

Jefferson City School District (“JC Schools”) 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 Schools 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 Schools has implemented our 1:World program using the Chromebook tablet in grades 6-12.

## Student Responsibility: Care and Maintenance

### Protecting your Chromebook

Carefully transport your Chromebook to school every day. Avoid placing weight on the Chromebook. Never throw or slide a Chromebook. Never expose an Chromebook to long-term temperature extremes or direct sunlight. An automobile is not a good place to store a Chromebook.

### Chromebook Screen

The Chromebook is an electronic device; handle it with care. Never throw a book bag that contains a Chromebook. Never place a Chromebook in a book bag that contains food, liquids, heavy, or sharp objects. While the Chromebook is scratch resistant, it is not scratch proof. Avoid using any sharp object(s) on the Chromebook. The Chromebook screen is glass and is are vulnerable to cracking. Never place heavy objects on top of the Chromebook and never drop your Chromebook. Careful placement in your backpack is important.

Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, slightly water- dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.

No stickers or any other items should be attached to the Chromebook unless placed there by school staff.

### Chromebook Apps

Students are encouraged to explore educational opportunities with their Chromebooks. There is a limited amount of space on the JC Schools issued Chromebook and care should be taken so that personally downloaded Apps do not prevent the JC Schools technology team from updating or installing new Apps necessary for classroom activities. Parents and Students issued JC Schools Chromebooks must also be aware that any Apps or activities occurring on these devices may be tracked and could result in disciplinary action if it violates the policies or procedures outlined by the Jefferson City School District.

### District Policies about Technology

Access to the technology in the Jefferson City School District (“JC Schools”) has been established for educational purposes only. Use of any JC Schools technology outside of this purpose is strictly prohibited by Board Policies (EHB and EHB-R).

Failure to comply with the District policies or the guidelines stated in this document for care and use of the Chromebook may result in disciplinary action, to include the loss of privilege to take the Chromebook home.

The Chromebook is the property of the Jefferson City School 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 Schools issued Chromebook. Chromebooks will remain the property of JC Schools after the student graduates.

### Chromebook Security

Each student is responsible for securing their JC Schools issued Chromebook. Never leave the Chromebook unattended or in a location where it could be damaged or stolen.

Never lend your JC Schools issued Chromebook to another person. Each student is solely responsible for their assigned device. If their assigned device is damaged, lost or stolen while under the care of another person, the responsibility remains with the student it was assigned to.

All JC Schools Chromebooks maintain tracking barcodes and tags. Additionally, some models of Chromebooks have JC Schools identifying information etched into the case of the Chromebook. Students should never attempt to alter or remove this identifying information. Each Chromebook is also configured to be remotely managed and tracked by JC Schools technology personnel. At no time should a student ever attempt to turn off or alter any of the location tracking services, like “Find My Chromebook”. Students should always maintain a passcode on their Chromebook to help secure their personal information on the Chromebook.

### Chromebook Cameras & Microphone

The Chromebook comes equipped with audio and video recording capabilities through a built-in microphone and rear-facing cameras. All electronic recordings created with the device must comply with District policies and State and Federal laws.

Use of the Chromebook and any other devices with audio

and video recording capabilities during instructional time is at the discretion of the teacher and the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional/educational purposes and individual use. Therefore, electronic recordings obtained with the Chromebook may not be shared, published or rebroadcasted for any reason by the student without permission. Furthermore, users of the Chromebook should be aware that State and Federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

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### **Chromebook Battery**

The Chromebook should be fully charged, using the provided wall charger, and brought to school ready to use each day. Waiting to charge the Chromebook until the charge is low (less than 20% life or red indicator light) will extend the battery life. It is the student's responsibility to charge the Chromebook at home and ensure it is ready for use in school each day. Failure to do so may result in the student's inability to participate in classroom learning activities.

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

In the case of loss or theft occurring while at school, the student must report it to their teacher or media specialist immediately. In the case of loss or theft away from school, the student must report the incident to law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the aforementioned law enforcement report to the Library Media Specialist or School Administration within one day of the occurrence. Failing to report loss of theft in the manner described here will result in the missing property being categorized as lost rather than stolen and the student / parent / guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the replacement costs of the lost property.

