Device Handbook

Lincoln County Public Schools

Chromebook Agreement for
Parents and Students

2019-•2020
LINCOLN COUNTY PUBLIC SCHOOLS
Lincoln County, KY

**Please have your student return the signed Student-Parent Chromebook Agreement & Permission Form located on the back page of this handbook and the $25 usage fee to the school during scheduled times. These will be announced. Checks or money orders may be made payable to the *Lincoln County High School-Chromebooks*.

#TEAMLincoln

Welcome to another year of school! We are excited about the 2019-20 school year and the learning opportunities that will be happening. We are thankful for the Google Initiative the Lincoln County School Systems has implemented. We are beginning our fourth year as part of this initiative. During the 2016-17 school year, the Lincoln County Student Support Center received a grant to help fund the initiative of providing a chromebook for Lincoln County students. Based upon the allocation of funds it was decided to begin with the Class of 2020 and provide a chromebook for each student. Students are now required to pay an annual fee for the chromebook that is issued. At the end of the student's senior year, the same chromebook will become the property of the student provided they have paid the annual usage fee. The importance of proper care and use of the chromebook is stressed in order for the student to have a working device upon graduation. We believe the human connection can never replace good instruction; however, we also believe in the power of technology related to the learning experiences of our students to connect them to the real world. Please let us know if we can support you in any way with questions and concerns you have about receiving your new device. Have a great year!

Topics and Questions Relating to Chromebooks:

- <u>Receiving and Returning Your Chromebook</u>

A parent/guardian must sign a release form granting the school permission to provide the student with a Chromebook. Only stu.lincoln.kyschools.us Google accounts are permitted for use on the Chromebooks. The Chromebook will be issued with one AC charger. At the end of the school year, the Chromebook and AC power adapter must be returned in the same condition in which they were provided. If a student withdraws or is expelled from LCPS, the Chromebook and AC charger must be immediately returned at that time. If the device is not returned, parents will be responsible for the full payment of the device. See replacement costs under insurance option waiver.

- <u>Chromebook Inventory and Asset Tag Information</u>

Each Chromebook is property of Lincoln County Public Schools, and is individually labeled and inventoried (by asset number and device serial number) to the school and the individual student to which it has been loaned for that school year. At no time should any LCPS inventory or asset number be tampered with or removed. **Students will use the same Chromebook for his/her high school career. The plan is to give the Chromebook to the student upon graduation.**

- <u>Taking Care of Your Chromebook</u>
1.   When not actively using the Chromebook, store the device in a safe, secure place.

2. Please be sure to carefully and considerately store your device in your locker, book bag at school and at home.

3. Chromebooks must come to school with a full battery charge.

4. Please do not use your Chromebook around liquids or drinks. Avoid getting any moisture in any opening.

5. Do not use household cleaners to clean your Chromebook - only a soft lint-free cloth on the screen.

6. Never throw, slide, drop, or press harshly on your Chromebook.

7. Do not leave your Chromebook out in the sun or extreme cold (either outside or in a hot or cold car).

8. Personalized screensavers and/or background are permitted. However, school disciplinary action will result from images which are inappropriate for a school setting (examples: sexually explicit photos, drugs/tobacco/alcohol related photos, rebel flag photos, etc.)

9. Stickers can be applied to the chromebook. However, no inappropriate stickers are permitted. See number 8 above for some examples of stickers that are not permitted.

10. Cords, cables, and USB connections should be carefully inserted and removed to prevent damage.

11. Do NOT let anyone else borrow or use your Chromebook unless it is a student with a lincolnstudent.org account and

is supervised by the parent or guardian.

● Using Your Chromebook at School

It is likely that you will use your Chromebook every day at school. Part of being prepared for school each day is having your Chromebook fully charged when you arrive at school. Students should follow their teachers' instructions regarding when to bring the Chromebooks to class. If a student repeatedly fails to bring their Chromebook to school or fails to charge it adequately, normal discipline procedures will be followed for not being prepared for class and the Chromebook may be required to stay at school.

