Ulysses School District
Chromebook Policy
2020-2021 School Year

Mission Statement

The mission of providing the Ulysses School District Students with the 1 to 1 program is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible, lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

Device Purpose

The Ulysses School District is supplying students with a Chromebook device. This device is the property of the Ulysses School District. The supplied device will provide each student access to educational materials needed for each student to be successful. The Chromebook allows student access to Powerschool, Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high-end computing.

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1. RECEIVING YOUR CHROMEBOOK:

District Owned/Issued Chromebooks

Chromebooks will be distributed as soon as possible after the start of school each year to students. Parents/Guardians and students MUST sign and return the Chromebook Usage Agreement document before the Chromebook can be issued to their child. This Chromebook Policy outlines the procedures and policies for student use and for students and families to protect the Chromebook investment for the Ulysses School District. Chromebooks will be collected at the end of each school year and students will be reissued the same Chromebook every year while they are still enrolled.

    a. **No other device except the Chromebook will be allowed in the classroom unless authorized by a teacher**.

2. RETURNING YOUR CHROMEBOOK:

All Chromebooks must be returned following the guidelines below.

    a. Students leaving the District must return Chromebooks to the school office.
    b. Any Chromebook not returned at the end of the year or when the student is no longer enrolled will be considered stolen property and law enforcement agencies will be notified.
    b. Chromebooks will be examined for damage and fees will be issued if damage is found to be beyond normal wear and tear.

3. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook. Chromebooks that are broken, or fail to work properly, will be submitted to the librarian. The librarian will then fill out a Tech Ticket. A loaner Chromebook may be given to a student while their Chromebook is being repaired/replaced. Do not take Chromebooks to an outside computer service for any type of repairs or maintenance.

3a: General Guidelines

1. Chromebooks must have a Ulysses School District label on them at all times and this tag must not be removed or altered in any way. If the tag is removed disciplinary action will result.
2. No food or drink is allowed next to your Chromebook while it is in use.
3. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
4. Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your bag or backpack while plugged in.
5. Vents CANNOT be covered.

6. Chromebooks should never be left in a car or any unsupervised area.
7. Students are responsible for bringing Chromebooks for use each school day.
8. Students should never remove the Chromebook protective cover.
9. Students may decorate the Chromebook protective cover only. All decorations must be compliant with school policy. Students will be responsible for the replacement cost of the Chromebook protective cover if decorations damage the cover.

3b: Carrying Chromebooks
1. Transport Chromebooks with care.
2. Chromebook lids should always be closed and tightly secured when moving.
3. Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.

3c: Screen Care
1. Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
2. Do not lean or put pressure on the top of the Chromebook when it is closed.
3. Do not store the Chromebook with the screen in the open position.
4. Do not place anything near the Chromebook that could put pressure on the screen.
5. Do not place anything in a carrying case or backpack that will press against the cover.
6. Do not poke the screen with anything that will mark or scratch the screen surface.
7. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or papers).
8. Do not place the device near magnets or anything with a high electric current.
9. Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
10. Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use a water-dampened towel or a highly diluted solvent.

4. USING YOUR CHROMEBOOK AT SCHOOL
a. Chromebooks are intended for use at school each day.
b. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.
c. Students must be responsible to bring their Chromebook to all classes unless specifically advised not to do so by their class teacher.

4a: Chromebooks Left at Home
1. If students leave their Chromebook at home, they will be allowed to check out a Chromebook from the library for the day & return it at the end of the day.
2. Cell phones can NOT be used in place of a forgotten Chromebook.
3. Repeat violations of this policy can result in disciplinary action.

4b: Chromebooks Needing Repair
1. Chromebooks needing repair will need to be given to the librarian. All repairs will be handled by District IT Staff following the submission of a Tech Ticket.
2. Students and families should never attempt to fix a broken Chromebook nor should they have anyone else attempt to fix their Chromebook.
3. Loaner Chromebooks may be issued to students when their Chromebook is being repaired.

4. Repaired Chromebooks will be returned only after the Loaner Chromebook is returned to the librarian.
5. Students using loaner Chromebooks will be responsible for any damages incurred while in their possession.
6. Students will be required to reimburse the District if a loaner Chromebook is lost or stolen. The replacement cost of a loaner Chromebook is not reduced.

