



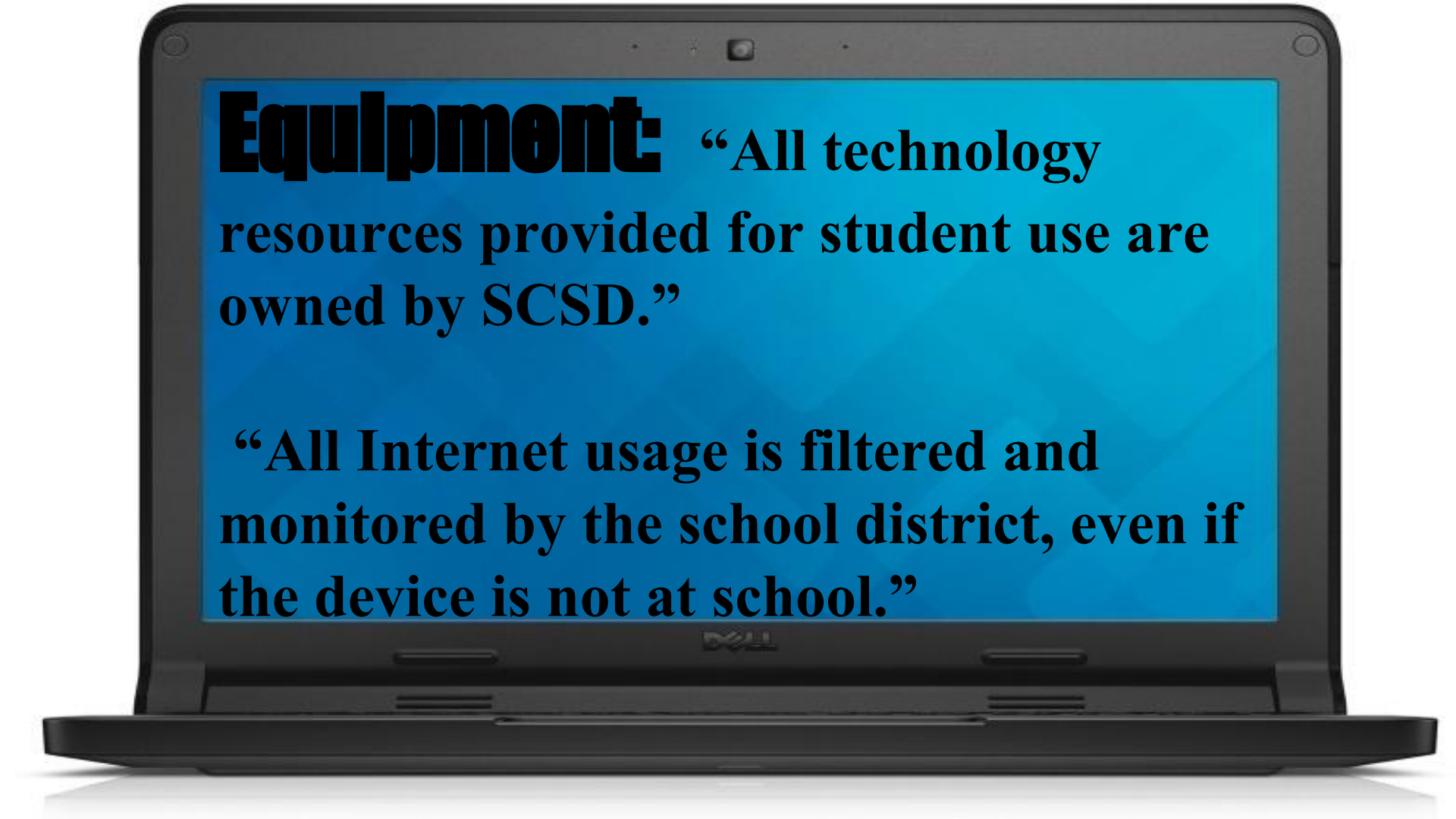
Student Chromebooks

Overview, Equipment, Rules and Care

Equipment:

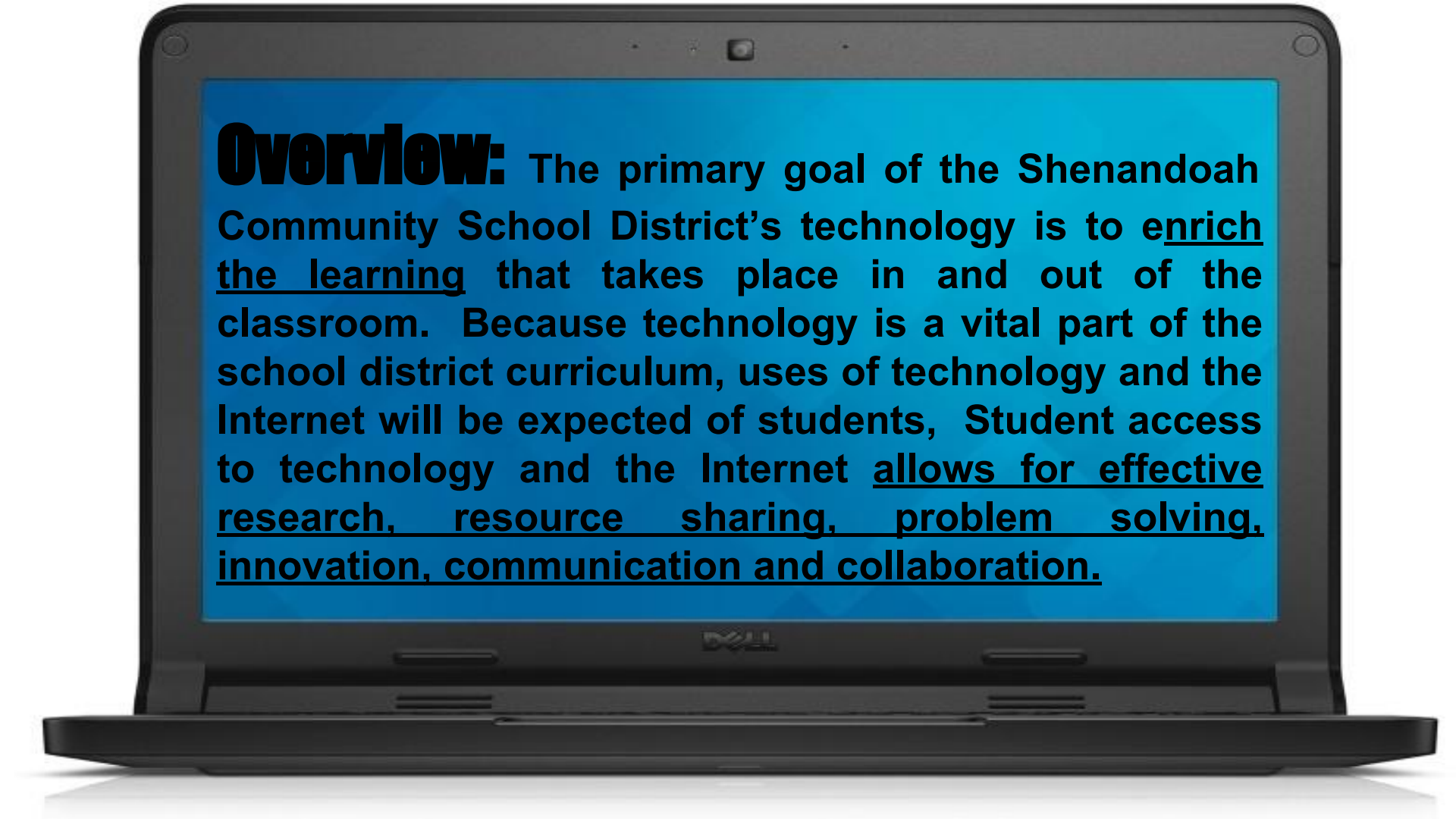
Any technology provided to students for use inside or outside of school must be returned in the same condition as issued.



A black Dell laptop is shown from a front-facing perspective, slightly angled. The screen is a vibrant blue and contains two paragraphs of text in a bold, black, serif font. The laptop's keyboard and trackpad are visible at the bottom, and the Dell logo is centered on the bezel below the screen. The background is plain white.

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.”

A black Dell laptop is shown from a front-facing perspective, slightly angled. The screen is illuminated with a solid blue background. On the screen, the word "Overview:" is written in a large, bold, black font. To its right, a paragraph of text is displayed in a smaller, bold, black font. The text describes the primary goal of the Shenandoah Community School District's technology, which is to enrich learning. It mentions that because technology is a vital part of the curriculum, students are expected to use it and the Internet. The text concludes by stating that student access to technology and the Internet allows for effective research, resource sharing, problem solving, innovation, communication, and collaboration. The words "enrich the learning" and "allows for effective research, resource sharing, problem solving, innovation, communication and collaboration" are underlined in the original image. The Dell logo is visible on the bottom bezel of the laptop.

Overview: The primary goal of the Shenandoah Community School District's technology is to enrich the learning 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 allows for effective research, resource sharing, problem solving, innovation, communication and collaboration.

A black Dell laptop is shown from a front-facing perspective, slightly angled. The screen is a vibrant blue and displays the following text in a bold, black, serif font. The text is centered on the screen. The laptop's keyboard and trackpad are visible at the bottom, and the Dell logo is centered on the bezel below the screen. The background is plain white.

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



A black Dell laptop is shown from a front-facing perspective, open. The screen is a solid blue color and displays two lines of text. The first line is in a large, bold, black sans-serif font. The second line is in a smaller, black serif font, with the word "immediately" in italics. The laptop's bezel and keyboard area are visible at the bottom and sides.