The School District offers a voluntary Chromebook insurance program to protect families from expensive repair costs. A damaged or broken screen may cost up to \$165 depending on what layer of the screen is broken. The Chromebook insurance cost is \$30 annually (\$15 if a Free and Reduced student) and covers damage, but not loss or theft. The insurance program offers coverage for each instance of accidental damage, with a deductible. Full details about the insurance program and how to purchase insurance can be found in the 1:World Student Handbook.

# Parent's 1:World Guide

## Keeping them Safe

The 1:World program will open up a world of information and opportunities to your child. While your student is at school we have filters and protections in place to ensure they are not exposed to inappropriate information. When they are away from school with these devices, "You" must protect them. Be involved. Audit their activities. Ensure they are being responsible with this technology. The following are suggestions to help protect your child. Cyber safety is an important parent-child discussion you must re-address frequently, while in their own home.

## Filter Their Access

Filtering software is not built into the JC Schools issued Chromebook. This device could become vulnerable to inappropriate content outside of the protections of the JC Schools buildings. Setup filtering software in your home wireless network to control the content they may be exposed to. Purchase 3<sup>rd</sup> party software Apps to install to the JC Schools issued Chromebook. Actively monitor their activities on their Chromebooks to ensure they are using them responsibly.

## Set Expectations

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Outside of school, it is likely that your child has already been confronted with multiple opportunities to access content that parents wouldn't approve, such as pornography, hate sites, celebrity gossip, reality TV personal blogs and more, all of which may influence your teen's beliefs, values and behavior. Understand that your teen's use of many technologies (such as iPods, video game systems, and cell phones) likely gives your teen the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectation for appropriate use and behavior.

## Here are some additional things to review with your child:

- ◇ Anything you do or post online creates a digital record, often called a "Cyber Footprint." Nothing online is totally private, even if it is intended to be. Once digitized, it can be saved, sent and reposted.
- ◇ A good rule of thumb: If you don't want a parent, teacher, principal, future employer or college admissions office to know something, don't post it online. Ask yourself "Would Grandma approve?"
- ◇ "Friends" aren't always who they say they are; undercover police and pedophiles pretend to be kids online. Encourage your teen to only be friends online with friends they know in person. Never give access to personal information, such as a Facebook profile, to people met online.
- ◇ Never post personally identifiable information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss with your teen how easy it is for someone to find you based on what you post online.
- ◇ Regularly check your privacy settings on all commonly used sites and networks. Ignoring privacy settings on sites like Facebook means your photos, contact information, interests, and possibly even cell phone GPS location could be shared with more than a half-billion people.
- ◇ Cyberbullying (threatening or harassing another individual through technology) is a growing concern. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening or aggressive message, often anonymously. Commit to not partake in this behavior and report incidents of cyberbullying to an adult.

# Questions and Answers

**What is the cost to families for the Chromebook Program?** Just as there is no cost to students for textbooks unless lost or damaged, there is no cost to students for the Chromebook unless lost or damaged.

**Does the District offer a Chromebook insurance program?**

Yes. The District offers families an option of purchasing our Chromebook insurance plan to cover any damage to the Chromebook, but it does not cover loss or theft. The cost of the insurance is \$30 per year (\$15 annually if a Free and Reduced student) and may be paid through [www.one2onerisk.com](http://www.one2onerisk.com). The insurance program offers coverage for each instance of accidental damage. A deductible is also applied to each instance. Full details about the insurance program, including repair costs and how to purchase insurance can be found in the 1:World Student Handbook.

**May I bring my own Chromebook to school?**

While we do offer a Bring Your Own Device (“BYOD”) environment for all JC Schools students and staff, students in the 1:World program will need prior approval from a teacher or administrator. The JC Schools Chromebooks are educational tools and BYOD is intended to supplement gaps in technology accessibility to provide more educational opportunities. In our 1:World program there would be no need to utilize BYOD and would they become a distraction to the learning process.

**Can my student take the JCSD Chromebook home?**

Students must participate in the JC Schools Insurance Plan before taking their Chromebooks home or off-campus. For those students that opt out of the insurance plan, they must check out their Chromebooks before school each morning and then check them back in before leaving school grounds at the end of each day.

**May I use my Chromebook in all my classes?**

1:World will be infused into all your classes throughout your High School experience. Bringing your Chromebook is expected, unless explicitly directed otherwise by the teacher.

**Will the wireless network handle all of the Chromebooks?**

Yes. Great efforts have been made to ensure an amazing user experience for our staff and students. This includes upgrading our wireless infrastructure to support 1:World.