



CENTREVILLE LAYTON SCHOOL

Centreville Layton School 2022-23 Chromebook Acceptable Use Policy

Centreville Layton School (CLS) will provide a Chromebook for student use throughout the current school year. Each student will be issued a Chromebook with predetermined applications and extensions installed. Each student will also receive a laptop case and charging cable. Each student will be issued a Google Account with an assigned password.

Students and parents are required to review this document, as well as sign the accompanying agreement to protect their Chromebook and Google Account. Technology resources at CLS are provided for the purpose of supporting the educational mission of the school. The school's goal in providing the Chromebook is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and continuous learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Parent-Student School Handbook. Members of the CLS community will use the school's network in a responsible, ethical, and legal manner at all times.

CLS retains sole right of possession of the Chromebook and related equipment. The Chromebook will be issued to students according to the guidelines set forth in this document. CLS retains the right to collect and/or inspect the Chromebook at any time, and to alter, add, or delete installed software or hardware. The student and family will be liable for any damaged or lost Chromebooks. Families will be billed appropriate repair or replacement costs if necessary.

1. CHROMEBOOKS

1.1 Receiving the Chromebook and related equipment

Chromebooks and related equipment will be distributed at the beginning of the school year during "*Chromebook Boot Camp*." Parents and students must sign and return the Chromebook Acceptable Use Policy and Pledge documents before the Chromebook can be issued.

1.2 Chromebook Check-in

Chromebooks and related equipment will be returned during the final week of school. Students who transfer or withdraw from Centreville Layton School (CLS) during the school year must return the Chromebook and related equipment upon termination of enrollment.

1.3 Check-in Fines

If the student fails to return the Chromebook and related equipment, the student will pay the replacement cost of the Chromebook and related equipment (approximately \$500.00). Furthermore, the student will be responsible

for any damage to the Chromebook and related equipment. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

2. TAKING CARE OF THE CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology Department for evaluation.

2.1 General Precautions

- The Chromebook and related equipment are school property, and all users will follow this policy and the CLS acceptable use policy for technology.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of CLS.
- Chromebooks must never be left in an unlocked car.
- Students may not use “skins” to “personalize” their Chromebooks.

2.2 Carrying Chromebooks

The protective cases provided with the Chromebooks have sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks should always be within the protective Chromebook case when carried.
- Avoid placing too much pressure and/or weight (such as folders and workbooks) on the Chromebook screen.

2.3 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth; no cleaners of any type should be used.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

3. USING THE CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, planners, calendars and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook, **fully charged**, to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebooks Left at Home or not Charged

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. Loaner Chromebooks will be available to students who forget to bring their Chromebook to school or fail to charge their Chromebook.

Students who repeatedly fail to bring the Chromebook to school or maintain a fully charged battery will lose the privilege of the Chromebook for a time to be determined by the level head.

3.2 Chromebook Needing Repair/Undergoing Repair

A Chromebook that needs repair or troubleshooting should contact Tom Mendola (tmendola@centrevillelayton.org). Loaner Chromebooks may be issued to students when their assigned Chromebooks has been sent for repair.

3.3 Charging the Chromebook Battery

Chromebooks must be brought to school each day in a **fully charged** condition. Students need to charge their Chromebooks each evening.

3.4 Passwords

Chromebooks should not be password protected. CLS will provide a password to each student for their email account. This password may not be changed by the student. Students are prohibited from sharing this password with anyone else except a parent or guardian.

3.5 Background photos

All backgrounds set on the Chromebook should be appropriate for school and not offensive to anyone.

3.6 Photos

CAPTURING VIDEO, AUDIO, OR PHOTOGRAPHY WITHOUT THE CONSENT OF THE CLASSROOM TEACHER IS STRICTLY FORBIDDEN. Photo/Image storage on the Chromebook will be for school projects only. Storage of student personal photos or downloaded images is not allowed.

3.7 Music, Games, or Programs

- Students may not download music from Google Play or any other music sharing site unless directed by or with the permission of a teacher.
- Music is only allowed on the Chromebook if provided by the teacher for educational use.
- Non-educational games are not allowed on the Chromebooks.

3.8 Printing

Printing will be available with the Chromebook. Students will be given information and instruction on printing with the Chromebook at school.

3.9 Home Internet Access

Students are allowed to set up wireless networks on their Chromebooks to assist them with Chromebook use while at home. Printing at home will require a wireless compatible printer, Google Cloud Print, and the proper settings on the Chromebook.

3.10 Chromebook Camera

Each device is equipped with a webcam and software to use the program. CLS does not have the capability to access the webcam remotely.

4. SOFTWARE ON CHROMEBOOK

4.1 Originally Installed Software

CLS will synchronize the Chromebooks to contain the necessary Apps for school work. Students **will not** synchronize Chromebooks or add Apps through a personal account. The software/Apps originally installed by CLS must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required Apps and/or synced to a personal account

4.2 Inspection

Students may be selected to provide their Chromebook for inspection.

4.3 Procedure for re-loading software

If technical difficulties occur or illegal software (non-CLS iTunes Apps) is discovered, the Chromebook will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image. In this event, the student may lose the privilege of Chromebook use.