***Care for all school Devices used:**

***Report any damage to technology
*immediately***

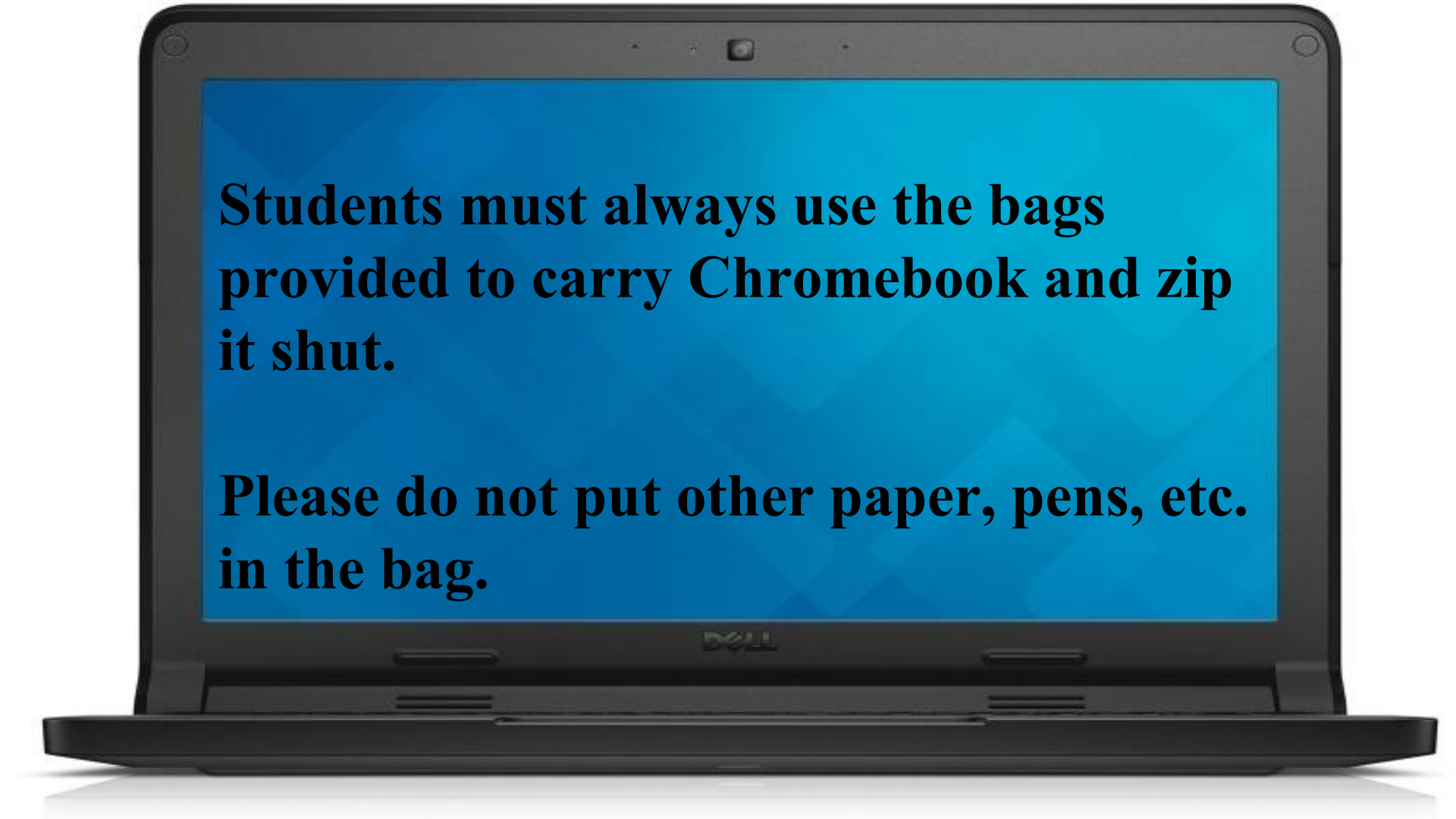


*Access the system for
EDUCATIONAL PURPOSES ONLY!

*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, ALWAYS have your computer in your provided bag.**

A black Dell Chromebook laptop is shown from a front-facing perspective, open. The screen is a solid blue color and displays two lines of text in a bold, black, serif font. The text provides instructions for carrying the device. The laptop's keyboard and trackpad are visible at the bottom, and the Dell logo is centered on the bezel below the screen. The background is plain white.

**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:

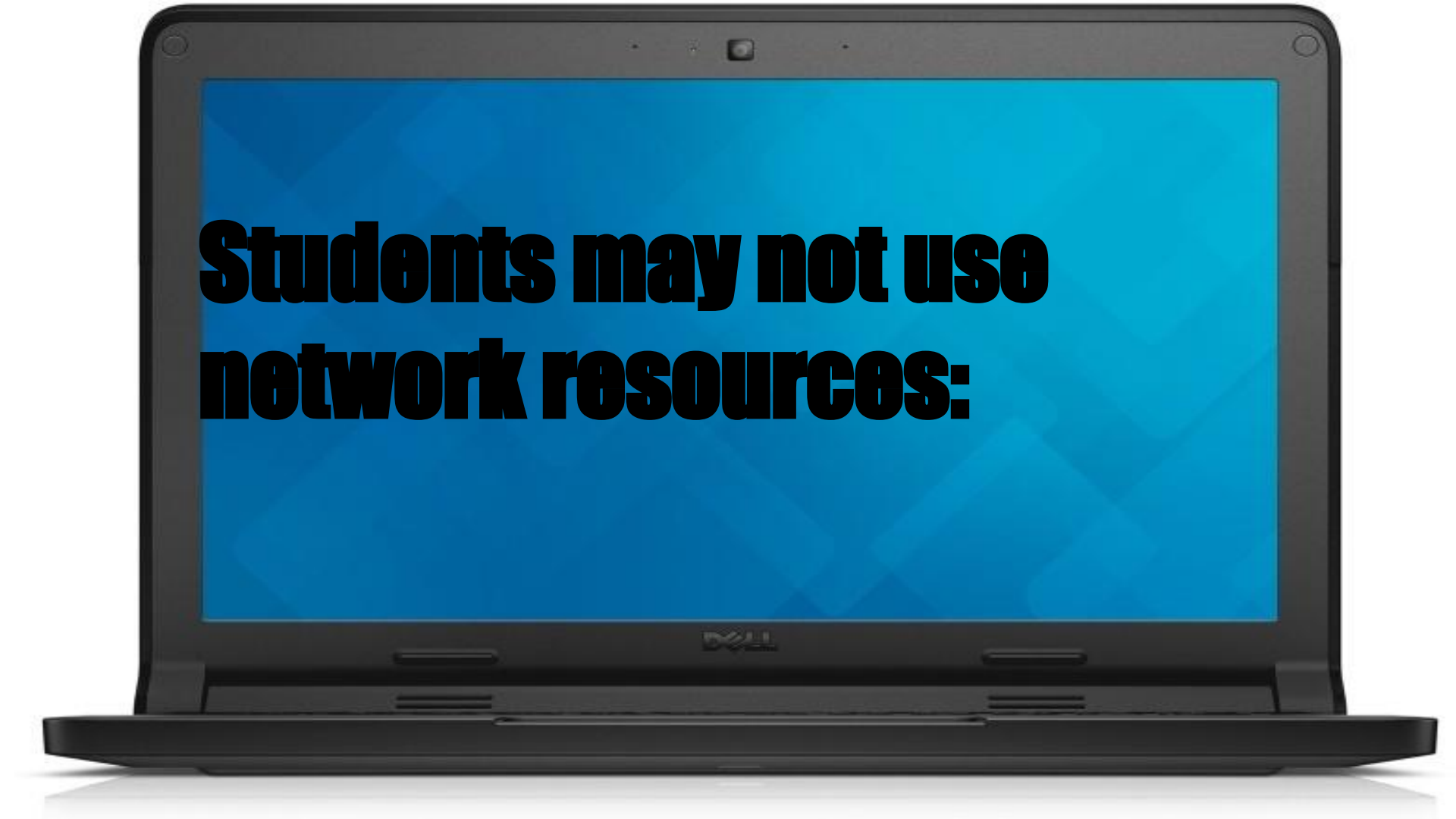
11. Please do not remove or interfere with the serial number or identification place on the computer.

