

Cerro Gordo Jr/Sr High School

1:1 Student and Parent/Guardian Information for COVID-19 Technology Disbursement

Purpose:

Because of the COVID-19 state-wide shutdown Cerro Gordo Jr/Sr High School will be allowing students who are in need of Chromebooks to borrow one from the district for use during the duration of the shut-down.

Distribution

On Monday, April 6th, from 9 a.m.-Noon Cerro Gordo Jr/Sr High School will distribute technology from the office to those students whose parents have indicated they need chromebook. NOTE: A parent will have to sign for the technology before it can be distributed. An agreement that you may print off and sign is at the end of this guide. If you are unable to print the agreement, there will be some at school for the parent to sign.

Returning Your Chromebook

At the end of the shutdown, students must turn in their Chromebook and power cord. Failure to turn in the Chromebook and power cord will result in the student/parent being charged the full replacement cost of the Chromebook and the power cord. The district may also file a report of stolen property with the local law enforcement agency.

Taking Care of Your Chromebook/iPad

Students are responsible for the general care of the Chromebook they have been issued by the district. Chromebooks that are broken or fail to work properly must be reported to a teacher or to the office by email jrodebaugh@cgbroncos.org. Students must provide any information they may have as to why the device does not work properly. District-owned Chromebooks shall never be taken to an outside computer service for any type of repairs or maintenance. Students shall never leave their Chromebooks unattended. **Failure to take proper care of the Chromebook and power cord may result in disciplinary action and/or being charged up to the full replacement cost of the Chromebook and power cord. NOTE: Lost or stolen power cords will not be replaced.**

General Precautions

- Food or drink should not be next to a Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.

- Chromebooks and power cord should not be used or stored near pets.
- Power cords must not create a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Only clean the screen with a soft, dry microfiber or anti-static cloth.

Asset Tags/Serial Number

- All Chromebooks will be labeled with a District asset tag.
- The asset tag may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

Repairing/Replacing Your Chromebook/iPad

- All Chromebooks in need of repair must be reported to a teacher or principal so that a help desk ticket can be submitted.
- Loss or theft of the Chromebook is also the student's responsibility and may result in the student being charged and a police report being filed.
- Estimated Costs for lost or theft items (subject to change)
 - Chromebook Replacement - \$300.00
 - Power cord - \$32.00
 - Screen damage- \$100.00

Backgrounds and Themes

- Students may set school appropriate backgrounds and themes for their Chromebook.
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media may result in disciplinary action.

Camera

- Chromebooks have a built-in webcam. The District does not have the ability to remotely access the webcam. At no time will webcams be used to monitor students.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued google address
- Students should never share their account passwords.

Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Google Drive and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- The District will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Using Your Chromebook Outside of School

A WiFi Internet connection will be required for the majority of Chromebook use. Some applications can be used while not connected to the Internet.

Students are bound by the District's Acceptable Use Policy, Administrative Procedures, Handbooks and all other guidelines wherever and whenever they use their Chromebooks.

Appropriate Uses and Digital Citizenship

District owned Chromebooks are to be used for educational purposes and students are to adhere to the District's Acceptable Use Policy and all of its corresponding administrative procedures at all times.

Programs, Updates and Operating System

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the District.

Virus Protection

Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Malicious Use

Students are bound by the District's Acceptable Use Policy, Administrative Procedures, handbooks and all other guidelines for all Chromebook use.

Content Filter

- **During the Covid-19 Remote Learning Days any Chromebook distributed will not be filtered for inappropriate Content. While being used at home the family should monitor student use at all times.**

Software

- Google Apps for Education
- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the Cloud.

Chrome Web Apps and Extensions

- The District's Acceptable Use Policy applies to all Chrome web apps and extensions individually added by the student
- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

Identification & Privacy

Chromebook Identification Records

The District will maintain a log of all Chromebooks which includes the Chromebook serial number, asset tag number and name and ID number of the student assigned to the device.

No Expectation of Privacy

Anyone using a District owned Chromebook, using District equipment and/or the District network systems has no expectation of privacy in such use. The District has the right to, and does, monitor use of these systems.

School District Student Technology Commitment

It is our expectation and belief that students will use technology responsibly and that they understand the appropriate and acceptable use of both the technology and District network resources. We also expect that students will “Be Respectful, Be Responsible, Be Ready, and Be Safe” with their District-issued devices. Our policies and procedures include the following specific responsibilities and restrictions.

RESPONSIBILITIES

The student will:

1. Adhere to this technology commitment
2. Will communicate in a responsible, ethical, and polite manner, avoiding profanity, obscenity and offensive or inflammatory speech.
3. Respect the Internet filtering and security measures included on the digital learning tool.
4. Back up important data files using cloud storage (such as Google Drive) regularly.
5. Use technology for school-related purposes only.
6. Follow copyright laws and fair use guidelines. Only download or import music, video or other content that students are authorized or legally permitted to reproduce or use.
7. Allow an administrator or teacher to inspect the content of any school-issued digital learning tool; understanding that any content may be viewed, monitored or archived by the District at any time.

The student will not:

1. Mark, deface, or place stickers on the school-issued digital learning tool.
2. Attempt to override, bypass or otherwise tamper with the Internet filtering software, device settings, hardware, software, or network configurations.
3. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person’s account and/or password or access secured wireless networks.
4. Share passwords, attempt to discover passwords, ‘hack’ to gain access other than your own.
5. Download harmful, malicious, or inappropriate content including the intentional introduction of computer viruses and other spyware.
6. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by teachers and administrators.
7. Reveal or post identifying personal information, files or communications to unknown persons.
8. Participate in Cyberbullying, including personal attacks or threats toward anyone made while using either District-owned or personally-owned technology.

9. Use the District-issued device for commercial or political purposes.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided computer technology.

The District is not responsible for any loss resulting from use of District-issued technology and makes no guarantees that the technology or the District network systems that support student use will be available at all times.

By signing this policy you agree to abide by all of the conditions listed above and assume responsibility for the care and proper use of District issued technology. You understand that should you fail to honor any and all of the terms of this commitment, access to 1:1 technology, network access, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the Student Handbook.

Cerro Gordo Jr/Sr High School

Chromebook Agreement

PLEASE TURN IN THIS PAGE TO YOUR CHILD'S SCHOOL

As the parent/guardian, my signature indicates I have read and understand the Guidelines, Procedures and Technology Use Commitment outlined in this handbook, and give my permission for my child to have access to and use the described District-issued technology.

Parent/Guardian Name (print):	
Parent/Guardian Signature:	
Date:	

As the student, my signature indicates I have read or had explained to me the Guidelines, Procedures and Technology Use Commitment outlined in this handbook, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student Name (print):	
Student Signature:	
Date:	
Grade:	

By signing below, I acknowledge that my student has received his/her Chromebook and power cord.

Parent/Guardian Name (print):	
Parent/Guardian Signature:	
Date:	