4c: Charging your Chromebook
1. Chromebooks must be brought to school each day.
2. Students should fully charge their Chromebooks each evening.
3. Only school-issued chargers are to be used. Each charger is labeled by the district for the purpose of check-in.

4d: Passwords and Background Images
1. Take care to protect your password. Do not share your password.
2. Password resets will be facilitated by the District IT Department via a Tech Ticket submission by staff.
3. Inappropriate media may not be used as a screensaver or background.
4. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, pictures or anything else deemed inappropriate by Ulysses staff will result in disciplinary actions.

4e: Audio Restrictions
1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Headphones may be used at the discretion of the teacher but may not be provided by the Ulysses School District.

4f: Printing from your Chromebook
1. In an effort to save on printing costs from paper to ink, the District is encouraging digital transfer of information by sharing and email information, papers, etc. Printing will be available at the discretion of the teacher; all Chromebooks will not have printing capability.

4g: Account Access
1. Students will only be able to login using their district provided Google account.
2. Account login information can be supplied to a student by the District Technology Department. The staff can request login information via submission of a Tech Ticket.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK
a. Google Apps for Education is a suite of products which includes Gmail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets students create different kinds of online documents, collaborate in real-time with other people, and store documents, as well as other files in the cloud.
b. With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.
c. All items will be stored online in the Google Cloud environment.
d. Prior to leaving the district, or graduating, students that want to save any work need to use Google Takeout to transfer any work to a personal Gmail account. Please follow the instructions.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

Chromebooks run a modified version of the Chrome browser. It connects to web resources, apps, and extensions provided on the internet. It does not run Windows application software or Mac application software.

6a: Updating your Chromebook
1. When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.

6b: Virus Protections & Additional Software
1. With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
2. Files are stored in the cloud, so there's no need to worry about lost homework.

6c: Procedures for Restoring your Chromebook
1. If your Chromebook needs technical support for the operating system then it needs to be submitted to the librarian so a Tech Ticket can be created.

7. ACCEPTABLE USE GUIDELINES

7a: General Guidelines
1. The District Acceptable Internet Use Policy applies to all student use of Chromebook devices.
2. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Ulysses School District.
3. Students are responsible for their ethical and educational use of the technology resources of the Ulysses School District.
4. Access to the Ulysses School District Technology Resources are a privilege and not a right and can be revoked at any time.
5. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
6. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Acceptable Internet Use Policy, student handbook and other applicable school policies.

7b: Privacy & Safety
1. Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
2. Do not open, use, or change files that do not belong to you.
3. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
4. Do not use your school email for personal email communication.
5. Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Ulysses School District.
6. If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.

7c: Legal Property
1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
2. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Kansas Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the Ulysses School District.

7d: E-mail Electronic Communication
Google accounts and access will be given to all students utilizing Chromebooks. This is a requirement that gives them access to sign-in to the device and participate in communication with peers and staff for educational use.
1. Always use appropriate and proper language in your communication.
2. Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
3. Do not send mass emails, chain letters or spam.
4. E-mail & communications sent/received should be related to educational needs.
5. E-mail & communications are subject to inspection by the school at any time.

7e: Consequences
1. The student, in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use.
2. Non-compliance with the policies of this document will result in disciplinary action.
3. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
4. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
5. Contents of email and network communications are governed by the Kansas Open Records Act; proper authorities will be given access to their content.

7f: At Home Use
1. The use of Chromebooks at home is encouraged.
2. Chromebook care at home is as important as in school, please refer to the care section.
3. Transport your Chromebook in your district-issued case.
4. School district-supplied filtering is provided at home to ensure the device is used for educational purposes only.

8. PROTECTING & STORING YOUR CHROMEBOOK
8a: Chromebook Identification
Student Chromebooks will be labeled in the manner specified by the District IT Department.
Chromebooks can be identified in several ways:
1. Record of district asset tag and serial number
2. Individual user account name and password
3. MAC address of the Chromebook

4. User tag attached to the Chromebook protective case

8b: Account Security
1. Students are required to use their district-provided google.com domain user ID and password to protect their accounts and are required to keep that password confidential.

8c: Storing Your Chromebook
1. When students are in school and are not using their Chromebook, they should store them in their protective case, backpack, or where their teacher instructs them to be stored.

