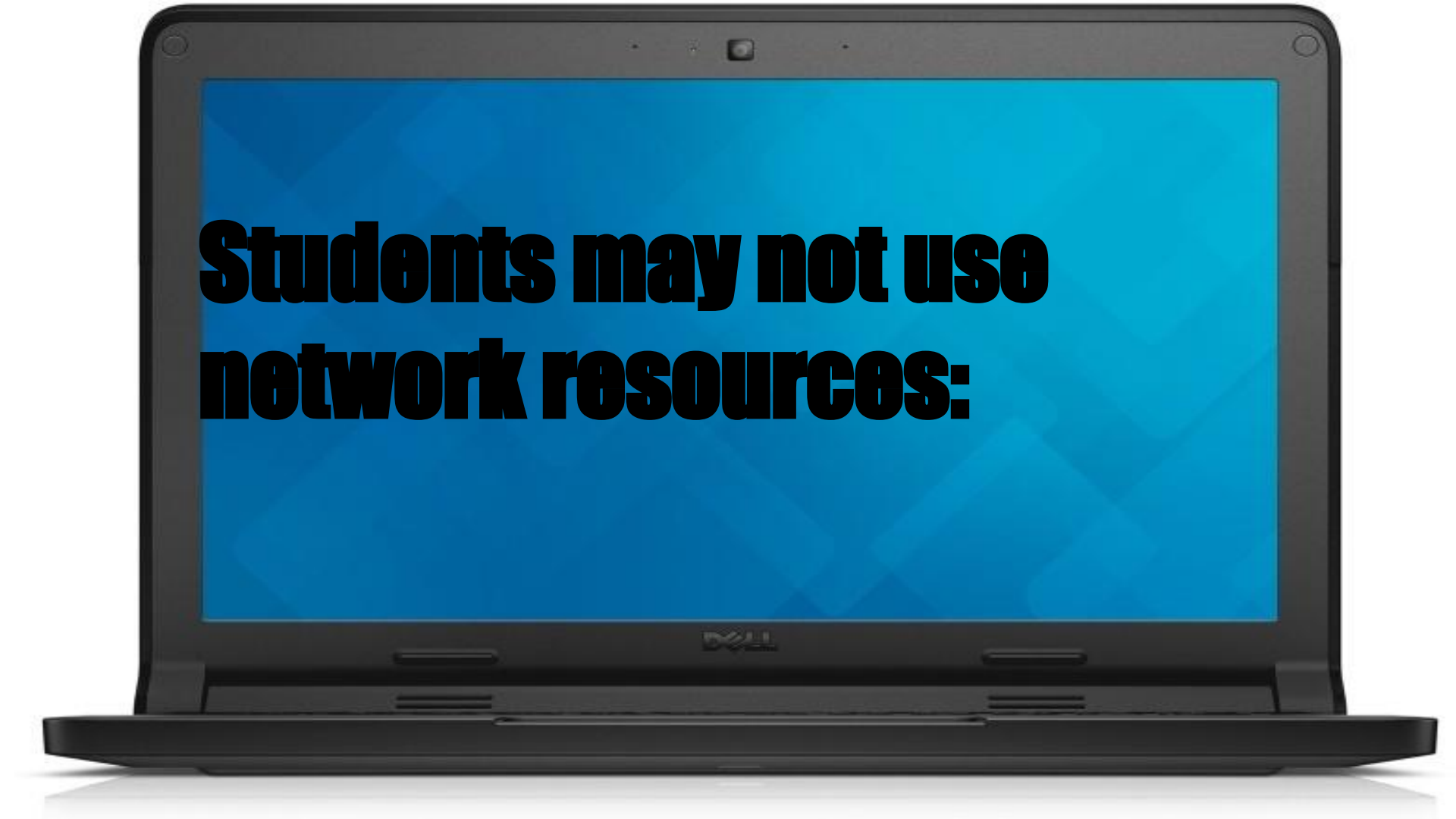10. You are the only one to use your computer….ever.

