

GALENA



**TECHNOLOGY/
CHROMEBOOK
HANDBOOK**

CHROMEBOOK OWNERSHIP

PHILOSOPHY OF THE GALENA R-II TECHNOLOGY IMPLEMENTATION

The Galena R-II School District strives to maintain an environment that enhances the educational opportunities of District students. Galena R-II recognizes the educational value of instructional technology, both as a means of access to enriching information and as a tool to develop skills that students need. Use of the Galena R-II School District internet or campus technology is a privilege. Use of instructional technology will be for support of education, research, and enrichment of class assignments. (School Board Policy EHB)

WHAT IS A CHROMEBOOK?

A Chromebook is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself. This allows the Chromebook to be sold at a much lower price point than traditional Chromebooks.

OWNERSHIP OF THE CHROMEBOOK

The Galena R-II School District retains sole right of possession of the Chromebook. The Galena R-II School District lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Galena R-II School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

TERMS OF RECEIVING CHROMEBOOKS

Loan Issuing of Chromebooks - Students within grades 7 through 12 attending Galena High School will be issued a Chromebook after the following conditions of the loan are met:

- 1) Parent/guardian and student must sign Student/Parent Chromebook Agreement forms (mandatory).
- 2) Parent/guardian must sign Computer Insurance Form (mandatory). Parents are to designate the appropriate choice. The annual insurance premium is \$25 and will be charged to the student's school account. The maximum amount for a family with more than one child in the District will be \$50.

NOTE: If parents choose not to pay for the insurance policy, then the parent and/or student will be liable for payment of ALL damages to and/or loss of the Chromebook. The replacement cost of the Chromebook is \$300. Chromebooks will not be reissued to students until damages and/or losses are paid to the school district.

- The Chromebook will be assigned in the same manner as a textbook
- The serial number of the Chromebook is recorded
- The Chromebook remains with the student for the remainder of the school year unless she/he withdraws from school
- Students are responsible for bringing Chromebook to school, taking them home each day and charging the battery each night (Limited charging stations will be available throughout the school day)

TRANSFERRING STUDENTS

Transferring in:

- Both student and their parents/guardians must sign the Galena R-II School District Chromebook Agreement and sign Computer Insurance Form (paying premium amount if selected) prior to picking up a Chromebook
- Students transferring in during the first semester will have to pay the full \$20 optional insurance fee
- Any transfer students during the second semester will pay a prorated \$10 optional insurance fee.

Transferring out / Withdrawing Students:

- If a transfer to another school takes place, you will have 48 hours to return the Chromebook and accessories. If not returned in 48 hours, property will be considered stolen and will be reported to the local authorities
- The district reserves the right to press any and all criminal charges in association with failure to return equipment. Unpaid fines and fees of students leaving Galena R-II School District may be turned over to a collection agency or small claims court.

END OF YEAR POLICIES

The right to use and possess the Chromebook, charger and case terminates no later than the last day of the school year unless earlier terminated by the district or upon withdrawal from the school, suspension of computer privileges, expulsion, or transfer. The school principal or his or her designee will be in charge of seeing this equipment is returned in a timely manner. Students are not allowed to keep devices over the summer months but will receive the same device (if possible) at the start of the new school year. If not returned at the end of the academic year, a hold will be placed on the student's account which will not be removed until the computer has been accounted for or paid for (if lost or damaged),

The Chromebook remains the property of Galena R-II School District and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s). At the end of the school year an announcement will be made for students to turn in their Chromebooks, charger and case. Failure to turn in a Chromebook will result in the student being charged the full \$300.00 replacement cost. Additionally, a report of stolen property with the local law enforcement agency may be filed by the school or school designee.

RIGHTS AND RESPONSIBILITIES

RESPONSIBILITY FOR ELECTRONIC DATA

Students are NOT to install any Apps or Extensions on their Chromebooks unless instructed by a school official. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications, and are given no guarantees that data will be retained or destroyed.

NO EXPECTATION OF PRIVACY

Parents, guardians, and students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook or their school issued Google account, regardless of whether that use is for school related or personal purposes, other than as specifically provided by law. The school 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 school. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school.

