

Southwest Livingston County R-I Technology Handbook



"EDUCATION, SERVICES AND EMPLOYMENT
ON A NON-DISCRIMINATORY BASIS"

Nondiscrimination Statement

Southwest Livingston County R-I School District

It is the policy of the Southwest Livingston County R-I School District not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in employment, educational programs and activities or admissions. as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries or complaints concerning the Southwest Livingston County R-I School District's compliance with the regulations implementing Title II, Title VI, Title VII, Title IX, Section 504 or the American with Disabilities Act (ADA) may be directed to: Superintendent's Office, Southwest Livingston County R-I School District, 4944 Hwy DD, Ludlow, Missouri, 64656.

(660-738-4433)

All Chromebooks and chargers will be labeled with a school asset tag and Southwest Livingston County R-1 School Logo. Asset tags and logos may not be modified or tampered with in any way. Students may be charged up to the full replacement cost of a Chromebook and/or charger for tampering with a school asset tag or logo or for turning in a Chromebook and/or charger without the assigned school asset tag or logo.

Chromebook Identification Records

The school maintains a log of all Chromebooks and assigned asset tag numbers, which includes the Chromebook serial number, Chromebook asset tag code, charger asset tag code, and the name and ID number of the student assigned to the device/charger. Each student will be assigned the same Chromebook and charger for the duration of his/her time at Southwest Livingston County R-1 School District. Therefore, it is essential that each student maintains and cares for his/her assigned device and charger appropriately.

Returning the Chromebook and Charger

Before last week of school at the end of the school year, all students will turn in their Chromebooks and all peripherals and charger. If a student fails to return the device at the end of the school year or upon termination of enrollment, the student or parent will be responsible for paying full replacement costs for the device and charger. Any loss or damage to a Chromebook or charger is the responsibility of the student and will be handled in a manner consistent with the school policy.

Chromebook Care

Students are responsible for the general care of the Chromebook they have been issued by the school. The school district will offer training on general device care tips. These care tips will also be available on the school website for students and parents to view.

Chromebooks that are broken or fail to work properly should be taken to the Principal or Superintendent for troubleshooting assistance, device repair, or replacement checkout. Students who are issued a replacement device will be allowed to take the replacement device home until their device is repaired and returned to the students. School issued devices should NEVER be taken to an outside vendor for repairs.

General Precautions:

1. The Chromebook is school property and all users will follow this policy and the Southwest Livingston County R-1 School District acceptable use policy for technology.
2. Only use a clean, soft cloth to clean the screen (do not use liquid or cleansers of any type).
3. Cord and cables must be inserted carefully in the device to prevent damage.
4. Chromebooks and cases must remain free of any writing, drawing, or other unacceptable markings. School issued only vinyl stickers may be allowed.
5. The Chromebook should always be locked or supervised directly by the student to whom it is assigned. For instance, the Chromebook should never be left in an unlocked locker or any unsecured area. Vehicles are not a good storage place either due to temperature control measures.
6. No food or drink should be next to the Chromebook.
7. Students are responsible for keeping their devices charged for school each day.

Carrying Your Chromebook

The guidelines below should be followed:

1. Never store or transport your Chromebook with the power cord plugged into it.
2. Vents cannot be covered.
3. Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.

Screen Care

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

1. Do not lean on the top of the device when it is closed.
2. Do not place anything near the Chromebook that could put pressure on the screen. This includes placing an object (pens, pencils, etc.) on the keyboard before closing the lid.
3. Do not place any objects or materials in the carrying case that will press against the cover.
4. Clean the screen with a soft, dry cloth.

Using Your Chromebook at School

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

Chromebooks Left at Home

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their device present. **Leaving a Chromebook at home for three or more times will result in a conference with an administrator.**

Charging Your Chromebook

ALL CHROMEBOOKS MUST BE BROUGHT TO SCHOOL EACH DAY FULLY CHARGED! STUDENTS NEED TO CHARGE THEIR DEVICES AT HOME EACH EVENING!

Wallpapers, Screensavers, Themes and Background Photos

Inappropriate media may not be used as a wallpaper, screensaver, theme, or background photo. The presence of guns, weapons, pornographic material, inappropriate language, alcohol, drug, or gang related symbols and pictures will result in disciplinary actions.

Sound on Your Chromebook

The sound on your Chromebook must be muted at all times unless permission is obtained from the teacher for instructional purposes. You will be required to bring in your own earbuds for programs and materials that are required with sound. Headphone/earbud use at other times is at the discretion of the teacher.

Printing from Your Chromebook

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Any printing that needs to be done must be accomplished at home or with the assistance of a staff member. Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

School Internet Access

The Southwest Livingston County R-1 School District will provide filtered wi-fi access to all district assigned student Chromebooks. No personal student hotspots, including using a mobile device as a hotspot will be allowed for wi-fi connection while on school grounds. Home Internet Access: Students are allowed to set up wireless networks on their

district assigned Chromebook. This will assist them with device use while at home. Students are NOT required to have wireless access at home as much of the work required for school can be accessed offline as well.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WIFI Internet connection will be required for the majority of Chromebook use; however, some applications can be used without an Internet connection. Students are bound by the Southwest Livingston County R-1 School District Acceptable Use Policy, Administrative Procedure, and all other guidelines in this document wherever they use their Chromebooks.

