



# Middle School

## Chromebook Handbook, Procedure, and Agreement

*Jefferson City School District is proud to provide our middle school students the very best in 1:1 technology environments. This handbook will outline the student responsibilities and all the supplemental equipment, Apps, and tools for use with these devices.*

### **Device Purpose**

JC School District is committed to providing our students with the best educational opportunities available. A technology environment that will prepare them for life after graduation is an essential part of these educational opportunities. JC School District is committed to ensuring students develop the skills and knowledge necessary to responsibly navigate a changing educational and career landscape infused with technology. Therefore, JC School District has implemented our 1:1 program using the Chromebook tablet in grades 6-8.

### **Training**

Students will be trained on how to use the Chromebook by their classroom teachers.

### **Student Expectations**

By taking possession of the District-owned Chromebook, the Jefferson City School District expects students to adhere to the following 4 guidelines;

1. **Be empowered.** Do awesome things with this technology. Share with us your ideas and what you can do. Amaze us.
2. **Be nice.** Help foster a school community that is respectful and kind.
3. **Be smart and safe.** If you are uncertain, talk with us.
4. **Be careful and gentle.** Our resources are limited. Help us take care of our devices and network.
5. **Be a good digital citizen and THINK.** Before writing, think...is what I am writing/creating TTrue, Helpful, Inspiring, Necessary, and Kind?

## **Chromebook Care**

Students are responsible for the general care of the Chromebook which they have been issued by Jefferson City School District. General care involves being gentle and mindful with everyday handling and screen care, carrying the Chromebook, and storing the Chromebook.

## **Everyday Handling and Screen Care**

Students should always place the device on a flat surface, away from table edges. Students should use only a soft, slightly water-dampened, lint-free cloth to clean the Chromebook. Cords, cables, mice, and removable storage devices must be inserted carefully into the Chromebook. Students should log off and shut down Chromebooks when not in use. Chromebook must remain free of any writing, drawing, stickers or labels that are not pre-attached by JC School District

Food or drink should not be near Chromebook or consumed while using the device. Chromebooks should never be placed on the floor. Do not expose Chromebooks to extreme temperature or direct sunlight for extended periods of time. Never throw, slide, or drop the Chromebook. Never lean on or place heavy objects on top of your Chromebook. Do not poke or use sharp objects on the Chromebook. Do not place anything on the keyboard before closing the lid (e.g. pencils, earbuds).

## **Carrying Your Chromebook**

The protective shell of the Chromebook will provide basic protection from everyday use, but it is not designed to prevent damage from drops or abusive handling. Students should always carry the Chromebook with two hands while the lid is closed.

Students may not purchase their own cover or case unless preapproved by the Library Media Teacher and building administrator. Never throw a bag with a Chromebook inside or place a Chromebook in a bag with liquids, sharp or heavy objects.

## **Taking Your Chromebook home after school**

Students are responsible for the care and condition of the Chromebook they have been issued. It is the student's responsibility to bring it to school charged every day. It is recommended that students charge their Chromebook overnight every night. The student is responsible for the charger that was issued. Chargers are to be kept at home and not brought to school. If it is lost or damaged, it must be replaced, another one will not be issued unless a \$25.00 replacement charge has been paid. Chromebooks should never be stored in lockers.

## **Chromebook Usage and Applications**

Students are to be respectful while using their Chromebook. The Chromebook is intended for use at school each day. Students are responsible for bringing their assigned Chromebook to all classes unless specifically instructed NOT to do so. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Chromebooks should only be used in the

classroom, for specific class related activities, and with teacher permission. Students should always place the Chromebook in the assigned location during class when not in use. Students are to pause work and lower lid when the teacher is talking. Students should use only the school issued email/Google account. Students should not delete Google Search history. Any activities occurring on the Chromebook may be tracked and could result in disciplinary action if it violates the policies or procedures outlined by the Jefferson City School District.