4.4 Software upgrades

Upgrade versions of licensed software/Apps are available from time to time. Students may be required to check in their Chromebooks to the Technology Department for periodic updates

5. STUDENT/PARENT/SCHOOL RESPONSIBILITIES

The use of CLS technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The CLS Acceptable Use Policy shall be applied to student infractions.

Violations may result in disciplinary action. When applicable, law enforcement agencies may be involved.

5.1 Parent/Guardian Responsibilities

Talk to your child about values and the standards they should follow regarding the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

5.2 School Responsibilities are to:

- Provide Internet and email access to its students.
- Provide data storage areas. These will be treated similar to school lockers. CLS reserves the right to review, monitor, and restrict information stored on or transmitted via CLS owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance with the acceptable use policy.

5.3 Students Responsibilities are to:

- Use Chromebook/computer in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to Chromebook/computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via CLS's network is at your own risk. CLS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help CLS protect our computer system/device by contacting the Technology Department (Tom Mendola) about any security problems they may encounter.
- Students are required to report any behavior or activity that they hear or see that does not apply to the acceptable use of the Chromebook outlined in this Chromebook AUP.
- Monitor all activity on their account(s).
- Turn off and secure their Chromebook after they are finished working to protect their work and information.
- Print a copy of any email containing inappropriate or abusive language or if the subject matter is questionable, and turn in to the Level Head.
- Return their Chromebook to the Technology Department (Tom Mendola) at the end of each school year. Students who transfer, or terminate enrollment at CLS for any other reason must return their individual school Chromebook on the date of termination.

5.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit material.
- Use of sites selling term papers, book reports, and other forms of student work.
- Use of Google Extensions to bypass the school's firewall.
- Social media not in accordance with classroom instruction.
- Non educational games. Only educational games, which in no way contradict our mission, may be used with permission of a teacher.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc).
- "Jailbreaking" of your Chromebook.
- Spamming/Sending mass or inappropriate emails.

- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- 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.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Students are not allowed to use another student's Chromebook.

5.5 Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by CLS may be applied to the Chromebook.
- Chromebook cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- Chromebooks that malfunction or are damaged must be reported to Tom Mendola (tmendola@centrevillelayton.org). The school will repair Chromebooks that malfunction. Chromebooks that have been damaged (above and beyond expected wear and tear) will be repaired through the school and students and their families will be responsible for the entire cost (approximately \$500.00) of repairs to Chromebooks that are damaged.
- Chromebooks that are lost or stolen must be reported immediately to Tom Mendola (tmendola@centrevillelayton.org) and the Police Department.

5.6 Legal Propriety

- 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.
- Plagiarism is a violation of the CLS Standards of Conduct. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the CLS Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

5.7 Student Discipline

If a student violates any part of the above policy, it will result in a parent meeting with the Level Head.

6. PROTECTING & STORING YOUR CHROMEBOOK

6.1 Chromebook Identification

Student Chromebooks will be identified in the manner specified by the school. Chromebooks can be identified by the serial number.

6.2 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, information literacy lab, unlocked classrooms, the “Mansion” and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Technology Department. In the event that a Chromebook has been turned into the office due to not being supervised, the student may have to check in and check out their Chromebook from the Technology Department daily for one (1) week.

7. COST OF REPAIRS

Students will be held responsible for ALL damage to their Chromebooks (above and beyond expected wear and tear) including, but not limited to: broken screens, cracked plastic pieces, in-operability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value (approximately \$500.00). Lost items such as cases and cables will be charged the actual replacement cost.

*****Signatures required below.*****

Centreville Layton School Student Pledge for Chromebook Use

- I will use my Chromebook in ways that are appropriate, meet Centreville Layton School expectations, and are educational.
- I will use appropriate language when using e-mail, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Centreville Layton School.
- I will follow the policies outlined in the *Chromebook Acceptable Use Policy* and the Centreville Layton School Handbook while at school and at home during all times.
- I will never leave the Chromebook unattended, and I will know where it is at all times.
- I will protect my Chromebook by only carrying it while in the case provided.
- I will never loan my Chromebook or give my password to other individuals.
- I will not let anyone else use my Chromebook other than my parents or guardians.
- I will charge my Chromebook battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- Clean the screen with a soft, antistatic cloth ONLY; no cleaners.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the Chromebook or Chromebook cover or do anything to permanently alter the Chromebook in any way.
- I will not remove or deface the serial number or other identification on any Chromebook.
- My family and I will file a police report in case of theft, vandalism, and other acts covered by insurance and inform Tom Mendola (tmendola@centrevillelayton.org).
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Chromebook, case, and power cords in good working condition.

I agree to the stipulations set forth in the above documents.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Centreville Layton School
Chromebook Acceptable Use Policy
Parent/Guardian Policy

I hereby release Centreville Layton School and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the Chromebook to purchase products or services.

I understand that it is impossible for Centreville Layton School to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate Chromebook use to school administrators.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

I accept that I am responsible to pay for any repair above and beyond expected wear and tear as determined by the Technology Department.

I have read and understand the information contained in this document and agree to abide by the rules set forth in this document.

Parent/Guardian Name _____

Parent/Guardian E-mail _____

Parent/Guardian Phone _____

Parent/Guardian Signature _____

Date _____

Child's Name _____