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

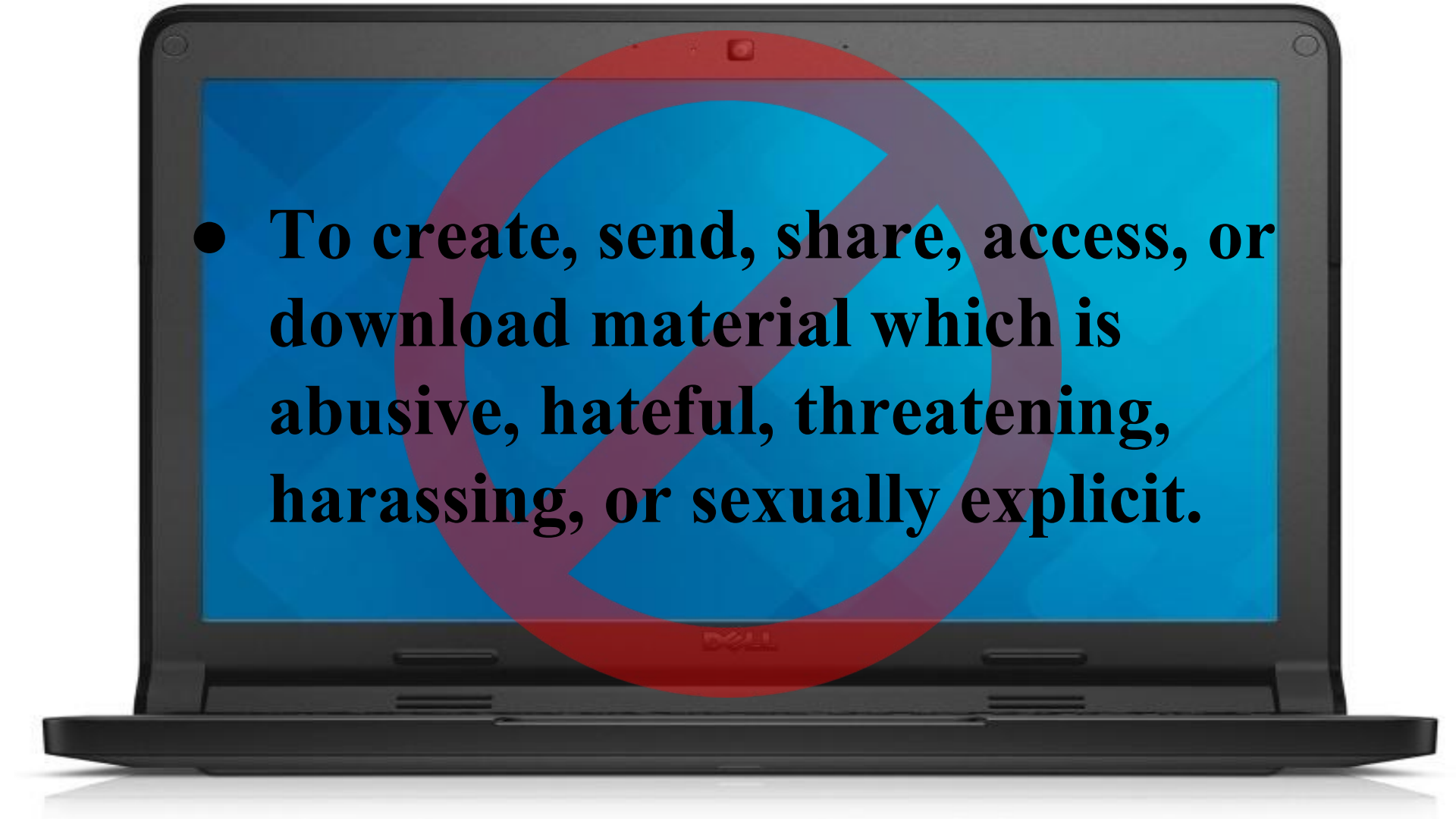
***Keep passwords and personal information confidential.**