Managing Your Files and Saving Your Work

The majority of student work will be saved in Google Drive or Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. You are also allowed to use the offline features in Google Drive and sync documents to your Drive account when you have WiFi access.

Content Filtering

The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Parents/guardians are responsible for filtering and monitoring any Internet connection students receive that is not provided by the school and when using their Google Accounts at home.

Software on Chromebooks

The software and applications installed by the Southwest Livingston County R-1 school District must remain on the device in usable condition and be easily accessible at all times. The licenses for this software require that the software be deleted from the device at the end of the year. From time to time the district may add software or applications for use in a particular class. Students are responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Southwest Livingston County R-1 technology staff. Chromebooks and accounts will periodically be checked to make sure students are in compliance. From time to time students may be asked to update and sync to newest versions of district deployed software and apps. The Chromebook operating system, Chrome OS, updates itself automatically. Students to not manually update their Chromebooks. Users of Southwest Livingston County R-1 School District technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications or devices and are given no guarantees that data will be retained or destroyed. Virus protection is not necessary. Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.

Additional Software

Students are NOT ALLOWED to load extra software, games, operating systems, or other programs to their Chromebooks. The Southwest Livingston County R-1 School District will manage the Chromebooks so they contain the necessary applications for educational purposes. Students will be asked to sign in on District issued devices using only the account provided by the Southwest Livingston County R-1 School District. If technical difficulties occur or non-approved software and applications are installed, the

Chromebook will be restored to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to this re-imaging process. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, Computer Crimes, etc. will result in criminal prosecution or disciplinary action by the District.

Inspection of Devices

Students may be selected at random to provide their Chromebook for inspections. The device is property of the Southwest Livingston County R-1 School District, and any staff member may confiscate any Chromebook or other district owned device at any time for any purpose. Any student who clears a browser's history is admitting to guilt or fault. These rules apply to all use of the device, including use outside of Southwest Livingston County R-1.

Acceptable Use Policies and Procedures

The use of Southwest Livingston County R-1 School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Southwest Livingston County R-1 School District is not allowed by anyone outside the district. This privilege also terminates when a student is no longer enrolled in the Southwest Livingston County R-1 School District. This policy is provided to make sure all users are aware of the responsibilities associated with ethical and lawful use of technology. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary actions shall be applied. The Southwest Livingston County R-1 School District Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable law enforcement agencies may be involved.

Parent/Guardian Responsibilities

- Talk to your students about values and standards that your students should follow while using technology and the internet, just as you do on the use of all other media sources.
- Should you want your student to opt out of taking a Chromebook home, you will need to sign a form indicating this and understand that your student is still responsible for meeting all course requirements.

School Responsibilities

- Provide Internet access at school and provide individual Google Apps for Education accounts to its students.
- Provide internet filtering on district networks.
- Immediately report and inappropriate digital content to building principal.
- Provide network data storage options; however, Southwest Livingston County R-1 School District reserves the right to review, monitor, and restrict information stored on or transmitted via Southwest Livingston County R-1 school District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in the use of the device and help ensure student compliance of the acceptable use policy.

Student Responsibilities

- Use technology in an ethical and responsible manner.
- Adhere to Southwest Livingston County R-1 School Acceptable Use Policy
- Use all school resources in an appropriate manner so as not to damage school property. This damage includes but is not limited to the loss of data resulting from misuse or service interruptions caused by the student's own negligence. Use of any information obtained by Southwest Livingston County R-1 School District's Internet System is at your own risk. The Southwest Livingston County R-1 School District specifically denies and responsibility for the accuracy or quality of information obtained through its service.
- Help the Southwest Livingston County R-1 School District protect our computer system by contacting any staff member about any security problems they may encounter.
- Monitor all activity on their Google Apps accounts and or device.
- Students should always secure their Chromebook and Google Apps account by logging off after use and putting Chromebook in protective wear provided by the district.
- Return the Chromebook at the end of the year, not doing so will result in a charge to student school accounts until returned, and/or potential criminal infraction.
- Students who withdraw, are suspended or expelled, or terminate enrollment in the Southwest Livingston County R-1 School District for any other reason must return their individual device, protective case, and charger on the date of termination.

Activities that are Strictly Prohibited

- Illegal installation or 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.
- Any action that violates existing Board policy or public law.
- Use of outside data disks (including flash drives) or external attachments.
- Spamming by sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet and email accounts for financial or commercial gain for any illegal activity.
- Students are NOT allowed to give out personal information over the internet-with the exception of teacher directed instances.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior
- Vandalism of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- Bypass Southwest Livingston County R-1 School District web filter through a web proxy filter.

PLEASE RETURN THIS PAGE

SIGNATURE PAGE

I have read and understand the above technology handbook and agree to abide by the given rules.

Student Name (Please Print):

Student Signature

Date

I, the Parent/Guardian, have read and understand the above Technology Handbook set forth for my child.

Parent/Guardian Signature

Date