

Middle School Student Electronic Device Handbook



Parent must review with their child and sign the District 303 Student and Parent Device Agreement found on the last page of this handbook.

Introduction In order to support the future of our students' learning, a committee convened to review various electronic devices to support student learning. During 2015-16 school year, many teachers were provided with carts of Chromebooks to integrate into their instruction with students. Teachers and students provided positive feedback in their experience with these devices. For the 2016-2017 year, all students will be provided with a Chromebook to be used throughout the school day to support their learning with the option to be able to take them home.

Rationale The devices are cost effective and can be used in numerous ways to augment the established curriculum and instruction. As the district looked at a number of options, the Chromebooks best meet students learning needs.

Cost The value of the device is approximately \$300. If your daughter/son uses proper care, especially while transporting the device, the risk of accidental damage is minimal. Replacement costs will be determined on an as needed basis not to exceed the replacement cost of the device (currently approximately \$300).

Handling, Care, and Transport

- When walking with the device, carry it carefully with the lid closed.
- Cases are encouraged.
- Do not leave the device unattended.
- Do not place the electronic device on the ground.
- Avoid having sharp objects near the device, including pens or pencils.
- When closing the lid, make sure nothing is inside.
- Do not eat or drink or place liquids near your device.
- When picking up, pick up by the base (bottom) with both hands.
- When device is not in use, keep the lid closed.
- The device will come with a district provided Asset Tag sticker and device ID sticker, as well as a sticker with your name.

Student Responsibilities: Use of the device is a privilege. The school district owns the devices and will loan them to the students as a tool to support their learning. The District will inspect devices periodically, without notice to ensure that no inappropriate content is on the device. Also, if a student has downloaded personal files to the device and there is no space remaining to download items required for classes, students must remove personal files. Students are expected to follow all expectations in the District's Acceptable Use Policy found in the D303 handbook.

Students will:

- Fully charge their device at home each evening.
- Use their district provided Google Account for email and document sharing.
- Assume responsibility for all activity on their account(s).
- Log off and secure their device after they finish working to protect the device and their information.
- Notify a staff member or administration if an inappropriate or threatening email or message is received.

Student Activities Prohibited, including but not limited to the following:

- Gaining access to other students' accounts, files, and/or data, including sharing of passwords.
- Any action that violates existing Board policy or public law such as credit card fraud, electronic forgery, or other forms of illegal behavior.
- Videotaping or photographing any individual, teacher, or student without their consent.
- Using any wireless communications device in any bathroom, locker room, or any area other unauthorized area.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean others.
- Illegal installation or transmission of copyrighted materials. Use of sites selling or sharing research papers.
- Use of unauthorized social media sites. (Examples, but not limited to, Instagram, SnapChat, Vine, etc.)
- Changing of device settings beyond basic controls.

- Spamming or sending mass or inappropriate emails.
- Use of the school's Google accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous accounts or impersonating others online.
- Students are not allowed to give out personal information over the Internet unless authorized by a classroom teacher. This includes, but is not limited to, setting up internet accounts including those necessary for social media, eBay, email, etc.
- Adding stickers, except those given by or authorized by teachers.
- 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 programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Adding inappropriate wallpaper images that include things such as weapons, violence, sexuality, alcohol or drugs.
- Unauthorized Internet/Computer Games during instruction.
- Bypassing the web filter.
- Lending Chromebook for other individuals to use.

Violations may result in disciplinary action including the loss of chromebook privileges, suspension and/or expulsion of students. When applicable, law enforcement agencies may be involved.

Damage, Loss or Theft- Repair and Replacement Costs:

If misfortune occurs while your student has the Chromebook off of school grounds, please notify the school by leaving a voice message at the school office of your child's school or send an email to your child's principal. In addition, in the case of suspected theft, please immediately contact local law enforcement to file a police report. Please share a copy of the police report with your school (either via email or in person) in order for the school district to assist the police in discovering the stolen device.

Costs are:

- Repair - \$50 (the damaged device is immediately returned to the student's school)
- Stolen – \$50 (Police Report must be provided. Fine may be waived at the principal's discretion)
- Loss – \$250 (Information provided to school staff)
- Chromebook Power Cord Replacement - \$35

School Responsibilities:

- Provide students internet and email access while at school.
- Provide internet filtering of inappropriate materials to the best of our ability.
- The electronic device will be treated similar to school lockers. The school district reserves the right to review, monitor, restrict, and remove information stored on or transmitted via school owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.
- Staff members will not lend out other students' Chromebooks.

St. Charles CUSD 303 Student and Parent Device Agreement

Student Name Printed: _____

Circle Grade: **6** **7** **8**

Parent or Guardian Name Printed: _____

- I will allow my child to take the Chromebook home each night.
- I will not allow my child to take the Chromebook home each night.

Please note that even if you do not allow your child to bring the Chromebook home after school, he or she is still responsible for Chromebook use as stated below. This program empowers students to use the device as a tool to support learning during the school day.

Terms of Agreement

- The student is responsible at all times for the care and appropriate use of this device. I understand if my daughter/son violates the guidelines agreed to in the device Student/Parent Handbook her/his privilege to use the device may be restricted or removed and she/he may be subject to disciplinary action.
- I understand that I am responsible to review, understand, and enforce my student's appropriate use of the device.
- The device remains the property of St. Charles Community Unit School District 303.
- The costs for repair or replacement in the case of damage, loss or theft are:
 - Repair - \$50 (the damaged device is immediately returned to the student's school)
 - Stolen – \$50 (Police Report must be provided. Fine may be waived at the principal's discretion)
 - Loss – \$250 (Information provided to school staff)

I understand and accept the Rules and Guidelines in the Handbook for Students and Parents for appropriate use of school owned devices.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____