● Using a Chromebook Outside of School

Your Chromebook is wifi ready and will connect to any wifi network, whether at home, school, or inside a business or public network. The Chromebook does have the capability to work offline (without an internet signal). Any documents or presentations created in GoogleApps while offline will automatically sync when re-connected with wifi upon arrival at school the next day. There is a setting feature that students will need to set. Staff members can help with this.

● Filtering Procedures

The school network is filtered for content. Although Lincoln County Public Schools makes every effort to minimize a student's exposure to inappropriate material through the use of the Internet filter, it is ultimately the responsibility of parents and guardians of students to establish and communicate standards that their children should follow when using electronic resources. The filter will monitor student use both at school and off school grounds.

● Consequences for Improper Use

The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee. Disciplinary action may be taken for unacceptable use of the network or Internet. Consequences may include but are not limited to locking the chromebook, suspension or intensive school supervision, or out of school suspension.

● Expectation of Privacy

Users should have no expectation of personal privacy in connection with their usage of the Chromebook, Google Apps, and other technology resources. Lincoln County Public Schools retains the right to monitor, access, and review all student messages or information accessed or created using LCPS-owned Chromebooks, LCPS-sponsored GoogleApps accounts, and/or other LCPS-related network files.

● LCPS District Student Acceptable Use Policy

With a student device, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries and computer services all over the world. With this opportunity comes responsibility. It is important that you read the LCPS District Acceptable Use Agreement http://www.lincoln.kyschools.us/docs/district/studentaupagreement.pdf and ask questions if you need help in understanding them. It will be your responsibility to follow the rules for Network Safety and Acceptable Use Guidelines. This form is also attached at the back of this packet. This will also need to signed by student and guardians/parents.

NOTE: The administration can access the chromebook at any time and there are acceptable use checks periodically.

1.   Use of LCPS-owned Chromebooks falls under the LCPS District Acceptable Use Policy(AUP). Found by visiting the following web address: http://www.lincoln.kyschools.us/docs/district/studentaupagreement.pdf

2. Failure to follow LCPS District Acceptable Use Policy may result in immediate suspension and/or disciplinary action.

3. The District is not responsible for personal charges for accessing other wireless connections or other data charges.

4. Please note that the Internet is a network of many types of communication and information networks. It is possible that

you may run across some material you might find objectionable. While LCPS will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use. If a student accidentally clicks on an inappropriate site/material, he or she needs to notify the administration.

● <u>What is Acceptable Use?</u>
Any use described below is deemed "acceptable" and consistent with the LCPS Acceptable Use Policy for Technology. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or School Board.

1.   Use of device mainly for educational purposes, but some limited personal use is permitted outside of school hours. For example, watching Netflix on the weekend would be acceptable.

2.   Use furthers the educational and administrative purposes, goals, and objectives of the student.

3.   Use is limited to your own individual account - you and only you should use that account. You should not share your password with others. Using another student's chromebook or accessing their account is not permitted and will result in disciplinary actions.

4.   Use furthers research related to education and instruction.

5.   Use does not violate the student code of conduct or the LCPS Acceptable Use Policy.

● <u>What is Unacceptable Use?</u>
Any of the following uses are deemed "unacceptable" and a violation of the LCPS Acceptable Use Policy for Technology:

1.   Illegal installation or transmission of copyrighted materials.

2.   Any action that violates Board policy, the Acceptable Use guidelines, this User Agreement, the Student Code of Conduct, or federal/state law or anything that violates school policy.

3.   Using any other Google account other than the LCPS-sponsored Google student accounts on the Chromebook. This means no other account can be downloaded.

4.   Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. This behavior also results in disciplinary action relating to charges many of times. Being in possession of pornography as a juvenile or sending pornographic items as a juvenile is against the law.

5.   Cheating, including the use of chat rooms, sites selling term papers, book reports and other forms of student work.

6.   Internet/Computer Games during instruction time.

7.   Use of outside data disks or external attachments without prior approval from the administration.

8.   Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, backgrounds, screensavers, etc.).

9.   Downloading unauthorized Apps.

10. Spamming-Sending mass or inappropriate emails.

11. Gaining access to other student's accounts, files, and/or data.

12. Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.

13. Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.

14. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

15. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

16. Bypassing the LCPS web filter through a web proxy. This means no vpn's are permitted. This will result in behavior consequences as outlined in the Patriot Way Student Compass Book.