GENERAL USE AND CARE OF CHROMEBOOK

- Parent/Guardian must sign and return the Chromebook Agreement Form prior to student receiving device.
- Parent/guardian must sign Computer Insurance Form (mandatory). Parents are to designate the appropriate choice. The annual insurance premium is \$20 and will be charged to the student's school account.
- Parents/Guardians will have access to student's login information to supervise usage of the device if requested.
- Each device is assigned to an individual student. Students should NOT to "swap" or "share" their devices. If students allow others to use their device, they are responsible for what those using it do on their computer.
- Students should not share their passwords or personal information about themselves in internet sites or social media.
- Students should not post anonymous or inappropriate messages on any social media using school-issued devices.
- School-issued devices should remain in student's possession or secured in locker.
- Students are responsible for bringing Chromebook to school, taking them home each day and charging the battery each night (Limited charging stations will be available throughout the school day)
- Student loaded game, music and video files are discouraged and prohibited unless legally obtained. Students must abide by all federal copyright laws. Files illegally obtained on the device will result in confiscation and/or restricted access.
- Altering/modifying the original pre-set software image is prohibited.
- Students should avoid playing non-academic games, including internet-based games, during instructional time. Gaming or other activities that distract from the educational process will result in restricted access to the device.
- Accessing or attempting to access sites that have been intentionally blocked by the Galena R-II School District will result in disciplinary action.
- Email (or any other form of electronic communication using the device) is only to be used for legitimate and responsible communication between students, faculty and others. Rude, abusive, threatening and otherwise inappropriate language is not permitted and will be treated as bullying and/or cyberbullying. Violations that involve hacking or trespassing, harassment, bullying, threats or fraud via electronic means can result in serious disciplinary action. Disciplinary action will include the involvement of law enforcement officials when applicable and may result in an arrest if laws or violated. Ignorance of these regulations will not excuse an infraction.
- Internet access, email, and other social media that are accessed, created, or stored on a school-issued device are the sole property of the Galena R-II School District. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them at any time.
- The Galena R-II School District reserves the right to limit device possession for any student who develops attendance issues, including truancy. In such cases the device will be collected and kept at school and the student will be required to check the device in and out each day.
- Students are expected to treat their device with care and respect. The device is the property of Galena R-II Schools and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device is not allowed.
- Students should protect their device from extreme heat or cold. Devices should be protected from weather, water or other liquid, food, and pets. Students should refrain from using their device while eating or drinking or while in close proximity of others eating and drinking.
- Heavy objects should never be placed or stacked on top of the device. This includes books, musical instruments and sports equipment.

DAMAGE/REPAIR

- The District will provide service for any hardware or software problem, including units that are damaged or vandalized. Depending on the situation, costs for service may be charged to the manufacturer, the school, or the student.
- In the event repairs are needed, the student/parent will be charged a \$50 per occurrence deductible for the following items; Broken Screen, Damaged Chromebook body, Keyboard/Trackpad/Palm rest replacement, and damage to “On Board” ports that result in motherboard replacement. Repairs costing less than \$50 will be charged in full to the student/parent. Repairs costing more than \$50 will be absorbed by the Galena R-II School District unless damage is determined as negligent (lost device, water damage, intentional destruction/damage) at which point the student/parent will be charged the full repair/replacement cost. Device damage that is determined to be from normal wear and tear or that fall under manufacturer’s warranty of the device will be repaired at no cost to the student/parent.
- Software related problems will be limited to complete restoration of the software to its original state. Depending on the nature of the problem, students may not have the opportunity to save personal data from the machine before software restoration.
- Intentional misuse will be charged at full cost to repair or replace. Cost of repair will be determined based off a damage assessment completed by the Galena Technology Department. The Galena R-II School District may, at its sole discretion, choose not to issue a replacement device, for any reason (i.e. repeated damages from student). The decision not to issue a replacement device shall not excuse the student and the student’s parent/guardian from any fees associated with the loss, theft, or damage of any previously-issued district devices, given that those fees are intended to help offset the actual cost to the Galena R-II School District of repair or replacement of the district’s property.

LOSS OR THEFT

By taking possession of a school-issued device the student/parent/guardian agrees to assume full responsibility for the safety, security and care of the borrowed device.

- The student is responsible for ensuring that all issued equipment is kept safe and secure at all times during the term of this agreement.
- Under no circumstances will the student leave equipment unattended at any location, either on or off campus.
- Under no circumstances will the student leave equipment in the care or custody of any person other than the student’s parent or guardian or a district teacher or administrator.
- If any equipment is lost or stolen, the student shall immediately report the problem to the Office. If the student believes any of the equipment has been stolen, Galena R-II administrators will then report the theft to the local Police Department for further investigation.
- Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell a Galena R-II School District-owned device may be prosecuted to the fullest extent of the law.
- The student and the student’s parent/guardian are liable for the full replacement costs (current actual cost to be determined at time of incident) of any lost or stolen equipment, regardless of the nature of the loss.

INTERNET SAFETY

There are many sites on the internet that can be potentially dangerous to minors. These sites are blocked while students are logged onto the district network and are also filtered at home. Students are in violation of District Policy if they access those sites through proxies. Parents/Guardians are encouraged to further restrict home access. For additional information about internet safety please contact the GHS Administrative Office.

STUDENTS ENROLLED LESS THAN FULL-TIME

For a student to be eligible to receive a device from the Galena R-II School District on a full-time basis they must be enrolled in at least 4 hours of classes through the District. Students enrolled in less than 4 hours will be permitted to use a school-issued device, as needed, while they are on campus but will not be allowed to take the computer home.