

# Halifax County Schools Chromebook Handbook & Acceptable Use Procedures(AUP)



## Instructional Focus

Halifax County Schools believes that every student deserves the opportunity to better themselves through education. By providing devices for our students, we are making sure that each child has every opportunity to do this. Using devices creates an environment where we can truly start to differentiate instruction for everyone. Differentiated learning will focus on individual strengths, offer opportunities for more student choice within the classroom environment, and increase student engagement.

## General Information

Student use of the Chromebook falls under the guidelines of the District's Acceptable Use Policy for technology (see District website) and the school level Chromebook discipline procedures (see page 4). Access to the Internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of the Chromebook. All applications, activity, and documents stored on the Chromebook are the property of Halifax County Schools and subject to regular review and monitoring.

Students who elect to participate in the Chromebook Damage/Loss Program will be issued a Chromebook and charger. Those who do not will be issued a Day User device that cannot be taken home. Any student who's only access to curriculum due to disability is through the Chromebook will be issued a device to be used at home.

### *Students should:*

- Bring your Chromebook fully charged to school everyday.
- Keep your Chromebook with you or in a secured (locked) area at all times.
- Report loss or theft immediately.
- Remember that your Chromebook is for educational purposes.
- Follow the HCS Acceptable Use Policy at all times.
- Log into Chromebook with their school email address only.

### *Students should not:*

- Modify the Chromebook in any way other than instructed by teachers or administration.
- Use another student's Chromebook.
- Apply any permanent marks, decorations, or modifications to the Chromebook.
- Log into Chromebook with a personal email address.
- Use Chromebooks to charge other devices.

Failure to comply with these guidelines will be treated as failure to comply with the District's Acceptable Use Policy and will be dealt with as specified in the District's discipline code.

## Using the Chromebook

Use of the Chromebook will require a few necessary tasks to keep the device performing well.

- Clean the screen only with approved cleaning towels, no chemicals.
- Make sure hands are clean before using.
- Keep away from food and drink.
- Charge the Chromebook only with the included charger, using a standard wall outlet for your power source.
- Document any software/hardware issues to your teacher as soon as possible.
- Keep the Chromebook in a well protected temperature controlled environment when not in use.

## Damage, Replacement and Reporting Technical Issues

Any errors or problems with the Chromebook should be reported as soon as possible to your teacher or media coordinator so it can be addressed in a timely manner. Damage due to negligence as well as loss or theft of a device will result in the student assuming the financial responsibility based on the current market value.

## Chromebook Damage/Loss Program

The district has developed a Chromebook Damage/Loss Program as a way for families to reduce the financial risk if a Chromebook is accidentally damaged, stolen, vandalized or lost. The details of this program and the election form can be found at the end of this document. Participation in this program is **completely voluntary**.

**COVERAGE AND BENEFIT:** This program covers the Chromebook loaned to the student against all ACCIDENTAL damage, theft, vandalism or loss for one (1) school year. This program does NOT cover damage or loss of the power cord. This program does NOT cover intentional misuse, abuse or neglect by the student or any household members. If the student did not exercise proper care and/or take appropriate precautions, and this behavior resulted in damage to or loss of the equipment (removing keys from the keyboard, peeling or removing protective surfaces, etc.), the cost of the repair or replacement will be the responsibility of the student/parent (per Board Policy 4330).

## Hardship Waivers

Hardship waiver forms are available for families with extenuating circumstances. Please contact the Principal of your child's school for more information.

## Damage Fees

*All prices include taxes and shipping. These prices are current at the time of this printing and are subject to change.*

For devices damaged accidentally (no more than 2 times) repairs will be made and no payment other than the Accidental Protection Fee will be required. A loaner device will be provided, if available, for temporary use until the student's device has been repaired. If the damage is considered "malicious" the student will be charged the appropriate fee for the part(s) damaged. The current repair fee for parts or replacement are listed on the Chromebook Damage/Loss Program Election Form.

## Loaner Devices/Day Users

Students who receive a loaner device for use during the school day are responsible for adhering to the policies as outlined in this document, including modification, use, and damage/replacement policies

## **Google Workspace**

Halifax County Schools will be utilizing Google Apps for Education. Each student will have an account with Google that will enable them to collaborate, create, edit and share files as well as websites for school related projects and communicate via email with other students and teachers.

In addition, in accordance with the state and district's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications to meet other educational goals.

