



# District 201-U

## Chromebook Handbook

The guidelines, procedures, and information within this document apply to all Chromebooks used at District 201-U by students, staff or guests including any other device considered by the Administration to fall under this policy.

## Receiving Your Chromebook

Chromebooks will be distributed prior to the beginning of the school upon collection of yearly insurance fee or authorization from the parent/guardian that they are waiving the purchase of the yearly insurance fee.

The *Chromebook Insurance Protection Enrollment Form* will need to be signed and returned during registration.

### Insurance Policy

District 201-U offers a Chromebook insurance policy for purchase prior to deployment of the Chromebook to your child. The yearly insurance cost will be \$20 per device for students at the middle school and high school and must be paid when the Chromebook is picked up. The cost of the insurance is not a fee, but an insurance cost and is not eligible to be waived under the federal meals program or through a fee waiver application.

Parents/Guardians may elect not to purchase the insurance policy for \$20. If parents/guardians elect not to purchase the insurance policy, they are responsible for the cost of repairs (up to, and including, replacement).

| Cost of Repairs                                                      |     |                                        |       |
|----------------------------------------------------------------------|-----|----------------------------------------|-------|
| (This is not a complete list, but a list of the most common repairs) |     |                                        |       |
| <u>With</u> Annual \$20 Insurance Policy                             |     | <u>Without</u> Annual Insurance Policy |       |
| Hinge                                                                | \$0 | Hinge                                  | \$30  |
| Bezel                                                                | \$0 | Bezel                                  | \$20  |
| Non-Touch Screen                                                     | \$0 | Non-Touch Screen                       | \$75  |
| Touch Screen                                                         | \$0 | Touch Screen                           | \$125 |
| Case                                                                 | \$0 | Charger                                | \$35  |
| Keyboard/Mousepad                                                    | \$0 | Case                                   | \$25  |
| Mousepad                                                             | \$0 | Keyboard/Mousepad                      | \$50  |
|                                                                      |     | Mousepad                               | \$25  |

### Return

Students will be required to return their Chromebook and peripherals at the end of the school year and will retain their original Chromebook upon return for the following school year.

Students that have completed the 8<sup>th</sup> and 12<sup>th</sup> grade will be given the option of keeping their Chromebook at the conclusion of the school year.

Any student who no longer attends District 201-U will be required to return their Chromebook and all peripherals checked out to the student. If a Chromebook and peripherals are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian will be turned over to a collection agency and reported as stolen property of District 201-U.

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## Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook. Chromebooks that are broken or fail to work properly must be taken to the Library Media Center. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced.

### General Precautions

- Food or drink is not recommended near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

### Carrying the Chromebook

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Students must carry the Chromebook in the District 201-U provided case.

### Screen Care

The Chromebook screen 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 top of the Chromebook.
- 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.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Do not place it on the floor where it could get kicked or stepped on.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. Packaged pre-moistened eyeglass lens cleaning tissues may be used to clean the screen.

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## Using Your Chromebook

### At School

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules can be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

### At Home

All insured students at the high school and middle school are required to take their Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Repeated failure to charge your Chromebook may result in referral to administration and possible disciplinary action. When fully charged at home, the battery should last throughout the day. While using the Chromebook at home, students should keep the Chromebook in the District 201-U issued case in order to provide the utmost protection against damage.

### Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

### Printing

*At School:* Teachers will utilize digital copies.

*At Home:* The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this.

### Managing Your Files and Saving Your Work

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

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## Software on Chromebooks

### Originally Installed Software

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. From time to time the school may add software or apps for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

### Additional Software

Students are unable to install additional software on their Chromebook other than what has been approved by District 201-U.

### Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. Inappropriate use or content will be subject to disciplinary action.

### Procedure for Restoring the Chrome OS

If technical difficulties occur the device may be restored to factory settings. All student created files stored on an external mini SD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored unless the student requests that an attempt be made to salvage it.

## Personalizing the Chromebook

**Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of District 201-U. Spot checks for compliance will be done by administration or District 201-U staff members at any time. Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the District 201-U Acceptable Use Policy.**

### Protecting & Storing Your Chromebook

Chromebook Identification: Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Chromebook identification number on lid / serial number on bottom
- Student's First and Last Name

Under no circumstances are students to modify, remove, or destroy identification labels.