Device Care:

11. Please do not remove or interfere with the serial number or identification place on the computer.

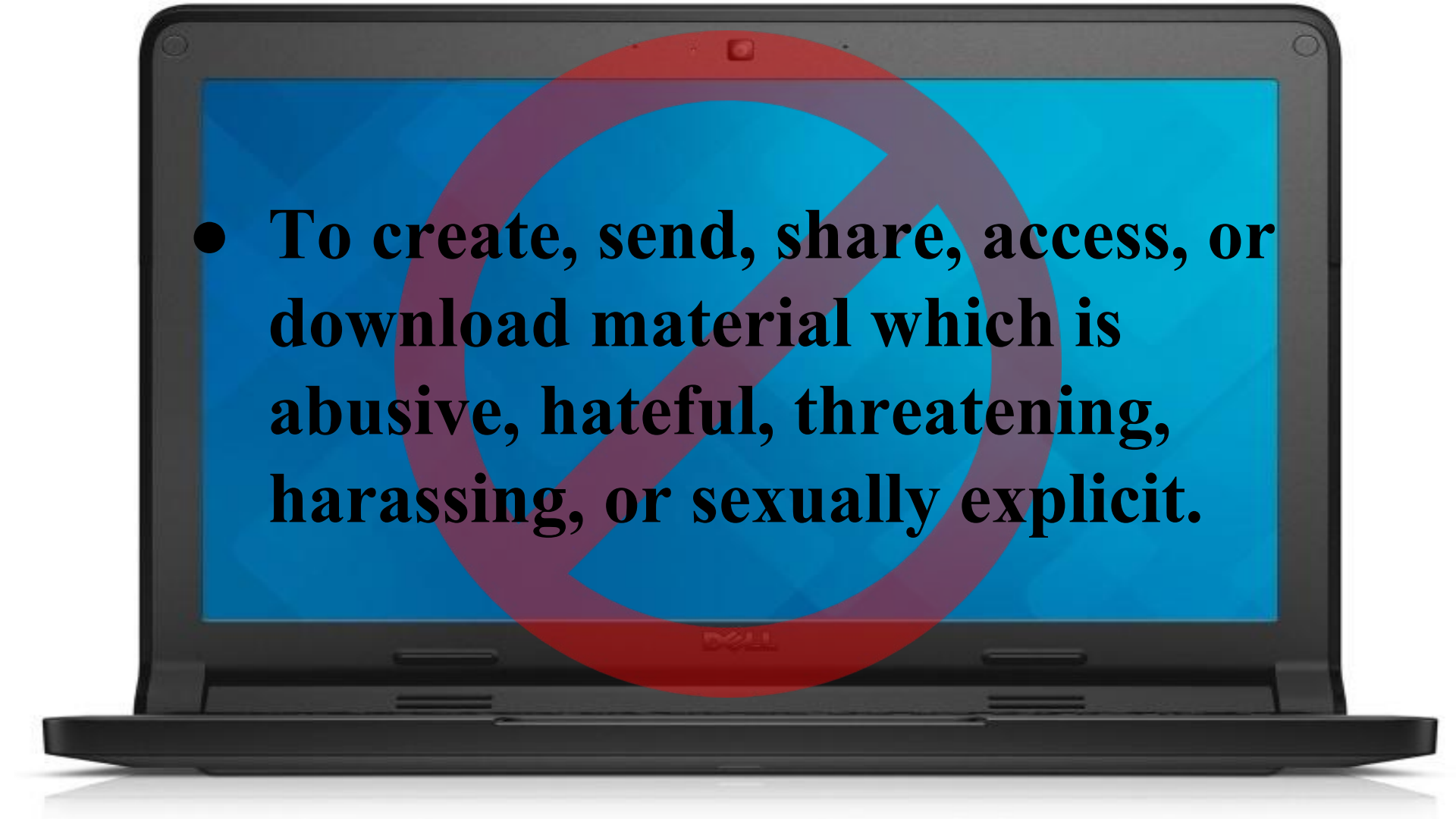**12. ALWAYS remove device from the bag when charging! Ensure the device has air circulation while charging.**