### **Chromebook Security**

Students are to pick up and/or use ONLY the Chromebook issued to them. Each student is responsible for securing their Chromebook. Never leave the Chromebook unattended or in a location where it could be damaged or stolen. Areas where Chromebooks could easily be damaged include the school grounds, the cafeteria, hallways, bathrooms, or any other entity that is not securely locked or in which there is not supervision. Never lend your Chromebook to another person. Each student is solely responsible for their assigned Chromebook. If a Chromebook is damaged, lost or stolen while under the care of another person, the responsibility remains with the student the device was assigned to. Students should never remove, alter, or conceal district Chromebook labels. Students should always maintain a confidential password on their Chromebook.

### **Chromebook Cameras & Microphones**

Audio and video recording is at the discretion of the teacher, and students must obtain prior approval to use the Chromebook for recording sound or video. Any recordings are for educational purposes and individual use. They may not be shared, published, or rebroadcasted for any reason by the student without permission from the teacher. State and federal laws prohibit secret recording undertaken without the knowledge and consent of the person being recorded. Violations of these laws may be reported to proper authorities.

### **Lost, Stolen, Damaged Chromebooks**

Lost, stolen, or damaged Chromebooks should be reported to the teacher immediately. The teacher will fill out the [Chromebook Repair/Lost/Found Google Form](#). Additionally, the teacher will report the lost/stolen Chromebook to the Library Media Specialist and the grade-level administrator. Students are responsible for looking for the lost device. If lost, student must pay: **3120 Model = \$70, 3180 Model = \$140. 3100 Model = \$210**. Failure to report a stolen device in a timely manner will result in the device categorized as LOST rather than STOLEN and the student/parent/guardian will assume responsibility for replacement costs.

If the chromebook is damaged, the student is responsible for paying the insurance deductible **(Incident Deductible: 1st Occurrence \$25, 2nd Occurrence \$50, 3rd Occurrence \$100)** or the entire cost of repair if the student does not have insurance **(to be determined by technology support staff)**. The only stickers and labels that should/must be on the Chromebook are the District identification ones.

Do not attempt to gain access to the internal components or to repair the Chromebook. Report Chromebook problems to your teacher or Library Media Specialist. Loaner Chromebooks may be issued to students from the Library Media Specialist when a Chromebook is being repaired. If repair is needed to due to malicious damage, the school may refuse to provide a loaner. Students or parents will be charged for Chromebook damage repair or full replacement cost that is a result of misuse or abusive handling.

**District Policies About Technology**

Access to technology in the Jefferson City Public School District has been established for educational purposes only. Use of any JC School District technology outside of this purpose is strictly prohibited by Board Policies (EHB and EHB-R). Failure to comply with the District policies or guidelines stated in this document for care and use of Chromebook may result in disciplinary action. The Chromebook is the property of the Jefferson City Public Schools District and may be seized or reviewed for compliance to proper procedures or policies at any time. The student should maintain no expectation of privacy of information found on their JC School District issued Chromebook.

**Board Policy for Misuse and Misconduct (JG-R1)**

1. Unauthorized use of cellular telephones, personal computers, or unauthorized use of electronic devices during instructional time.

First Offense:	Teacher/Student conference, temporary confiscation of device, and/or detention.
Subsequent Offense:	Teacher/Student conference, principal/student conference, temporary confiscation of device, detention, or 1-180 days out-of-school suspension.

2. Attempting, regardless of success, to gain unauthorized access to technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

3. Violation other than those listed in (2) or of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Theft** – Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Created for Lewis and Clark Middle School and Thomas Jefferson Middle School by Johnston, Burton, Ellis and Ferry. August 2017. Updated August 2018. Updated August 2019. Updated July/August 2020

**Retain above portion for future reference**

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**Return this page to school by 08/28/2020**

*A signature below signifies that student and parent/guardian has read and acknowledges the policies and terms outlined within the JC School District Middle School Chromebook Handbook.*

**Printed Student First and Last name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_