### Storing Your Chromebook

When students are not using their Chromebook, it should be stored in their lockers or carried with them in the district provided Chromebook case. Nothing should be placed on top of the Chromebook, when stored in the locker. Students that have paid their insurance need to take their Chromebook home with them every night. The Chromebook is not to be stored in lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in a vehicle for an extended period of time, especially during times of extreme temperatures.

### Storing Chromebooks at Extracurricular Events

Students are responsible for securely storing their Chromebook during extra-curricular events. A locked locker is suggested for storage.

### Chromebooks Left in Unsupervised / Unsecured Areas

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include: the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

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## Repairing or Replacing Your Chromebook

### Chromebooks Undergoing Repair for Damage

- District 201-U will assess the Chromebook damage and repair or replace the device if the damage is determined to be within the insurance policy guidelines.
- Loaner Chromebooks that can be taken home at the end of the day will only be issued to students who have either paid the cost of the insurance policy deductible when they leave their Chromebook for repair at the Library Media Center.
- Day Use Chromebooks will be available for students until cost of insurance policy deductible is paid. Day Use Chromebooks will be collected at the end of each day.
- If repair is needed due to malicious damage, the school will refuse to provide a loaner Chromebook, unless full replacement cost has been rendered prior.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to the cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

### Chromebooks Undergoing Repair for Technical Issues

Loaner Chromebooks will be issued to students who bring their Chromebook to the Library Media Center with technical issues that would be considered factory defects and not damage caused by student misuse.

If the Chromebook is under warranty, a loaner Chromebook will be issued to the student while the Chromebook needing repair is sent back to the manufacturer.

### Manufacturer Warranty

The manufacturer warrants the Chromebook from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date District 201-U takes delivery of the Chromebook. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook. The manufacturer warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the Library Media Center.

If a Chromebook becomes defective (at no fault of the student) after the manufacturer warranty expires, District 201-U will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

### Loss or Theft Protection

As part of the 1:1 Chromebook Initiative, District 201-U offers an insurance policy prior to the deployment of the Chromebook to your child. The insurance will cover accidental damage or loss due to an act of nature. However, the insurance will not cover loss or theft of the Chromebook and/or its accessories. District 2301-U will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code. Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse, loss, or theft.

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## Chromebook Technical Support

The Library Media Center will be the first point of contact for repair of the Chromebooks.

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

### Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you. ○ Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's *Acceptable Use Policy*.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.
- Parents are encouraged to monitor their child's internet activity and internet usage periods.

### Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the District 201-U discipline code. 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.

### Email

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by District 201-U. The interface is heavily monitored by district network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission is allowed. ○ Email is subject to inspection at any time by school administration.



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## Consequences

Students will be responsible for accounts and/or computer hardware issued to them. Non-compliance with the policies of the *Chromebook Policy Handbook* or the *District 201-U Acceptable Use Policy* will result in disciplinary action as outlined by the discipline code and/or other school policies for the user.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

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## District 201-U's Board of Education Policies and Acceptable Use Policy

### Board of Education Policy 6:235 - Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, Acceptable Use of the District's Electronic Networks contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

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## Authorization for Electronic Network Access

Each staff member must sign the Authorization for Access to the District's Electronic Networks as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization form before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the district's administrative procedure Acceptable Use of the District's Electronic Networks, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## Board of Education Policy 6:235 Access to Electronic Networks

### Definitions

Includes - Means "includes without limitation" or "includes, but is not limited to."

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to services such as Facebook, LinkedIn, Twitter, Instagram, Snapchat and YouTube.

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and:

1. Transmits sounds, images, text, messages, videos, or electronic information
2. Electronically records, plays, or stores information, or
3. Accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).

### Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships required by policy 5:120, Employee Ethics; Conduct; and Conflict of Interest at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, Workplace Harassment Prohibited; 5:100, Staff Development Program; 5:120, Employee Ethics; Conduct; and Conflict of Interest; 6:235, Access to Electronic Networks; 7:20, Harassment of Students Prohibited; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians. As a rule, District 201-U employees should never use personal technology to communicate with students about school matters; however, in the case of an emergency, or if access to district technology is not possible, staff may use their personal technology to communicate with students. Any staff member who communicates with a student using personal technology should report such action to their building administrator and the reason for the communication within one business day. If a staff member communicates with a student using personal technology, the parents of each student should be informed within 1 business day that the student was contacted through the use of a staff member's personal technology medium. The reason for the communication should be given to the parent and the content of the communication should also be given to the parent.