## **Digital Citizenship**

Each student is required to receive instruction in Copyright and Internet safety. This training is completed at each school by October 7th. For more information about digital citizenship and how to keep your student safe, please visit commonsensemedia.org and netsmartz.org.

## **Chromebook Discipline Guidelines**

The use of the Chromebooks as a technology resource is a privilege, not a right. This document is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of Chromebooks. If a person violates any of the User Terms and Conditions named in this document, privileges may be terminated, access to this technology resource may be denied, and the appropriate disciplinary action shall be applied.

### **Students are solely responsible for the Chromebooks issued to them, including loaner devices, and must adhere to the following:**

- Bring your Chromebook to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. If a student's Chromebook is not charged properly they will not be given a loaner to use for the day unless there are unusual circumstances that created the situation.
- Comply with teacher instructions.
- Stay on task.
- Only visit appropriate sites.
  - Streaming Movies, TV, Video, and Music Sites are prohibited.
  - Viewing obscene/pornographic material is prohibited.
  - Video/Picture/Text Messaging Sites are prohibited.
  - Non-Educational Online Gaming Sites are prohibited.
- Interact in a positive manner using Internet etiquette.
- "Cyberbullying" is prohibited. (Cyberbullying includes tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting another student using a digital device.)
- Gaining access to other student's accounts, files, or password sharing is prohibited.
- Using the device for the purpose of cheating is prohibited.
- Respect school property and the property of others.
- Sharing devices with others is prohibited. It is the owner of the device's responsibility for any damages occurred including theft or loss of the device.

**Consequences:**

Failure to comply to the above expected behaviors will result in the following:

Level 1:

- Warning (verbal or written).

Level 2:

- Loss of device for a specific period of time or for the class period. The device may be confiscated by teachers/administration for violation of policies at any time.

Level 3:

- Office Referral / Loss of Chromebook privileges for a length of time determined by the administration. Suspension of Chromebook, and other consequences may occur as determined by the administration.

**\*Discipline consequences may vary depending on the severity of the offense.**

## Halifax County Schools Student Chromebook User Agreement

### Student Agreement:

- I understand the chromebook assigned to me is property of Halifax County Schools
- I will use the chromebook appropriately.
- I will care for the chromebook assigned to me and not leave it unsupervised in unsecured locations.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will not loan the chromebook to another individual.
- I will charge the chromebook battery before each school day.
- I will not use the chromebook near food or drinks.
- I will not disassemble any part of the chromebook or attempt any repairs.
- I will carry the chromebook in the carrying case.
- I will not place stickers, drawings, markers, etc. on the chromebook. I will not deface the serial number sticker on the chromebook.
- I understand that the chromebook and its contents may be inspected at any time because it is school property.
- I agree to return the chromebook and power cord in working condition.
- I will follow the policies, procedures, and guidelines outlined in the Chromebook Handbook and the Acceptable Use Policy at all times.



Yes, I have received a copy of the Chromebook Handbook and understand the conditions of the agreement.

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Printed Name of Student & Grade Level

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Signature of Student & Date

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Parent Signature & Date



## Halifax County Schools Chromebook Damage/Loss Program

The educational program at your student's school includes a Chromebook that will be issued to your student for their use at school and at home. We are very excited to be able to make these powerful tools available to our students. We also understand that both students and parents are concerned about keeping these tools secure and in good working order.

The district has developed a Chromebook Damage/Loss Program as a way for families to reduce the financial risk if a Chromebook is accidentally damaged, stolen, vandalized or lost. Participation in this program is completely voluntary.

**COVERAGE AND BENEFIT:** This program covers the Chromebook loaned to the student against all **ACCIDENTAL** damage, theft, vandalism or loss for one (1) school year. This program does **NOT** cover damage or loss of the power cord. This program does **NOT** cover intentional misuse, abuse or neglect by the student or any household members. If the student did not exercise proper care and/or take appropriate precautions, and this behavior resulted in damage to or loss of the equipment (*removing keys from the keyboard, peeling or removing protective surfaces, etc.*), the cost of the repair or replacement will be the responsibility of the student/parent (*per Board Policy 4330*).