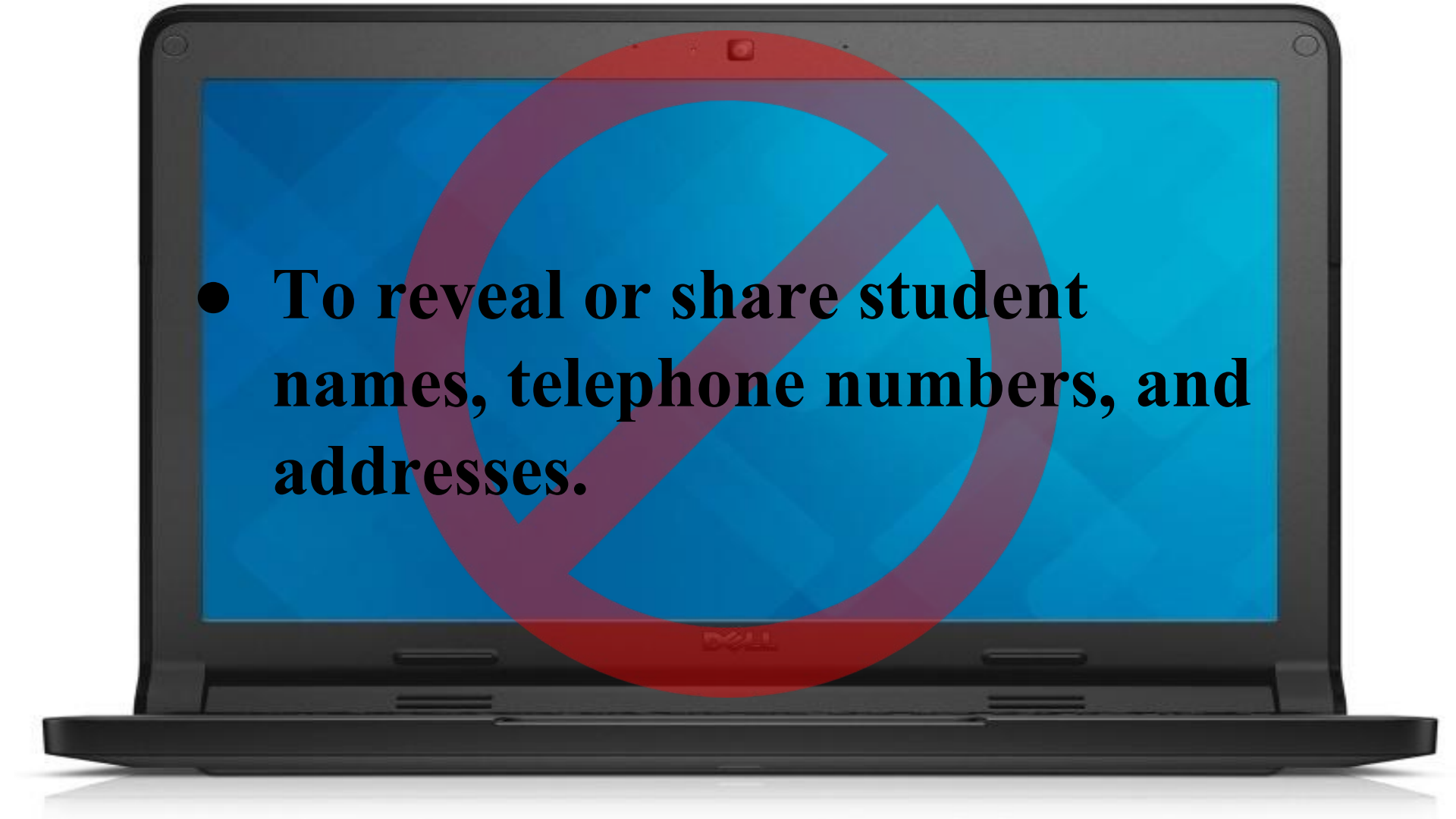
TOP SECRET

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

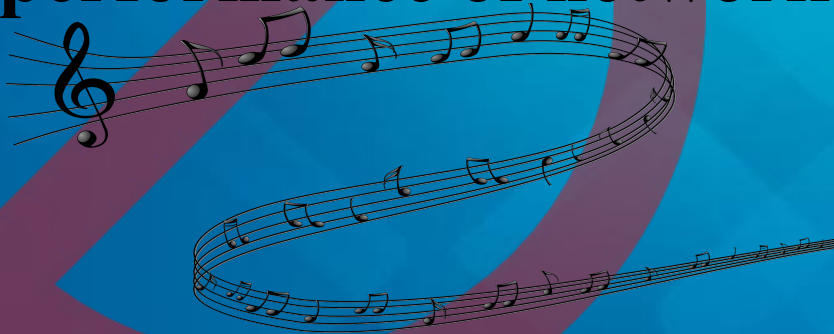
A black Dell laptop is shown from a front-facing perspective, open. The screen is a solid blue color. In the center of the screen, the text "Students may not use network resources:" is displayed in a large, bold, black font. The laptop's bezel is visible, and the Dell logo is centered below the screen. The background is plain white.

**Students may not use
network resources:**

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

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- **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.**