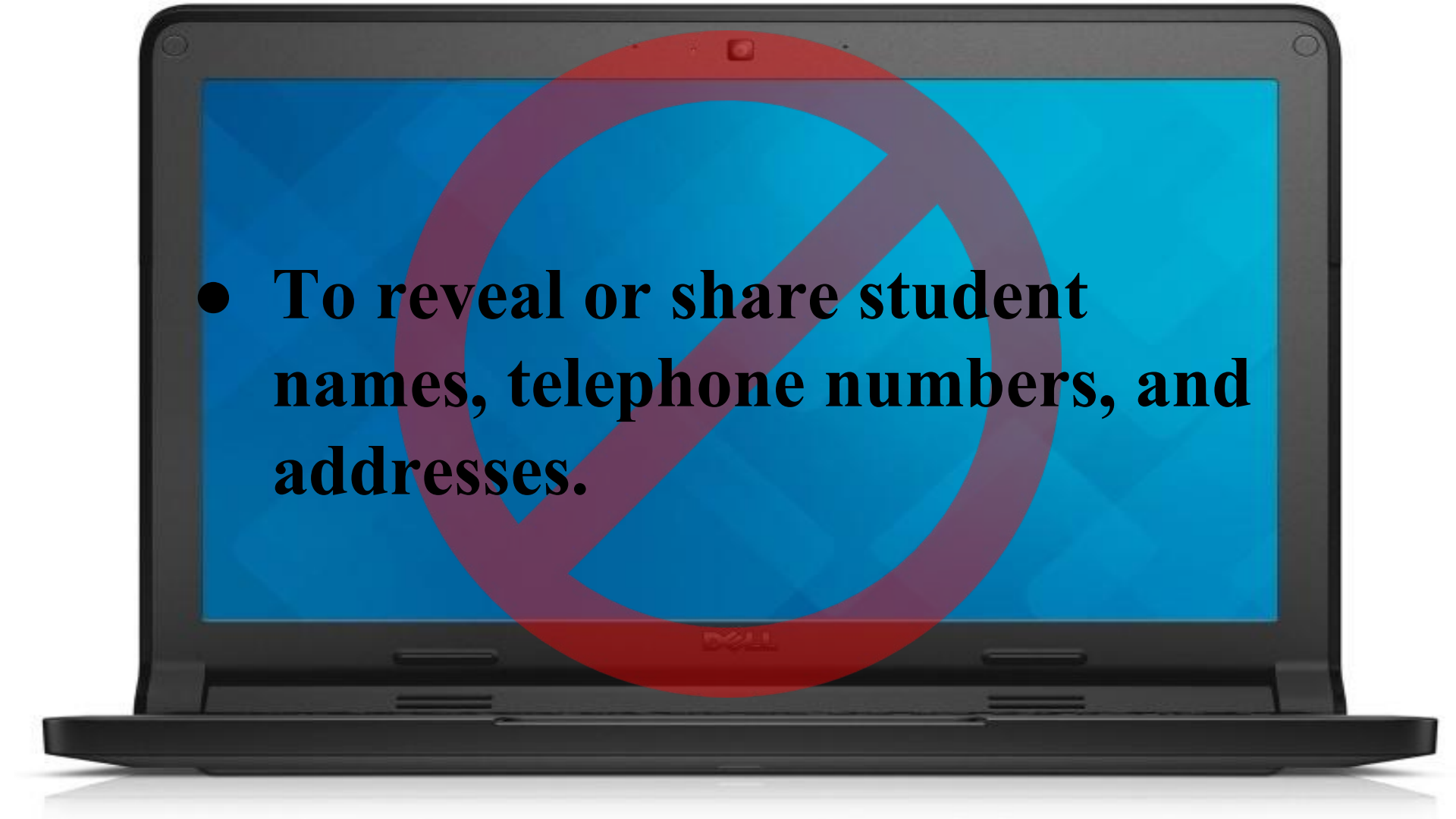*Keep passwords and personal information confidential.