3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Do not use personal technology or social media to share, publish, or transmit information about or images of students without proper approval from an immediate supervisor. Do not post or publish information, anecdotes, or images of District events, including of other staff members, on social media sites without express or implied approval from the supervisor or except where the staff member has a legal right to convey the information, anecdote, or image in such a manner.
5. Refrain from using the District's logos without permission and follow Board policy 5:170, Copyright, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Not represent oneself as speaking on behalf of the District or Board of Education; when identifying oneself by relationship to the District, expressly disclaim District or school endorsement of the remarks made. Communications to and from Board members must be in compliance with Board Policy 2:140.
8. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
9. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal. Any discipline of an employee must be in accordance with the employee's collective bargaining agreement, if applicable.

The Superintendent shall:

1. Prior to the implementation of this policy, the District will provide all employees with a mandatory training about this policy and all the other policies cited herein.
2. Direct Building Principals to annually:
  - a. Provide their building staff with a copy of this policy.
  - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
  - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

### Use of Electronic Mail (Email)

The District's electronic mail system (email) and its constituent software, hardware and data files are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.

The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by the student or staff member to an electronic mail account is strictly prohibited.

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Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

Electronic messages transmitted via the District's internet gateway carry with them an identification of the user's internet "domain." This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all electronic messages transmitted to external recipients.

Any message received from an unknown sender via the internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet-based message is prohibited unless the user is certain that the message's authenticity and the nature of the file so transmitted.

Use of the District's electronic mail system constitutes consent to these regulations.

### Unacceptable Use

An employee is responsible for their actions and activities involving the network. Some examples of unacceptable uses include, but are not limited to:

1. Using the network for illegal activity, including copyright violation of copyright or other contracts, or transmitting any material in violation of U.S. or State regulation (District 201-U may not be able to prevent consequences assigned by Federal or State authorities);
2. Downloading of software without authorization by the Department of Technology, regardless of whether it is copyrighted or devirused;
3. Downloading copyrighted materials for other than general use;
4. Using the network for private financial or commercial gain;
5. Gaining unauthorized access to resources or entities;
6. Invading the privacy of individuals that includes the unauthorized disclosure, dissemination, and use of information about any person that is of a personal nature including a photograph;
7. Using another user's account or password;
8. Posting material authored or created by another without their consent;
9. Posting anonymous messages;
10. Using the District's computer network or District's means of access to the internet for any illegal activities, including, but not limited to, copyright violations and unauthorized access to our unauthorized use of databases;
11. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, ethically-offensive, harassing or illegal material;
12. Using the network while access privileges are suspended or revoked;
13. Using the District's computer network for commercial or private advertising;
14. Sending personal emails, instant messaging, or "chatting." Sending email, reading email or accessing email accounts during instructional periods.
15. Solicitation of any products (i.e., Girl Scout Cookies, May Kay products) or promoting any type of personal business;
16. Forwarding, sending, or reading jokes, humorous stories, poems, chain letters, or similar materials;
17. Conducting personal business of any kind. Accessing personal banking websites, my space.com, personal shopping websites or www.amazon.com is presumed to be personal business activity.
18. The District is not able to list each and every website that should not be accessed by staff members, however, websites that display any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, ethically-offensive, harassing or illegal material is not to be accessed.

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## Network Etiquette

Employees are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal the personal addresses or telephone numbers of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. System operators have access to all mail. Messages related to or in support of illegal activities may be reported to the appropriate authorities.
5. Consider all communications and information accessible via the network to be the property of Crete-Monee School District 201-U.

Parent/Guardian is responsible to read and review this information with their student. Rules of conduct are described in this *District 201-U's Board of Education Policies and Acceptable Use Agreement* and apply when the electronic information system is in use. Parent/Guardian understands any violations of the above provisions within this handbook will result in the loss of the student's user account and may result in further disciplinary and/or legal action, including but not limited to suspension or expulsion, or referral to legal authorities.

Parent/Guardian and student agrees to maintain acceptable standards and to report any misuse of the system to the appropriate teacher or administrator. Also, should the student choose to "publish" on the Internet, the student will work under the guidance of a content sponsoring teacher. Misuse or violation of this agreement comes in many forms, but can be viewed as any messages, information or graphics sent or received that include/suggest pornography, unethical or illegal solicitation, racism, sexism, harassment, inappropriate language, and/or other listings previously described in this user agreement.