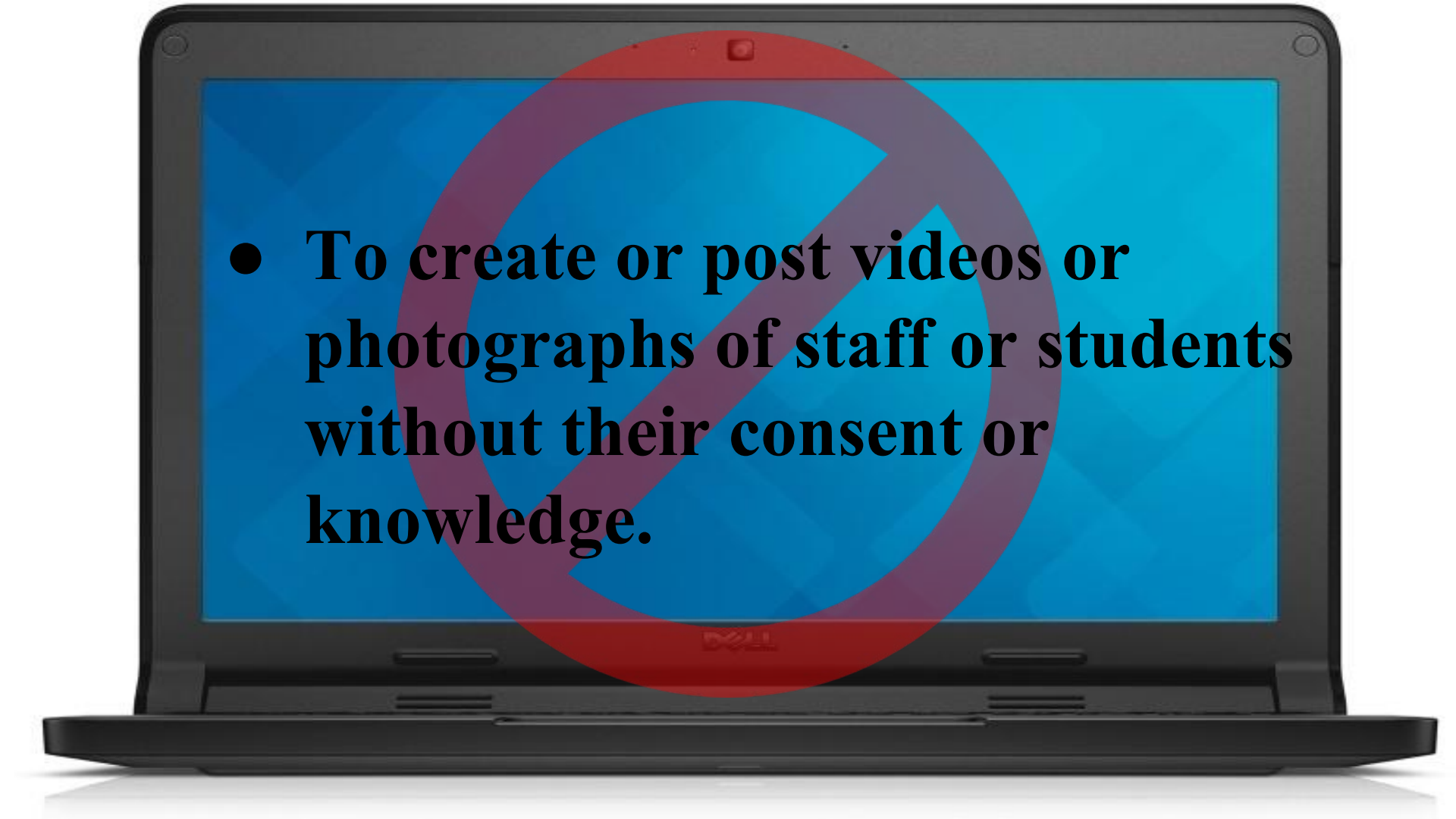


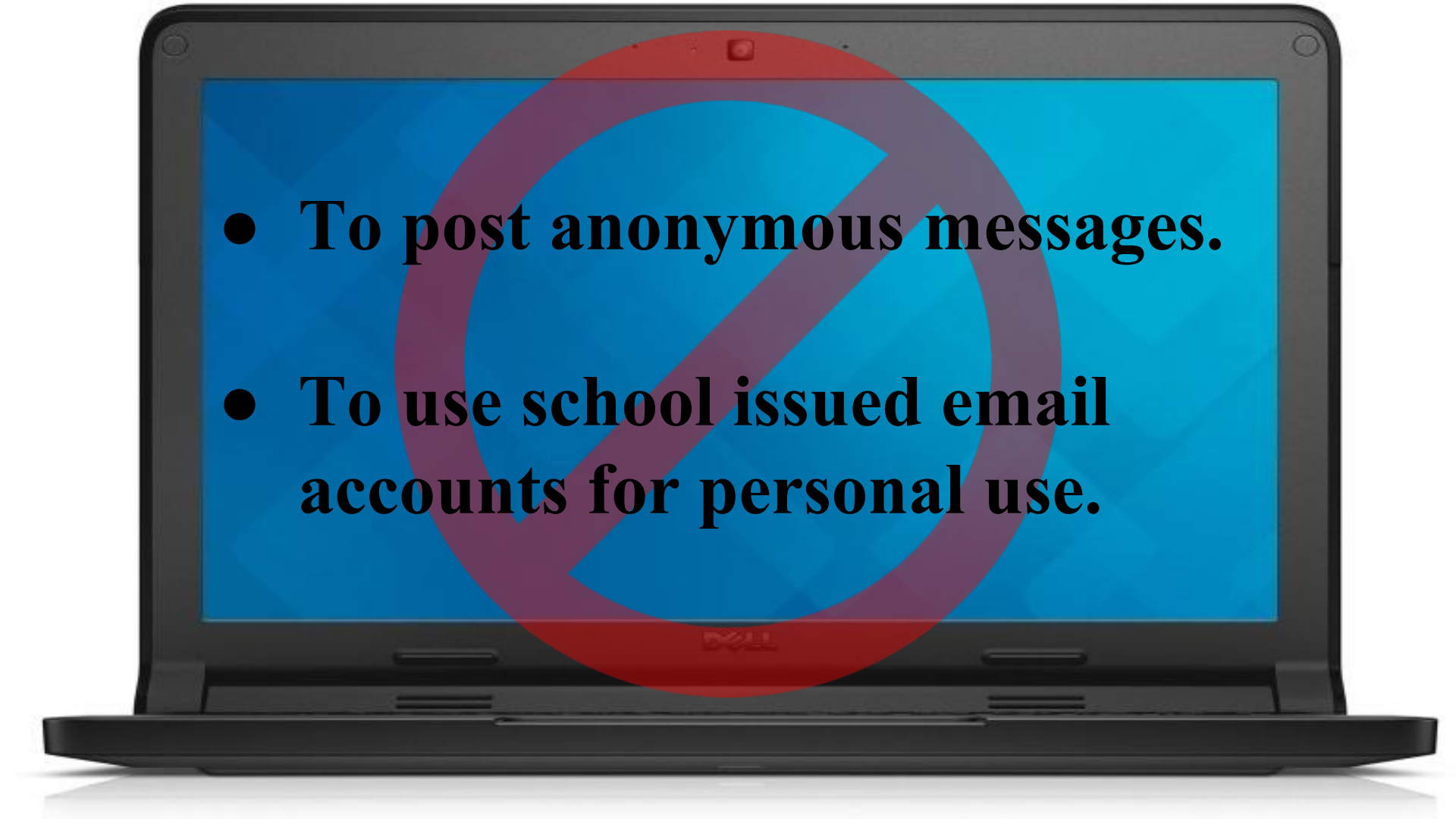
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- A black Dell laptop is shown from a front-facing perspective. The screen is a solid light blue color. A large, semi-transparent red prohibition sign (a circle with a diagonal slash) is centered over the screen. On the screen, there is a single bullet point in bold black text. The Dell logo is visible on the bottom bezel of the laptop.
- **To alter, add, or delete any files that affect the usability or configuration of a school device.**