17. Social media is not permitted during school hours. NO social media apps should be downloaded on the device.

18. Students need to be careful about allowing other family members to use their device. The student is accountable for all activity that has happened on their device.

Frequently Asked Questions

1. Does the Chromebook require a wireless internet connection?
The Chromebook has the capability to work online (connected to the Internet) or offline (not connected to the Internet). Wifi access is provided at school at no cost. GoogleApps can be easily used with any wifi connection.

2. *What if I don't have wifi at home?*
If you do not have internet access as home, there are several low or no-cost internet provider options available. Also, free access is available at the Lincoln County Public Library, as well as many restaurants. Also, the Chromebook has limited capacity to work offline - any work created while offline will automatically sync when connected to wifi.

3. *What are the parent/guardian responsibilities in terms of replacement of the Chromebook if it is lost, stolen or damaged?*
Each student will be charged a $25 usage fee for their chromebook. An additional family member (student) would cost an additional $10. Therefore, at the end of a student's four years of high school, they will have paid $100 in a student fee. This overall expense is much less than what an individual can purchase a device. The $25 helps to cut down the personal expense if something happens to the chromebook. Please understand that if the real expense of repairs for the chromebook were expected, about any one repair would cost much more than $25.   The current cost for the district to entirely replace a chromebook and charger is approximately $211. The total cost expected for a student that will have to pay to replace the chromebook will be $185.

Chromebooks are considered to be comparable to a textbook or any other school-owned educational tool provided to and checked-out to students. The expectation is that the device and its accessories will be returned at the end of the school year (or upon withdrawal or request) in good working condition. If a Chromebook is lost or not returned, the student and parent/guardian who signed for the device is responsible for replacing the lost item. If the device is damaged, the student may lose 'take-home' privileges and will have to wait for a replacement to be issued. If the damage is determined by district personnel to be malicious or intentional, the student will be responsible for the replacement of the device. No loaner device or new device will be issued until payment for the device is received. If the device is stolen, the district will follow appropriate procedures by contacting the appropriate officials and the student may be responsible for the cost to replace the device.

4. *Does my child have to accept a Chromebook?*
Yes. The chromebook is considered a learning tool. Teachers are using the chromebook as a daily learning tool. In today's world, having access to technology makes learning more collaborative and engaging. If a student did not have a chromebook, it would be very difficult for them to fulfill the classroom expectations each day.

5. *How do I monitor my child's use of the internet?*
Use of a Chromebook at LCPS is filtered through Kentucky Education Network and District filtering software. When the wireless wifi device is taken home or to another location, LCPS filtering *is still in place*. LCPS HIGHLY encourages

parents to investigate and secure wireless internet filtering services for home use in addition to the district filtering software for personal monitoring of your child's online actions.

A Parent's / Guardian's Guide to Student Technology Use

Lincoln County Public Schools encourages a partnership between schools and families when considering the safe, productive, and meaningful use of technology in education. There is too much at stake with students to passively provide technology without appropriately and firmly establishing guidelines for ethical and safe use. Although each family is unique, the following practical tips have been developed to serve as a compass for LCPS parents and guardians when establishing guidelines and expectations for technology use with their student. Many families have already developed safe-use guidelines for their elementary students; for others, this may be a starting point.

No matter where your family may be on this spectrum, read below and consider these:

1. ***Start the dialogue*** – Discuss very openly with your child about what is acceptable technology use. Ask them about current trends they are seeing at school, and friends' houses, and in their own home. Understand the technology they are using.

2. ***Conduct a technology inventory*** - Know what devices your student is using and what these devices are capable of in the online world. This includes desktop computers, laptops, cell phones, iPods, iPads, Kindles, Nooks, and gaming devices (many video games systems are wifi capable and can be used to interact online). Keep track of where these devices are kept in your home.

3. ***Accountability*** - Establish boundaries for when, where, and how technology will be used in your home. Firmly establish an acceptable time each evening when technology devices will be turned off or turned in to parents. Closely consider WHAT your child has access to in your home and WHERE that access is located.

4. ***Websites*** - Clearly outline sites that are acceptable for viewing, and sites that are unacceptable for viewing. Discuss consequences for viewing inappropriate content. It is advisable that students not have full unfiltered access to the internet (except for possibly in a very open and public area of the home). Set parental control settings on the Internet at home.