If the Chromebook is accidentally damaged or vandalized, it will be repaired at no cost **no more than** two times per school year. Insurance will be void after the second damage in one school year

*Students who withdraw or leave Halifax County Schools and do not return the student issued Chromebook will be subject to a fine equaling the cost of the device, the charger, and the console license. They will also be reported to local law enforcement as having possession of a stolen device.*

**THEFT:** If the Chromebook is stolen, the Halifax County Schools will replace the stolen Chromebook only when a police report is submitted and only for families purchasing the Damage/ Loss Protection Program. Fraudulent reporting of theft will be turned over to the police for investigation. A student making a false report will also be subject to disciplinary action.

**LOSS:** If the Chromebook is lost, the district will reduce the replacement cost to \$100 for the first loss if the Damage/Loss Protection Program has been purchased. Upon payment, the student will be issued a replacement Chromebook. However, the parent/guardian will not be eligible to enroll in this program for a second time in the same school year and will be fully responsible for replacement or repair costs associated with this second Chromebook.

In the event that the lost or stolen Chromebook is recovered in working condition, the deductible will be refunded after the lost Chromebook is returned.

**Loaner Chromebooks:** Students who have purchased the insurance plan will be provided a loaner Chromebook until their Chromebook has been repaired. Students who have not purchased insurance will receive a loaner Chromebook only after their fine for repair has been paid in full. Loaner Chromebooks will be issued on a first come, first serve basis, and **they will not be able to be taken out of the building.**

**Important Deadline:** Chromebook insurance must be paid in full by September 30, 2022, in order to be in effect for any damages that occur prior to this date. Insurance may be purchased after this date, however, damages will only be covered from the date of purchase forward.

**If you choose not to enroll in the Chromebook Damage/Loss Program, you will be responsible for the full cost of repair due to damage or replacement of the Chromebook.**



## Halifax County Schools

### Chromebook Damage/Loss Protection Program Application Form

To determine whether you wish to provide you and your student protection against damage and/or loss of the loaned Chromebook in your care, please read this entire document. *Participation in this program is strongly encouraged, but VOLUNTARY.*

**One form per student is required.**

Name of Student:	Student ID:
School:	Grade:

<p><input type="checkbox"/> <b>YES</b></p> <p>I would like to participate in the Chromebook Damage/Loss Program. I agree to the terms of participation including my responsibility for damage or loss not covered by the program. The program does not cover intentional misuse, abuse or neglect by the student or any household members (<i>per Board Policy 4330</i>). The program covers no more than two damages per school year.</p> <ul style="list-style-type: none"> <li>● I understand that this program does not cover the cost of damage or loss of the power supply/cord.</li> <li>● Power supply/cord \$39.95*</li> </ul> <p><b>Payment Selection:</b> The standard payment to enroll in the Chromebook Damage/ Loss Program is \$40.00. Insurance for students enrolling on or after the start of 2nd semester will be \$20. Please select your payment amount below: <i>No refunds will be given.</i></p> <p><input type="checkbox"/> Standard Payment: \$40.00.</p> <p><input type="checkbox"/> 2nd Semester Enrollment: \$20.00. My student is currently enrolling on or after the start of 2nd semester. Failure to sign will result in a full price payment or no insurance.</p> <p><small>*Prices subject to change based on availability and vendors.</small></p>	<p><input type="checkbox"/> <b>NO</b></p> <p>I decline to participate in the Chromebook Damage/Loss Program. I want my student to be a Day User only (cannot bring home the device). I understand that I am responsible for 100% of any intentional damage or loss to my loaned chromebook (<i>per Board Policy 4330</i>).</p> <p>Total replacement cost for the chromebook is \$258.00. Approximate costs of key parts are as follows:</p> <ul style="list-style-type: none"> <li>● Screen \$78.73*</li> <li>● Palmrest/Keyboard \$68.93*</li> <li>● Trackpad \$39.99*</li> <li>● Battery \$66.39*</li> <li>● Power supply/cord \$39.95*</li> <li>● Motherboard \$199.00*</li> <li>● USB Board \$18.93*</li> <li>● LCD Cable \$28.75*</li> <li>● Bottom Cover \$44.70*</li> <li>● Bezel \$34.96*</li> <li>● Back Cover \$44.91*</li> <li>● Camera \$19.95*</li> <li>● Microphone \$19.95*</li> <li>● Speakers \$20.95*</li> <li>● Hinges \$27.99*</li> <li>● WiFi+ Bluetooth \$34.92*</li> <li>● Screw Kit \$12.95*</li> </ul> <p><small>*Prices subject to change based on availability and vendors.</small></p>
Date:	Date:
Parent/Guardian Signature:	Parent/Guardian Signature:
Print Name:	Print Name:

