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Student Chromebook/Hotspot Handbook

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Introduction

The following policies refer to the use of an individual student computing device, a Chromebook, etc. In addition to this Student Handbook, students are required to follow all the guidelines outlined in the Northview “Technology Acceptable Use Policy”. As Northview’s technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and this set of policies updated.

Expectations and Care

CARE AND MAINTENANCE OF DEVICES

1. Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to your school’s media center as soon as possible. Device repair/replacement options will be determined by school administration. You may be issued a temporary device or other materials until your device is working properly or replaced.
2. Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended technology will be collected and stored in the school’s Technology Department.
3. Never expose a device to long term extremes in temperature or direct sunlight. An automobile is not a good place to store any technology.
4. Liquids can damage technology. Avoid applying liquids to the device. The device can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. Use of unapproved cleaners may remove the protective film covering the screen or face of the device.
5. School owned technology MUST remain in the provided case (if provided) when being transported. The student will be charged for any damage to the device outside the school-issued case.
6. Avoid placing weight on the device.
7. Never throw or slide any technology.
8. Your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued device accessories are the responsibility of the student.

9. District-owned devices have the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action. If a device is lost or stolen it will be disabled and become unusable.
10. Each device has a unique identification number, and at no time should the numbers or labels be modified or removed.
11. Do not lend your device to another person. Each device is assigned to an individual and the responsibility for the care of the device rests solely with that individual.
12. Your device is an electronic device and care must be exercised when handling. Never throw a book bag that contains a device. Never place a device in a book bag that contains food, liquids, or heavy or sharp objects.
13. Your device is designed for daily use; therefore, each device must be charged and ready for use each school day. Your device/s should be charged at home.
14. The district-owned device and the case must remain free of stickers, writing, painting, or any other forms of adornment.

COST OF CHROMEBOOK, SOFTWARE, APPS AND ACCESSORIES

1. The replacement cost of the Chromebook is approximately \$250 and includes only the device.
2. The replacement cost of a hot spot is approximately \$60.
3. In the event of theft, loss or damage due to intentional abuse or misuse, it is the student/parent/guardian responsibility to cover the replacement cost of up to \$250.00 for a Chromebook or \$60.00 for a hot spot.
4. It is the student/parent/guardian responsibility to cover the cost of district-issued accessories in the event of theft, loss, or damage due to intentional or unintentional abuse or misuse. Charges will be based on current replacement cost of accessories, to include:
 - Power Charger and Cable
 - Case (If provided)

5. District-issued software applications (apps) are needed for student learning and should not be deleted.
6. Modifying the settings of the district-issued device or deleting district-issued software applications apps(s) may result in student discipline and/or the need for reformatting at a cost to the student.

DAMAGED, LOST, OR STOLEN DEVICES

1. In the event that a district-issued device is lost or stolen, the student and parent/guardian should immediately notify the school administrator. The filing of a police report by the parent/guardian is mandatory for insurance claim processing. In the absence of a police report, the student/parent/guardian may be held responsibility for the full replacement cost.
2. In the event that a device is intentionally damaged the parent/guardian will be assessed a fee up to \$250.00 for the replacement of the device.
3. In the event that a police report is filed for a lost or stolen device, Northview Public Schools may aid the police in recovering the device. The device will be disabled and unusable once it is reported lost or stolen.
4. All devices are tagged with an asset label. The label is not to be tampered with or removed.
5. Students who un-enroll from Northview Public Schools during the school year must return the device along with any issued accessories at the time they leave the district. The device and all accessories should be returned to the district. Failure to return a device in a timely fashion may result in legal action or payment in full (\$275.00).
6. If a hotspot is requested by the student or guardian, and one is provided, a replacement cost of up to \$60 may be assessed for loss or damages.

STUDENT USE OF DISTRICT TECHNOLOGY REMINDERS

1. Devices come equipped with a camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school-related activity.
2. Students are responsible for bringing their device to school every day unless

- otherwise directed by a staff member. Failure to bring the device or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including the device, the student may lose the option of bringing the device home.
3. It is the student's responsibility to bring the device to school fully charged. A student's repeated failure to bring the device charged may result in losing the option to bring the device home.
 4. While personalized screen-savers or backgrounds are permitted, 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 in accordance with the districts Acceptable Use Policy and Student Handbook.
 5. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.
 6. The device affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. Students may save files to their Google Drive.
 7. The District-issued device is designed as a tool for learning; misuse of the device may result in disciplinary action.
 8. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
 9. A student should not share his/her personal security code with anyone. Responsibility for the contents/actions of a device rests solely with the individual to whom the device was issued.
 10. Northview Public Schools expects students to take their devices home at night for class work and recharging. All care, handling, and appropriate use that is in effect during the school day shall extend to the use of the device at home.
 11. Devices will use internet filtering on-site and off-site based on the rules established by the district. Attempts to circumvent filtering may result in student display actions.

I have read this agreement and agree to its terms.

Printed Student Name: _____

Student Signature: _____

Today's Date: _____

PARENT/GUARDIAN RESPONSIBILITIES

Your student has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- I will discuss our family's values and expectations regarding the use of the Internet and email at home.
- I will not attempt to repair the device, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the device.
- I agree to return the device to school when requested and/or upon my child's withdrawal from Northview Public Schools.

Parental Consent Form

I have read this agreement and agree with the conditions of my child's use of the technology resources.

I release the district and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the technology resources.

I also indemnify the district and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use or misuse of the district's technology resources.

I understand that data my child sends or receives over the technology resources is not private. I consent to having the district monitor and inspect my child's use of the technology resources, including any electronic communications that my child sends or receives through the technology resources.

I understand and agree that my child will not be able to use the district's technology resources until this agreement has been signed by both my child and me.

I have read this agreement and agree to its terms.

Parent/Guardian Signature
Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Today's Date: _____

Frequently Asked Questions:

Q: What happens if a charging cord or other accessory is broken or damaged or malfunctions?

A: The school district will provide a replacement to the student in warranty situations. The replacement of damaged or lost items may remain the responsibility of the student.

Q: Do parents need/have to sign a contract?

A: Parents and students must sign a Chromebook Acceptable Use Agreement.

Q: What happens if I do not sign the agreements for my child?

A: Your student will not receive a Chromebook to take home.

Q: Will the Chromebooks be filtered for student-accessed content?

A: Northview Areas Schools will be filtering the Chromebooks at school and at home.

Q: Will Chromebooks be password protected?

A: Yes, the same northview username and password combinations that students use for gmail access will be used.

Q: Who will repair non-operable Chromebooks?

A: The Northview Public Schools staff will work to ensure that all students have an operable Chromebook.

Q: If I have additional questions or concerns about this initiative, whom can I contact?

A: You can contact any building principal by phone or email.