*Follow the Technology Policy and Rules with all devices brought from home and connected to the district's network.

TOP SECRET

Students may not use network resources:

- **To create, send, share, access, or download material which is abusive, hateful, threatening, harassing, or sexually explicit.**

- **To reveal or share student names, telephone numbers, and addresses.**

- **To download, stream, or listen to Internet-based music, video, or large image files not for school work, as this slows the performance of network for all users.**
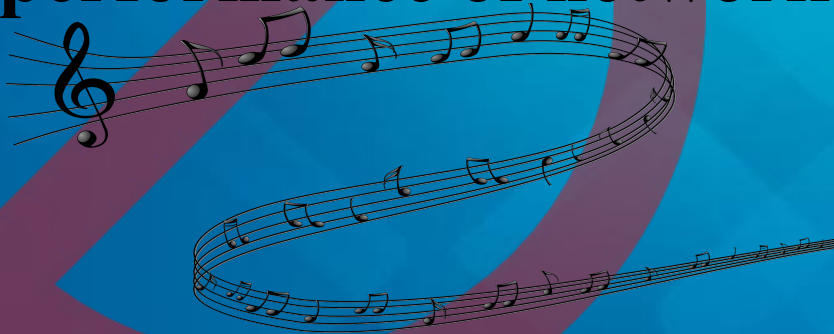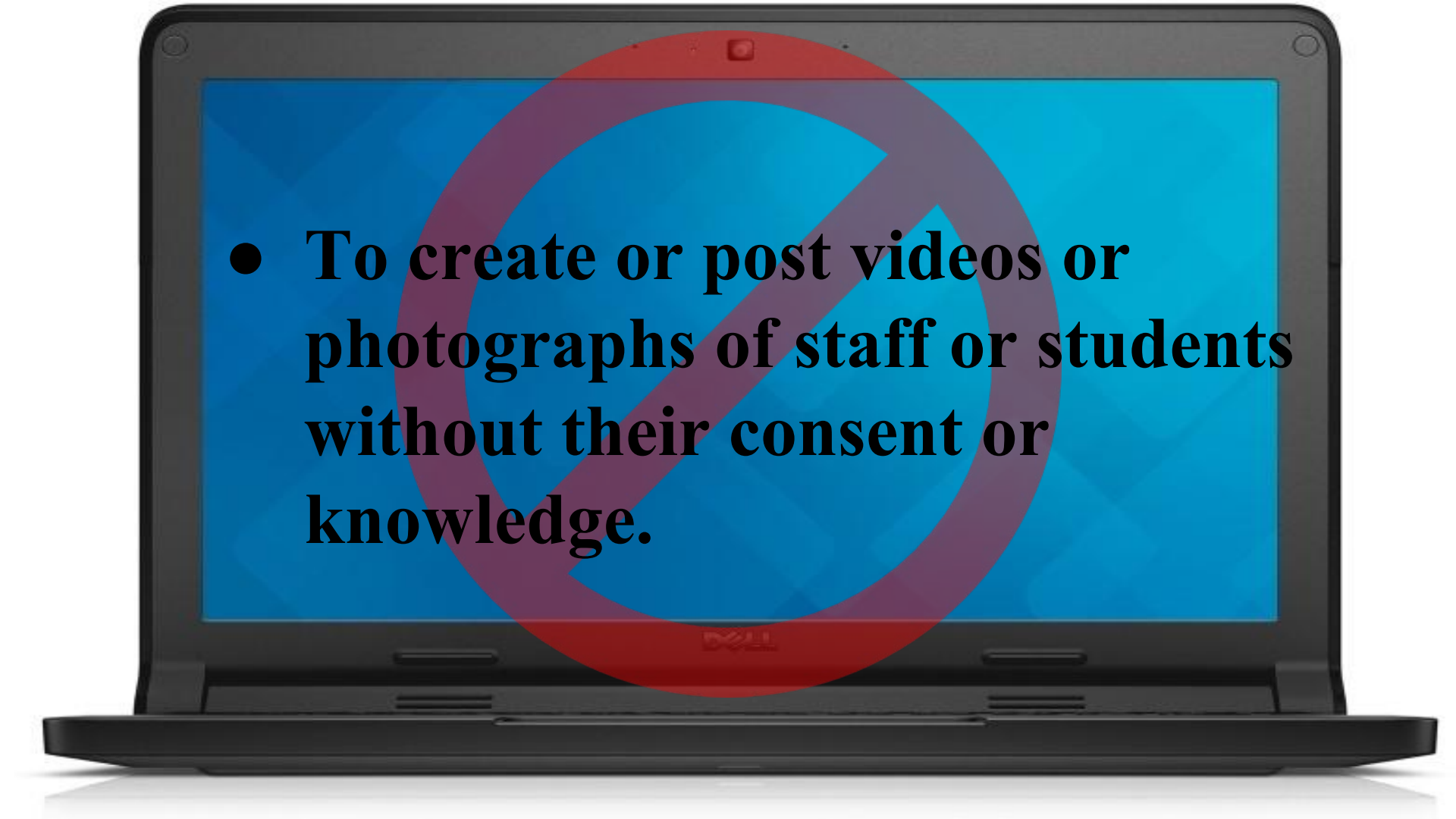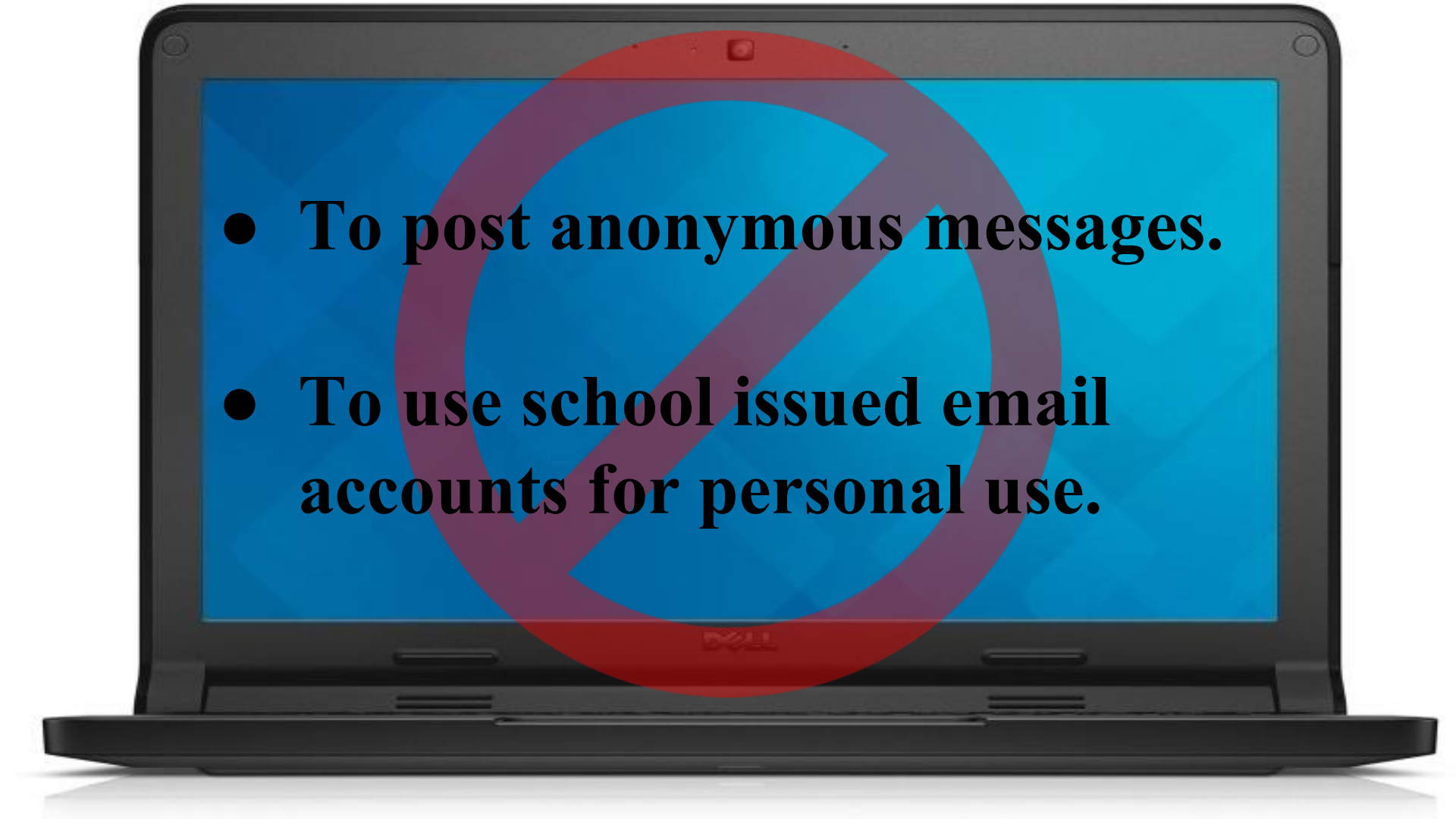
- **To alter, add, or delete any files that affect the usability or configuration of a school device.**