5. ***Online safety*** - Firmly discuss the dangers of giving out their personal or identifying information to anyone in an online environment. Be sure they understand that this includes photos, addresses, phone numbers, first or last names, email addresses, passwords, name of their school, parents' workplaces, etc.

6. ***"What do I do if...?"*** - Outline how you expect your child to respond if a situation occurs which is uncomfortable, unethical, or threatens their or someone else's safety (unfiltered access at a friend's house, cyberbullying, pornography, plagiarism, online harassment, etc.). Let them know that you expect to be informed so you can determine what the best course of action may be.

7. ***Technology acceptable use checks***- Learn how to check your child's devices for internet history, downloads, photos, videos, and more. Parents/guardians should know all passwords to all students' accounts. Elementary aged children (although they will tell you differently!) simply do not have a right to privacy in this area at this point in their developmental lives. Monitor your child's use of technology in your home.

8. ***Communicate with the school***- Contact your school's teachers, or administrator with questions, concerns, or any needs you may have. Although a situation may be new to you, it could be something that the school has seen before and can help with. Or, you could be bringing up a new situation or circumstance of which the school needs to be aware. The safety and well-being of our students is the foremost priority in promoting technology in education. Schools depend greatly on partnerships with families in order to ensure the safety of our students. As a parent, if there are any concerns about a student's usage, never hesitate to contact the administration..

In summary, it's critical for schools and parents/guardians of students to know:
- when they are using their device
- how they are using the device
- where are they going in their online world
- and with whom they are interacting

Lincoln County Public Schools Device Repair/Replacement Information

The following outlines the expected cost of repairs and/or replacement of the device during each school year:

Co-Pay Rates:

Screen Repair/Replacement - $20
Keyboard Repair/Replacement - $20
Charger Repair/Replacement- $10
Damaged/Broken Camera - $20
Replace Lost/Stolen/Damaged Device - $185

*Note: Student Usage fee and co-pay fee must be paid in full before repairs are made.

There are times when the device has been faulty due to the manufacturer. In this case, the cost is waived and the device is replaced/repaired. If this happens, the administration will work with families.

As a reminder, all chromebook fees are expected to be paid in full by the end of each school year. If there is a remaining balance, this is carried over on a student's individual account. This will continue to accumulate up to the graduation year. All students are expected to pay for all debts prior to the graduation ceremony. Students only receive the device at the end of their senior year if all fees are paid.

Lincoln County Public Schools
Student-Parent Chromebook Agreement & Permission Form

As a technology user of Lincoln County Public Schools and recipient of a device, I acknowledge receipt of and hereby agree to comply with the following user agreements:

● LCPS District Acceptable Use Policy

● LCPS Device Handbook

Student Name (PRINT)__

Student Signature __   Date

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As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and school issued device. I understand that I may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use, setting and conveying standards for the student named to follow when selecting, sharing, or exploring information and media. I acknowledge receipt of and hereby agree to comply with the following user agreements:

● LCPS District Acceptable Use Policy

● LCPS Device Handbook

Parent/Guardian Name (PRINT)_____

Parent/Guardian Signature _____Date _____

**Lincoln County Public Schools: Device User Fee Payment Options

$25 non-refundable device usage fee paid yearly to the district

_____ I understand the $25 device usage fee ensures if the device is accidentally damaged, the device will be repaired within a reasonable time frame after paying the co-pay fee. (Please see previous page for co-pay information.) If it is deemed that the device was maliciously damaged or lost, the co-pay agreement will be waived and full replacement cost will be charged to the student ($185).

Payment options: _____   One-time payment of $25 (Cash, *check or money order)

_____ Pay in installments. (Must be paid in full no later than October 31)

_____ Please check here if you will be using the Multi-Child Discount
(1st student $25 and each additional student is $10).

List other LCHS students living in the same household that will be issued a device:

Student's Name (First and Last Name)	Grade Level

* Please make check or money order payable to the Lincoln County High School-Chromebooks.

Parent/Guardian Name (PRINT)_____

Parent/Guardian Signature _____ Date ____