

Fayette R-III Technology Handbook



Our mission is to educate all students to be ethical, successful citizens.

Our vision is to ensure that all students are given the necessary means to be prepared for and successful in their next academic challenge.

The procedures and information within this document apply to all Fayette R-III School District devices used by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook/Ipad use in their classroom.

Terms of Fayette R-III School District Device Use Agreement

By using or taking possession of a Chromebook/ipad owned by Fayette R-III Schools, a user and their parents/guardians are agreeing to comply with the Use Agreement found in this handbook and the Technology Use Policy EHB.

Qualifications:

A student who is actively enrolled in, and who physically attends full-time at Fayette R-3 School District qualifies for use of a district-owned student device.

Terms:

Qualifying students will be issued a district-owned Chromebook or will be assigned a specific device in each class.. Students/parents bear financial obligation for any costs associated with loss/damage not covered by device warranty. Non-warranty costs would include loss/damage of the Chromebook as a result of handling, storage, transport, use, or reporting of loss/damage that is not in complete compliance with the Technology Handbook and district Technology Use Policy EHB. Any failure to comply may terminate qualification and rights of possession effective immediately, and the Fayette R-3 School District may repossess the property and/or charge full replacement cost.

Loss or Theft:

By taking possession of any Chromebook (day use or take home), the borrower agrees to assume full responsibility for the safety, security, and care of the property. In a case of complete loss at school or away from school, the borrower agrees to pay replacement cost. In the case of loss or theft occurring at school, the borrower must report the incident to the building administrator within one school day of occurrence. The student/parent/guardian will assume full responsibility for the loss of the Chromebook and the corresponding financial obligation for the replacement costs of the lost property.

Receiving Your Chromebook:

Parents & students must sign and return the Chromebook Policy Handbook Acknowledgement and Student Contract documents before a chromebook can be issued to the student. Chromebooks will be distributed on the first day of school once all documentation has been returned.

Return:

Student chromebooks and accessories (charger and carrying case) will be collected at the end of each school year for maintenance. Students will be issued their original chromebook each year while enrolled in the Fayette R-III School District.

Taking Care of Your Chromebook:

Students are responsible for the general care of the chromebook issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Library Media Center. If a loaner chromebook is needed, one may be issued to the student (if available) until the chromebook can be repaired or replaced.

General Precautions:

- Food or drink is not recommended near your chromebook.

- Cords, cables, and removable storage devices must be inserted carefully into the chromebook case.
- Students should never carry their chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the chromebook.

Carrying Your Chromebook:

The protective shell of the chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Students must carry the chromebook in the Fayette R-III School District provided protective padded case.

Screen Care:

The chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the chromebook.
- Do not place anything near the chromebook that could put pressure on the screen.
- Do not place anything in the carrying case except the chromebook.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry, anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the chromebook. You can purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen.

Using Your Chromebook

At School:

The chromebook is intended for use at school each and every day. Students must be responsible for bringing their chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home:

Chromebooks must be brought to school each day in a fully charged condition. If fully charged at home, the battery should last throughout the day. Chromebooks checked out from the library may not be taken home.

Sound:

Headphones/earbuds may be allowed as directed by the teacher.

Printing:

At School: Printing functionality may be available on a **limited** basis at school and subject to classroom requirements. Teachers will utilize digital copies in most instances.

At Home: The chromebook will not support a physical printer connection. Instead, users may print to their wireless home printers using a wireless home network.

Managing Your Files and Saving Your Work:

Students should save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

Software on the Chromebook:

Originally Installed Software:

All chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. The software originally installed on the chromebook must remain on the chromebook in usable condition and easily accessible at all times.

From time to time the school may add content for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Inspection:

Students may be selected at random to provide their chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. Inappropriate use or content will be subject to disciplinary action.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, the device may be restored to factory settings. All student-created files stored on an external SD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

Personalizing the Chromebook:

Chromebooks and their protective case must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Fayette R-III School District. Spot checks for compliance may be done by administration at any time.