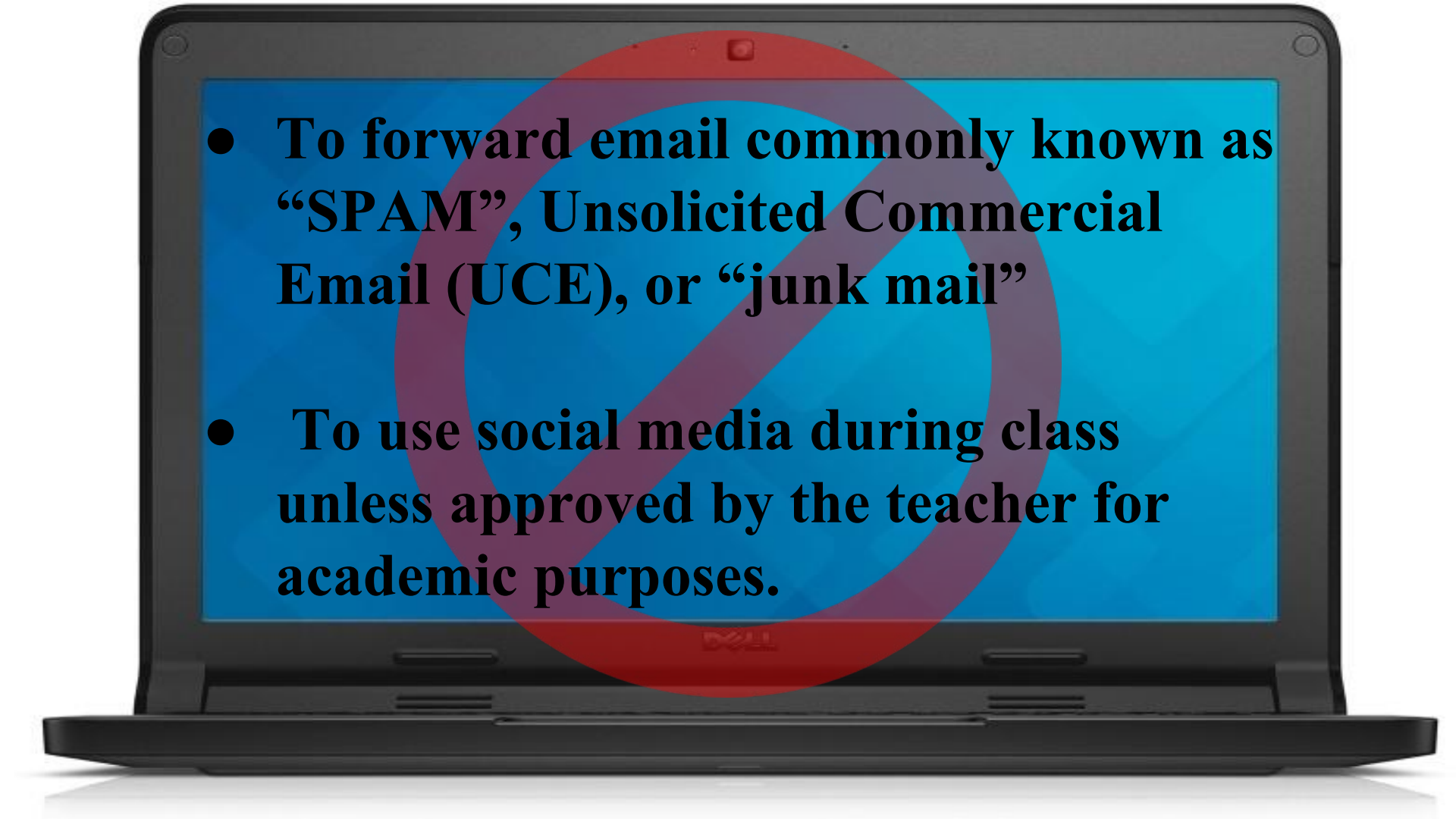
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- **Attempt to alter any district network or server configuration.**