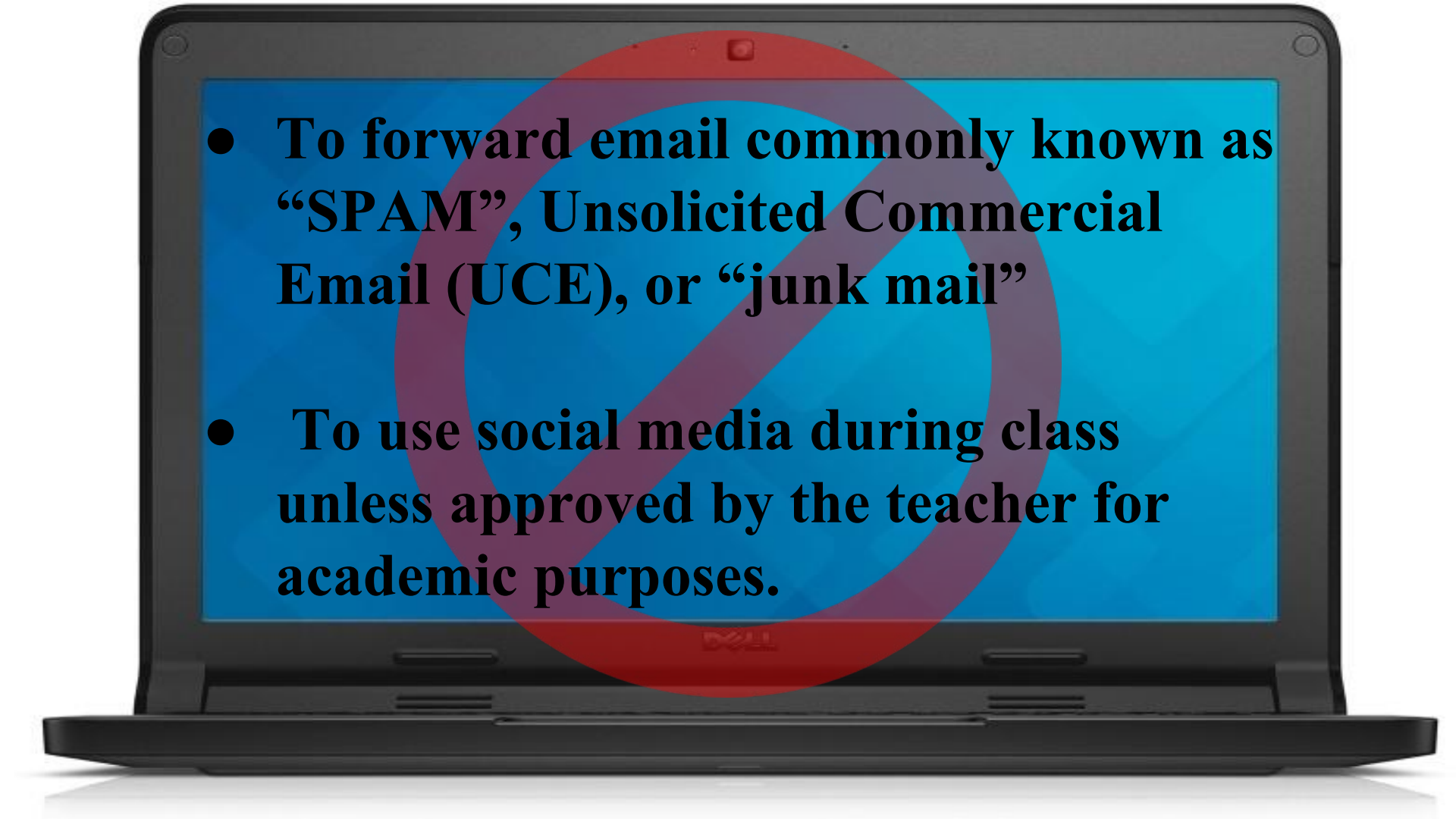
● **Attempt to alter any district network or server configuration.**
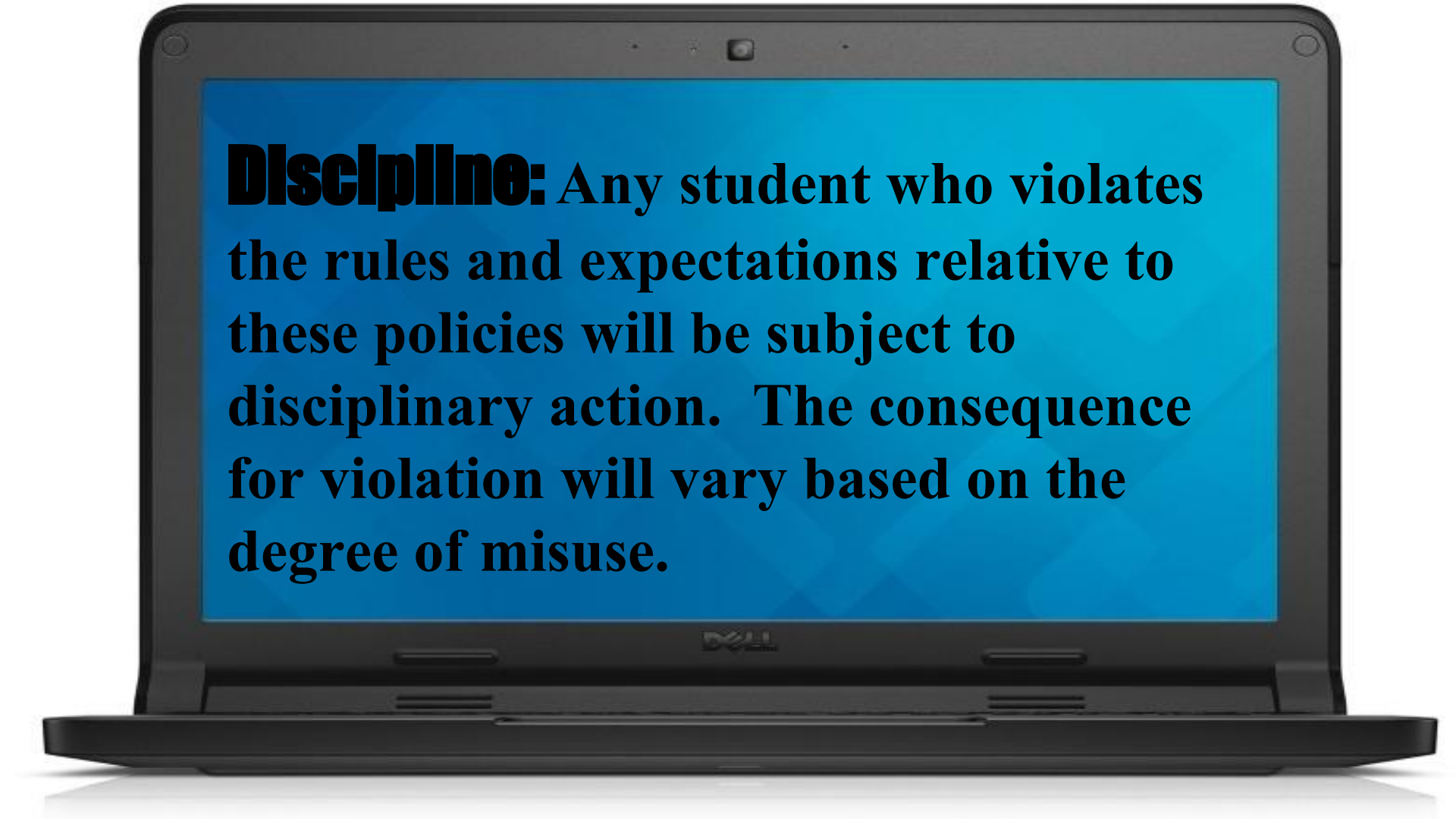
● **To do projects for personal profit outside of assigned school work.**