School appropriate decorations may be attached to the protective sleeve/case. Items such as ribbons, key chains, charms, etc. may be added as long as they are tied or attached with a ring. Students will pay replacement costs for decorating their case in an inappropriate manner. Students may add appropriate music, photos, and videos to their chromebook. Personalized media are subject to inspection and must follow the Fayette R-III School District acceptable use policy.

Protecting & Storing Your Chromebook:

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school.

Under no circumstances are students to modify, remove, or destroy identification labels.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a chromebook be stored in unsupervised areas. Unsupervised chromebooks will be confiscated and taken to the Principal's office. Disciplinary action may be taken for leaving a chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- Loaner chromebooks *may* be issued (if available) to students when they leave their chromebook for repair at the Library Media Center.
- If repair is needed due to negligence or intentional damage, the school will not provide a loaner chromebook until full replacement cost has been received by the district.

The Fayette R-III School District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

Replacement Costs:

A student/parent/guardian is responsible for the cost of replacement of a lost Chromebook from the result of handling, storing, or using in a manner not in compliance with the "Security, Storage, and Transport" guidelines. The replacement cost of the Chromebook and replacement costs are listed below:

Common Damages and fees assessed with those damages are listed below:

Chromebook Replacement	\$250
Screen Replacement	\$50
Keyboard Replacement	\$100
Charger Replacement	\$25
Case Replacement	\$30
Camera/Charging Port Replacement	\$25

There is also a cost associated with defacing a Chromebook supplied by the Fayette R-III School District. Each of these costs can be increased if damage is above and beyond repair. Example – the entire Chromebook is covered with graffiti and we are unable to clean it off – this would mean full replacement cost of the Chromebook.

- \$5 – Removal of Fayette R-III School District barcode
- \$10 – Adding stickers, graffiti, etc. on Chromebook

Optional Insurance of \$20 may be purchased through the school. If you opt out of the insurance plan the cost of repairing the Chromebook is then the full responsibility of the Student/Parent, not to exceed \$250 per incident. All policies and forms must be signed or electronically accepted through the Fayette R-III Technology Agreement 24-25 Google Form. Insurance terms are: \$20 premium. 1st Use free, 2nd use \$15 copay, 3rd and subsequent use \$30 copay. Fayette R-III is not liable for any loss, damage (including accidental, consequential or punitive damages) or expense caused directly or indirectly by the equipment.

Acceptable Use Policy for Fayette R-III Schools Technological Resources Terms and Conditions

The purpose of the Fayette R-III School District's Internet access and other technological resources is to support and enhance learning and teaching by providing students and faculty with the tools necessary to participate in the type of educational activities which will both prepare students for entry into the increasingly complex environment they will enter in the workforces and will ensure that teachers and other staff have access to the latest in research materials.

Because of the far-reaching implications of these resources, parameters must be set to assure that activities which are not appropriate to the learning environment do not take place. Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. The signatures on this contract are binding and indicate that the parties who have signed have read the terms and conditions carefully and understand their significance. The Fayette School District is in compliance with the Children's Internet Protection Act by enforcing a policy of Internet safety that includes the use of filtering or blocking technology.

Acceptable uses of the Internet and other technological resources are activities resulting from specific tasks and assignments that support learning and teaching; promote the district's goals and objectives; and advance the mission of the district. General school rules for behavior and communications apply.

Unacceptable uses include, but are not limited to, those which knowingly or carelessly: violate the rights of privacy of others; violate copyright law or material protected by trade secret; plagiarize; spread, create, or upload computer viruses; contain threatening or harassing material; employ the network for commercial purposes; deliberately attempt to degrade or disrupt system performance; execute any form of network monitoring which intercepts data not intended for that person; unauthorized attempts to circumvent data protection schemes or uncover security loopholes; attempt or cause a breach of system security; access email, chat rooms or newsgroups without specific authorization from the supervising teacher; and locate, receive, store or print files or messages that are profane, obscene or that use language that is offensive or degrading to others. Users will not disrupt system performance and use by others by changing the settings and adjustments of computers. Users will not use the school's equipment or computers for file sharing activities across the Internet.