8d: Chromebooks left in Unsupervised Areas
1. Under no circumstances should Chromebooks be left in an unsupervised area.
2. Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, gymnasium, locker rooms, library, dressing rooms, and hallways.
3. Any Chromebook left in these areas is in danger of being stolen.
4. If an unsupervised Chromebook is found, notify a staff member immediately.
5. Unsupervised Chromebooks will be confiscated by staff and taken to the office in the building. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.
6. Chromebooks that are intentionally damaged or left in unsecured situations (unlocked vehicle, unattended, etc.) will not be covered by the District. The student and/or the student's family will be responsible.

9. REPAIRING/REPLACING YOUR CHROMEBOOK
Chromebook Repair Costs are determined below. Students and student families will be responsible for all damages to their District issued Chromebook. If a device is lost or stolen the student and student's family will be responsible to replace the Chromebook. Repeated instances of repair are subject to loss of privileges.

Students and families should never attempt to fix a broken Chromebook nor should they have anyone else attempt to fix their Chromebook.

Required Replacement Charges:
●   Replace Damaged Chromebook -$ 335.00
●   Flat Rate Repair -$199.00 (covers broken keyboards, 2 or more screen replacements, trackpads)
●   Charger -$30.00
●   Protective Case - $40.00

USD 214 Chromebooks have an Accidental Damage Protection Warranty that begins when they are purchased new. This warranty program lasts for 3 ½ years.

WHAT'S TYPICALLY COVERED? Accidental drops, spills, bumps, and structural failures incurred under normal operating conditions or handling, including electrical surges and damage to the integrated LCD screen. Examples • Your system accidentally slips off the table and the LCD screen cracks • An electrical surge causes significant damage to your PC's hardware during a lightning storm • The coffee spills on the keyboard and the extent of damage is unknown

WHAT'S NOT COVERED? Cosmetic damage, equipment loss or failures due to usage outside of normal operating conditions. Any data loss or interruption of business, intentional damage and misuse, removal or alteration of parts, accessories, theft, damage from fires, damage to peripherals or third-party products, even if

sold by Lenovo™. Examples • The outer case cracks but your system still operates effectively • You've lost your device • The system is used in the rain and no longer functions • The stylus or battery is misplaced

Students wishing to consider the purchase of additional insurance may do so by contacting the technology department at 620-356-3655. The coverage of this supplementary insurance expands typical coverage depending upon the purchased plan. Rates vary between $79-$100 per year.

10. CHROMEBOOK TECHNICAL SUPPORT
Technical support is available as follows. If repair is necessary for a Chromebook the librarian must submit a Tech Ticket for repair.

Technology Staff members will provide:
- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs

Ulysses School District
Chromebook Usage Agreement
2020-2021

The following agreement must be on file with your student's school before they will be allowed to check-out a Chromebook for the 2020-2021 school year. Please take a moment to review the policy and sign before returning the completed form to the school office or through the included Google Form. Copies of the policy may be requested by contacting the school office.

Student Agreement

I have read, understand and agree to abide by the terms of the foregoing Chromebook Policy. Should I commit any violation or in any way misuse my Chromebook, I understand and agree that my access privileges may be revoked and school disciplinary action may be taken against me. I understand that I am to treat this Chromebook no different than any other District-owned piece of equipment. I will not alter it, make changes to it, or use it in a manner that is not aligned with the District Chromebook Policy.

Student (print clearly) _____ Date _____

Student (signature) _____

Parent or Guardian Agreement

As the parent or legal guardian of the above minor, I have read, understand and agree that my child or ward shall comply with the terms of the Ulysses School District's Chromebook Policy. I understand that the Chromebooks are a privilege and can be revoked if misused. I understand that if the Chromebook is damaged, lost, or stolen that my child or myself will be responsible to reimburse the District for the cost of the repair or replacement. I am signing this Policy and agree to indemnify and hold harmless the School, and the School District that provides a Chromebook to my child or ward, against all claims, damages, losses, and costs, of whatever kind, that may result from my child's or ward's use of his or her Chromebook or violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her Chromebook if and when such access is not in the School setting. I hereby give permission for my child or ward to use a Chromebook authorized by the School District and agree to the above terms and Policy.

Parent or Guardian (print clearly)_____ Date_____

Parent or Guardian (signature) _____

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