- **To conduct any illegal or immoral activity.**

- **To access the data or accounts of another user.**

- **To create or post videos or photographs of staff or students without their consent or knowledge.**

- To post anonymous messages.

- To use school issued email accounts for personal use.

- **To forward email commonly known as "SPAM", Unsolicited Commercial Email (UCE), or "junk mail"**

- **To use social media during class unless approved by the teacher for academic purposes.**

Discipline: Any student who violates the rules and expectations relative to these policies will be subject to disciplinary action. The consequence for violation will vary based on the degree of misuse.

Discipline:

*Written warning documented in the student information system.

*Detention

*In-school or out-of-school suspension

Discipline:

Revocation of network/internet privileges.

1. Three week suspension of network/Internet privileges
2. Nine week suspension of network/Internet privileges
3. Suspension of network/Internet privileges for the remainder of the year.

Discipline:

*Revocation of all technology use
*Expulsion from school
*Involvement of local law enforcement

Discipline:

Financial restitution for damage

Damage Scale: Students are responsible for district devices while in their possession. In the event of non-intentional damage to the computer that was not due to a machine defect, the device's responsible student/family will share in the cost for damages according to the following schedule.

1. First incident up to $50.00
2. Second incident up to $100.00
3. Third and final - Full cost of repair or replacement.

If a computer is damaged, the student must notify the school immediately.

SCSD reserves the right to charge the student the full cost for repair or replacement as determined by administration.

Please don't:
   *Leave equipment unattended and unsecured.
   *Lend to other people or friends.
   *Use in an unsafe environment or manner.
*NEVER bring your computer to the locker room, bathroom or lunchroom. The safest place for them is in a locked classroom or a locked locker.

Device Personalization:

Only the Technology Director or designee can install programs and apps to student devices.

Student may customize font size and wallpaper.

Sorry, no stickers, markings in or on computer or bags.

Student Printing:

Chromebooks do not have access to printer.

Students may share a document with a teacher and have them print it from their device.

Please let the school know if you have questions.
Have a great school year!

GO MUSTANGS & FILLIES!!!!