The student agrees to report any misuse of the electronic information resources to my principal, teacher/supervisor or systems administrator. Parent/Guardian and student have read this *District 201-U Chromebook Policy Handbook* and understand that Internet sites are filtered and that Internet use on my district computer may be monitored. I hereby agree to comply with the above described conditions of acceptable use.

## Parent/Guardian

I understand that my child's use of the district's technology resources is not private and that District 201-U may monitor my child's electronic communications and all other use of district technology resources. I consent District 201-U interception of or access to all of my child's electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely. As the parent or guardian of the above-named student, I have read this *District 201-U Chromebook Policy Handbook* and understand that Internet sites are filtered and that electronic information resource accounts may be monitored. I understand my child may be disciplined for inappropriate or unacceptable use of electronic information resources. I further understand that student use of the electronic information resource system is designed for educational purposes. I understand that it is impossible for District 201-U to filter or restrict access to all inappropriate materials. I will not hold District 201-U responsible for inappropriate or unacceptable materials my child may acquire on the network system. I hereby give my permission and approve the issuance of an electronic account for my child.

I have read this *District 201-U Chromebook Policy Handbook* and understand that Internet sites are filtered and that electronic information resource accounts may be monitored. Revised July 2018 13 I understand that violation of these provisions may result in disciplinary action taken against my child including, but not limited to, suspension or revocation of my child's access to district technology and suspension or expulsion from school. I understand that my child's use of the district's technology resources is not private and that the school district may monitor my child's electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my child's electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely. I agree to be responsible for any unauthorized costs arising from use of the district's technology resources by my child. I agree to be responsible for any damages incurred by my child.

I further understand that student use of the electronic information resource system is designed for educational purposes.

I recognize that the District has initiated reasonable safeguards to filter and monitor inappropriate materials. I understand that it is impossible for District 201-U to filter or restrict access to all inappropriate materials. I will not hold District 201-U responsible for inappropriate or unacceptable materials my child may acquire on the network system.

Student's Name: \_\_\_\_\_  
Last Name First Name

School Year: 2019-2020

School:  Crete-Monee Middle School  Crete-Monee High School

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Chromebook Insurance Policy Enrollment Form

Student's Name: \_\_\_\_\_  

Last Name
First Name

School Year: 2019-2020

School:  Crete-Monee Middle School     Crete-Monee High School

Grade: \_\_\_\_\_

The Chromebook Insurance Policy protects against breakage and damages and highly recommended, but not mandatory.

If you choose not to purchase insurance and the computer is damaged you are responsible for all repairs and/or replacement.

| Cost of Repairs                                                      |     |                                        |       |
|----------------------------------------------------------------------|-----|----------------------------------------|-------|
| (This is not a complete list, but a list of the most common repairs) |     |                                        |       |
| <u>With</u> Annual \$20 Insurance Policy                             |     | <u>Without</u> Annual Insurance Policy |       |
| Hinge                                                                | \$0 | Hinge                                  | \$30  |
| Bezel                                                                | \$0 | Bezel                                  | \$20  |
| Non-Touch Screen                                                     | \$0 | Non-Touch Screen                       | \$75  |
| Touch Screen                                                         | \$0 | Touch Screen                           | \$125 |
| Case                                                                 | \$0 | Charger                                | \$35  |
| Keyboard/Mousepad                                                    | \$0 | Case                                   | \$25  |
| Mousepad                                                             | \$0 | Keyboard/Mousepad                      | \$50  |
|                                                                      |     | Mousepad                               | \$25  |

The Chromebook Insurance Policy cost per device is \$20.00 annually.

Insurance is good for one school year and is not carried over from year to year.

Intentional damage voids all insurance claims and student is responsible for the full amount of the Chromebook.

**Insurance will not be offered after breakage or damages have occurred.**

## Enrollment in Chromebook Insurance Policy

I **wish** to enroll by student in the Chromebook Insurance Policy. I acknowledge that I have read, understand and agree to all the terms and conditions outlined on this form and included in the Chromebook Policy Handbook.

I **do not wish** to enroll my student in the Chromebook Insurance Policy. I acknowledge that I have read, understand and agree to all the terms and conditions outlined on this form and included in the Chromebook Policy Handbook.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

|                  |                            |                              |                                    |
|------------------|----------------------------|------------------------------|------------------------------------|
| Amount Received: | <input type="radio"/> Cash | <input type="radio"/> Credit | <input type="radio"/> Other: _____ |
|------------------|----------------------------|------------------------------|------------------------------------|