

# Hillsboro Community Unit School

## District # 3

Hillsboro High School

# Chromebook Guide & Usage Agreement 2020-2021

**REMINDER:** *The Chromebook Agreement Signature and Website and Social Media Guidelines forms on pages 11 and 12 of this document must be signed by both parent/guardian and student and delivered to the Chrome Depot located in the HHS library on or before August 19,2021.*

# Hillsboro Community Unit School District # 3

## Chromebook Guide & Usage Agreement

### 2020-2021

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The policies, procedures, and information within this document apply to all Chromebooks and other technology-able devices used at Hillsboro Community Unit School District #3.

**The mission of the Hillsboro Community Unit School District No. 3 (HCUSD 3) Computer Network/Internet Connectivity System is to enhance learning and teaching by giving users access to additional sources of information and research through electronic communication and technology, and thus, allowing for greater collaboration and dissemination of successful educational practices, methods, and materials.**

#### **Program**

Each student in high school at HCUSD 3 will be issued a Chromebook for use at school and at home for the 2020-2021 school year. This document provides students and their parents/guardians with information associated with the use of a Chromebook, the responsibilities of Internet usage, the care of the equipment, and explanation on using Chromebooks to complete assignments.

Students and parents are reminded that use of any technology at school is a privilege and not a right. The District, while respecting the privacy of its users, reserves the right to log network use and to monitor its users. In addition, the District reserves the right to limit content that it deems inappropriate for minors. Inappropriate use of any technology and/or damage to equipment will result in disciplinary consequences. Other consequences could include loss of computer and/or Internet privileges for a time period.

### **GENERAL INFORMATION**

#### **What is a Chromebook?**

A Chromebook is a lightweight personal computer. Chromebooks run the Chrome OS and are designed to be used while connected to the Internet; however, working offline for many activities is an option. Chromebooks support Google Apps for Education.

#### **Receiving the Chromebook**

- Parents and students must sign a *Chromebook Guide & Usage Agreement* and attend an orientation session in addition to making the annual technology fee payment before a Chromebook will be released to the student.
- Students must also pass a Technology License assessment before a Chromebook may be taken home.
- Chromebooks, chargers, and carrying cases will be distributed during selected dates in August and early September of the school year.
- Chromebooks, chargers and carrying bags will be labeled in a manner specified by HCUSD 3; this will include the serial number. Labels are not to be removed or destroyed.
- The Chromebook and district-issued email accounts are property of Hillsboro Community Unit School District #3 and as a result are subject to inspection at any time.

## **Rights and Responsibilities**

The use of computers and the Internet will provide students access to local, national, and international sources of information and collaboration to intellectual inquiry in today's society. In return for this access, every user has the responsibility to respect and protect the rights of every other user in our community and on the Internet. Users agree to respect copyright laws, including trademark and/or license restrictions when downloading, archiving, distributing, or sharing any software or digital files.

A HCUSD 3 network computer account with password accessibility will be given to each student yearly for school use. Students should keep the password private and are responsible for all activity on the network accessed through their passwords. Account holders are expected to act in a responsible, ethical and legal manner, in accordance with the HCUSD 3 Code of Conduct, the missions and purposes of other computer networks they use school wide. In addition, students are expected to act responsible, ethical and follow legal practices when utilizing the Internet and the laws of the State and the United States. The District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

## **Returning Your Chromebook**

- Chromebook, charger, and carrying case will be returned undamaged to the school during the final two weeks of school. Chromebooks will be checked for service at this time.
- If a student transfers or his/her enrollment is terminated, Chromebooks must be returned immediately to the Chrome Depot located in the HHS Library. Failure to return the Chromebook may result in a delayed release of student records.

## **Damages and Repairs Related to a Chromebook**

- A comprehensive warranty on the Chromebooks covers most accidental damages. Students who need repairs, please report to the Chrome Depot located in the HHS Library as soon as possible. Each device is allowed one free of charge repair per year. After this is used, there may or may not be a charge.
- Chromebooks, chargers, and carrying cases will be turned in to the technology support staff, when requested, in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The HCUSD 3 Administration will make the final determination of any fees assessed.
- If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook. Failure to return the Chromebook will result in a theft report filed with the Hillsboro Police Department.

## **TAKING CARE OF YOUR CHROMEBOOK**

Students are responsible for the general care of the Chromebook they have been issued by HCUSD 3.

Chromebooks that are broken or fail to work properly must be given to the technology support staff as soon as possible for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for any action or anything viewed on their assigned Chromebook and through their assigned login.

Chromebooks and all users will follow procedures outlined by the HCUSD 3 Acceptable Use Policy (AUP). If a user mistakenly accesses inappropriate information, he/she should immediately inform a teacher or staff member. This will protect the student against a claim that he/she intentionally violated this policy.

The Acceptable Use Policy does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. Students will agree to the following conditions.

### **General Precautions**

- Avoid using sharp objects on the Chromebook. Avoid using liquids around the Chromebook.
- Do not try to repair a Chromebook yourself. Do not contact a company for repairs. Please report any problem to the technology support staff at Hillsboro High School. The place to do this will be the “Chrome Depot” located in the HHS library.
- Do not attempt to change the operating system of the device.
- Carefully plug cords into the Chromebook.
- Chromebooks should never be left in an unlocked locker, in a car, or in any unsupervised area. Exposing the Chromebook to extreme heat, humidity, or cold will damage the device. Store the Chromebook in a dry area. Do not leave a Chromebook unattended on the floor or hallway area.
- Avoid any type of pressure on the screen.
- Chromebooks should be fully charged before the start of each school day and the average life of a Chromebook fully charged is 10 hours. Therefore, it might be best to leave your charger at home.
- Do not lend your Chromebook to another student.

### **Carrying Chromebooks**

- Do not pick up a Chromebook by its screen.
- The Chromebook will be placed into a padded carrying case when not in use.
- Chromebooks will be closed during transportation from one class to another to prevent damage.

### **Screen Care**

- Only use a soft lint-free cloth to clean the Chromebook screen.
- Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook or screen.

## **USING YOUR CHROMEBOOK AT SCHOOL**

The Chromebook is intended for use during the school day. Students are required to bring the charged Chromebook to each class every school day unless instructed to do otherwise.

### **Chromebooks Left at Home**

If a student leaves a Chromebook at home there will not be any loaners--students will use paper and pencil for the day. Then it will be up to the student to make up online work after school on their own time.

### **Chromebook Undergoing Repair**

In the case of a needed repair, a set number of loaner Chromebooks will be available to check-out. Students will sign a Loaner Agreement. Only a small number of Chromebooks are set aside for this purpose. There is no guarantee that a loaner will be available. In the case of damage due to neglect or abuse, a loaner device may not be permitted.

### **Charging Your Chromebook's Battery**

- Students are responsible for making sure their Chromebooks are fully charged each school day.
- Repeated violations of this charging procedure may result in disciplinary action.
- If the battery does run down, students may be able to charge their device in a classroom; however, Chromebook's average battery life when fully charged is 10 hours of use.

### **Photo Library/Screensavers/Background Photos**

Personalized backgrounds and screensavers are permitted; however, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and will result in disciplinary action.

### **Sound, Music, Games, or Programs**

- Sound must be muted at all times on the device unless a teacher would give permission.
- Students at HHS are encouraged to purchase their own headsets/earbuds. Headphones with microphones are encouraged as well.
- Listening to music on the Chromebook is only allowed with permission from a teacher.
- Software and apps will be provided by HCUSD3. Data will be stored through different apps on the Chromebook such as Google Drive.
- Internet games that are not assigned by the classroom teacher are prohibited.

### **Legal Propriety**

- Comply with all trademark and copyright laws and all license agreements. If you are unsure of these laws, please refer to the technology support staff in the Chrome Depot at HHS Library.
- Plagiarism is a violation of HCUSD 3 rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media.
- Use or possession of hacking software is strictly prohibited and violators will be subject to HCUSD 3 discipline. Violation of applicable state or federal law may result in criminal prosecution.

### **Printing**

Students will be able to print from their Chromebooks in the HHS Library. Most assignments will be submitted through Google Classroom electronically to their teachers.

### **Home Internet Access**

HCUSD 3 has installed Internet filtering on the school network that meets the federally regulated Child Internet Protection Act. Although the district does make every effort to block inappropriate material on school systems, it is important for parents/guardians to monitor activity on their child's electronic devices and understand that nothing is foolproof. We recommend that parents/guardians take an active role to view what content students are viewing on Chromebooks outside the classroom setting. Students removing filtering software and/or bypassing filtering (proxy redirectors, etc.) will be disciplined in accordance with the District Acceptable Use Policy and Student Handbook. Each student is responsible for the content viewed on his/her Chromebook.

## **Using the Chromebook Camera**

Chromebooks are equipped with a camera and recording device. Before posting any picture or video online, ask permission of any individuals appearing in the media. Cameras may never be used in a locker room or restroom per state statute or for taking inappropriate photos and/or videos.

## **MANAGING YOUR FILES AND SAVING YOUR WORK**

### **Saving to the Chromebook**

Student files are stored in the cloud. All work is automatically backed up to the cloud, Google Drive, when connected to the Internet.

### **Network Connectivity**

HCUSD 3 makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data. Students are strongly encouraged to backup their work to Google Drive.

## **SOFTWARE ON CHROMEBOOKS**

### **Originally Installed Software**

- Software and apps installed by HCUSD 3 must remain on the Chromebook at all times.
- Any attempt to jailbreak the Chromebook will result in disciplinary action.

### **Inspection**

Chromebooks may be selected at random for inspection. Reasons may include maintenance, serviceability, and various violations of the district Acceptable Use Policy (AUP) when using the device.

## **REPAIRING OR REPLACING YOUR CHROMEBOOK**

### **Device Servicing**

- Students who need repairs should report promptly to the Chrome Depot located in the HHS Library. The district will provide students with instructions regarding the procedures for handling repairs.
- District technology staff will either repair the device or send the device off to the manufacturer for repairs. The student may inquire in the Chrome Depot at the HHS library if a device is available to borrow while their device is being repaired. The student will be notified when their device is again available for use.
- Do not attempt to repair the Chromebook yourself.
- Do not take the device to a third party for services.

### **Personal Home or Homeowners Coverage**

Lost, damaged, or stolen Chromebooks in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent. Most homeowner/renter policies will provide some limit of coverage for the "damage to the property of others" under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners'/renters' coverage or a personal articles policy.

## **Claims**

- All insurance claims must be reported to the HCUSD 3. In cases of theft, vandalism, or other acts covered by insurance, the student/parent/guardian must file a report with the Principal's Office before a Chromebook can be repaired or replaced
- Failure to report a lost or stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.
- If a student exhibits a pattern of negligence, the Technology Support Staff will report the student to the administration for discipline in accordance with the Acceptable Use Policy and Student Handbook. The student and/or his/her parents/guardians will be held responsible for the full cost to replace or repair a damaged Chromebook.

# Hillsboro Community Unit School District 3 Acceptable Use Policy

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Hillsboro Community Unit School District No. 3

## **Administrative Procedure - Internet Acceptable Use**

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

**Indemnification** - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Copyright Web Publishing Rules** - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

## Hillsboro CUSD 3 Chromebook Agreement - Overview

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Hillsboro Community Unit School District 3 will provide a Google Chromebook, charger and carrying case to all students at Hillsboro High School. The district will provide technical support and service for each device. Any needed repairs will be addressed on a first come first serve basis with the Technology Support Staff. The Technology Support Staff will provide:

- Loaner devices while inoperable devices are being repaired on a first come first serve basis.
- Replacement devices for lost or stolen Chromebooks on a first come first serve basis.

**By accepting the Chromebook, the student and parents/guardians understand and agree to:**

- Adhere to HCUSD 3 rules and regulations governing the use of HCUSD 3 computers and network and comply with all applicable copyright and other regulations regarding the use of the device.
- Refuse to sell, lease, or otherwise grant anyone rights to the computer and/or peripheral devices.
- Avoid removing any factory or school label from the machine.
- Provide reasonable care and maintenance of the Chromebook.
- Return the Chromebook in good condition upon demand, at school year's end, or upon leaving the district.
- Accept responsibility for cost of repairs outside the warranty if the Chromebook is damaged in any way.
- Pay the full cost to repair or replace a Chromebook lost or damaged as a consequence of student negligence or deliberate abuse.\*
- Promptly contact the local authorities and file the appropriate police report in the event of theft, vandalism or other criminal acts off school premises or, if the event occurs on the Hillsboro Community Unit School District 3 campus, promptly contact the main office and file a report. Submit copies of police reports to school as soon as possible.

\*If a student exhibits a pattern of negligence, the Technology Support Staff will report the student to the administration for discipline in accordance with the Acceptable Use Policy and Parent/Student Handbook.

### ***2020-2021 Freshman Chromebook Rental Program***

*As a means to provide equal access to all students at Hillsboro Community Unit School District 3, Chromebooks will be issued to students who participate in and complete all required activities i.e. orientation, form signatures, and student training assessment. Families will pay an annual technology rental fee of \$75.*

### ***2020-2023 Sophomore-Senior Chromebook Purchase Program***

*New Chromebooks will be issued to all Sophomores and the same device will be returned to the student when they are Juniors. Families will pay an annual technology fee of \$75. Students will return Chromebooks for maintenance at the end of each school year and be reissued the same Chromebook at the beginning of the subsequent school year. At the end of the student's senior year, families who have paid \$225 for that Chromebook and completed all contingent activities will be granted ownership of the device.*

*Students and families that transfer to Hillsboro CUSD 3 mid-year or during the three year period will have the opportunity to participate in the Chromebook purchase program. Students or families that do not participate in all required activities will forfeit their opportunity to purchase the Chromebook as determined by the school. Any student or family that forfeits the opportunity shall return the Chromebook to the school immediately upon request by the school. Non paying students will not be allowed to participate in graduation.*