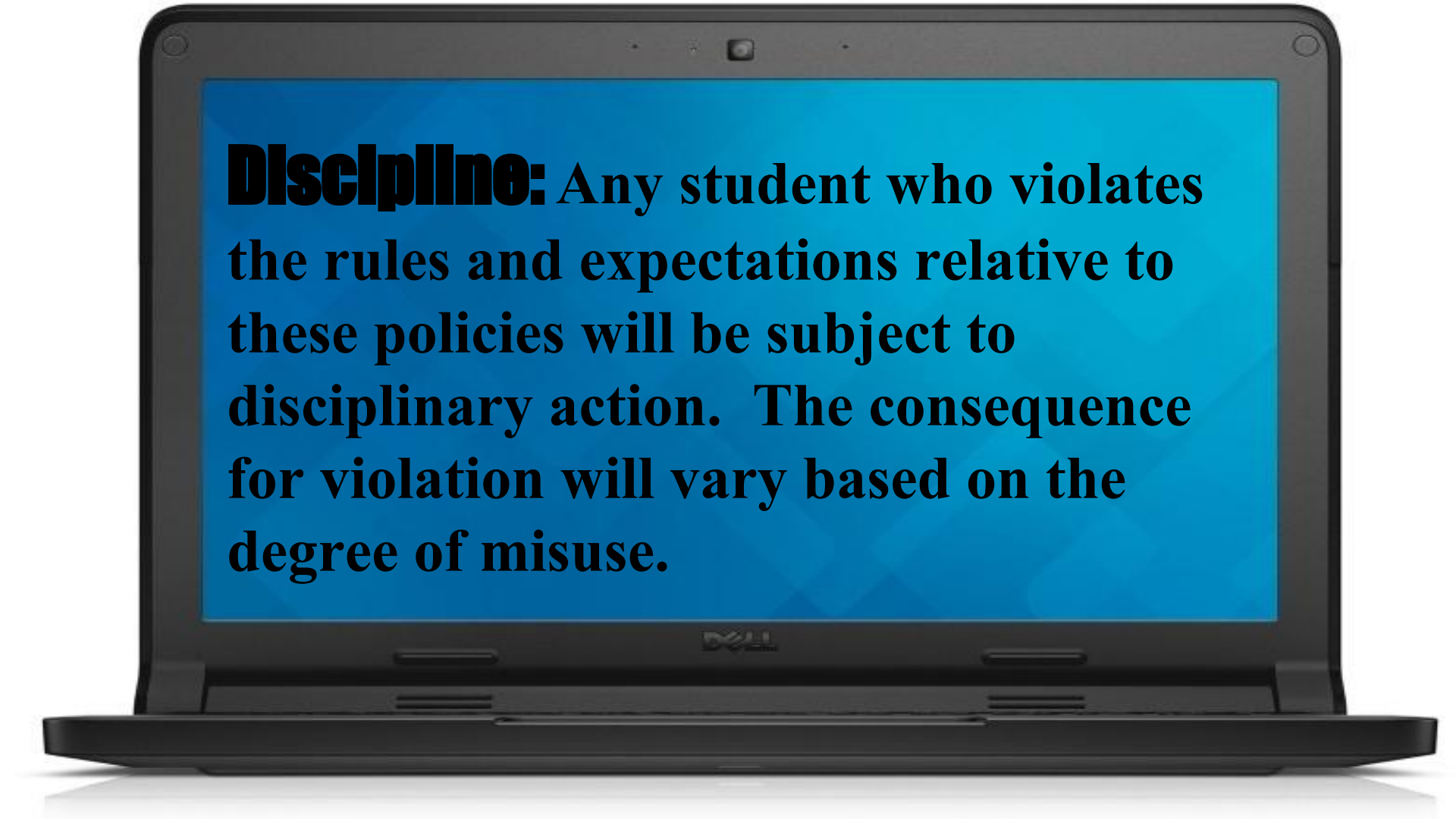
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- **To do projects for personal profit outside of assigned school work.**

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- A black laptop is shown from a front-facing perspective. The screen is lit up with a blue background. Overlaid on the screen is a large, semi-transparent red prohibition sign (a circle with a diagonal slash). The sign is centered and covers most of the screen's content. On the screen, there are two bullet points in a black, serif font. The first bullet point is at the top left, and the second is below it. The text is bold and clear. The laptop's keyboard and trackpad are visible at the bottom, but they are mostly obscured by the laptop's base and the bottom edge of the screen.
- **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.**

- 
- A black laptop is shown from a front-facing perspective. The screen is blue and displays two bullet points in black text. A large, semi-transparent red prohibition sign (a circle with a diagonal slash) is centered over the screen, partially obscuring the text. The laptop has a red light indicator at the top center of the bezel and a red Dell logo at the bottom center of the bezel.
- **To post anonymous messages.**
 - **To use school issued email accounts for personal use.**

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- **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.**

A black Dell laptop is shown from a front-facing perspective, slightly angled. The screen is illuminated with a solid blue background. On the screen, the word "Discipline:" is written in a large, bold, black serif font. To its right, the rest of the text is in a smaller, black serif font. The text reads: "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." The Dell logo is visible on the bottom bezel of the laptop.

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.**



A black Dell laptop is shown from a front-facing perspective, open. The screen is a solid blue color. In the center of the screen is a white, embossed-style icon of a telephone handset. Overlaid on the screen are two paragraphs of text in a bold, black, serif font. The laptop's bezel and the top edge of the screen are visible. The Dell logo is faintly visible on the bottom bezel.

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.



A black Dell laptop is shown from a front-facing perspective, slightly angled. The screen is a vibrant blue and displays three lines of bold, black, sans-serif text. The text is centered and reads: "Please let the school know if you have questions.", "Have a great school year!", and "GO MUSTANGS & FILLIES!!!!". The Dell logo is visible on the bottom bezel of the laptop. The background is plain white.

**Please let the school know if you
have questions.**

Have a great school year!

GO MUSTANGS & FILLIES!!!!