Students and all other users of the district's technological resources are responsible for respecting and adhering to local, state, federal and international laws governing usage of the available technology. Any attempt to violate the provisions of the district's rules and regulations governing usage may result in revocation of user privileges, suspension, or other disciplinary action appropriate to the circumstances and as they apply to the district discipline code consequences. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.

Users are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to: use appropriate language; use secure passwords that are kept private; do not reveal personal address or phone numbers of students or colleagues; do not use someone else's account; do not use for non-school related activities; do not make unauthorized copies of commercial software; and all communications and information accessible via the network should be assumed to be private property. Users will be responsible for any actions occurring under their personal login/password.

Fayette R-III School District Technology Policy Handbook Acknowledgement and Student Contract



- I will take good care of my device and know I will be issued the same chromebook each year.
- I will never leave my device unattended in an unsecured or unsupervised location.
- I will never loan out my device to other individuals.
- I will know where my device is at all times.
- I will charge my device battery to full capacity each night and bring it to school daily.
- I will keep food and beverages away from my device, as they may cause damage.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device by always carrying it in a secure manner to avoid damage.
- I will use my device in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the device.
- I understand that the device I am issued is subject to inspection at any time without notice and remains the property of the Fayette R-III School District.
- I have read and will follow the policies outlined in the Technology Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my device and accessories in the event that any of these items are lost or damaged.
- I agree to return the device and accessories in good working condition at the end of each school year.

Fayette R-III School District Technology Policy Handbook Acknowledgement and Parent Contract



By signing the Google Form Document you are agreeing to the following terms and conditions.

- I understand that violation of any of the provisions outlined therein may result in disciplinary action taken against my child including, but not limited to, suspension or revocation of my child's access to district technology and suspension or expulsion from school.
- I understand my child will sign a Technology Acceptable Use Policy accepting responsibility for technology usage and will be expected to maintain this responsibility until graduation.
- I understand system users (my child) may not use the district's electronic network for personal use including, but not limited to, downloading, viewing, listening, streaming any video, music, files or Internet content that has yet to be developed unless approved by the instructor and/or administration.
- I understand my child's technology usage is **NOT PRIVATE**.
- I understand **the school district can and will monitor my child's use** of District technology, including, but not limited to, monitoring current activities, accessing Internet history, email, browser logs, and any other current and/or any other prior use.
- I understand and consent to District interception of, or access to, all communications my child may send, receive, or store using district- provided accounts and/or personal storage device pursuant to state and federal laws.
- I recognize it is impossible to restrict access to all materials available on the Internet. I understand the District complies with The Children's Internet Protection Act (CIPA) by providing Internet filtering software, and I will not hold the school district, its employees or its agents responsible for anything my child might inadvertently access on the Internet.
- I understand my child will be required to use his/her school-issued Gmail account to submit assignments.
- I understand my child may be required to use a personal email account when completing information for the ACT, FAFSA, or when applying for college scholarships.
- I will accept responsibility for providing guidance at home. I will set and convey standards, including the consequences of bullying, social networking and plagiarism, for my child to follow when selecting, sharing, exploring, and using information and media.
- I understand media projects including, but not limited to, word processing, presentation software, digital formats, movies, etc. created by my child may be displayed on the District website.
- I understand my child will follow all district, state and federal guidelines for technology use. It is my responsibility to keep informed of future district, state and federal policy changes associated with the use of technology and inform my child of changes.
- Additionally, I will agree to be responsible for any unauthorized costs arising from my child's improper use of the District's technology equipment.
- I understand if my child withdraws from the Fayette School District that I must return the school-issued device along with a charging cord, case, and strap.
- Any fines that my child may receive for lost or damaged items must be paid prior to graduating from Fayette Schools District. If I fail to pay these fines, I understand that the consequence, as approved by the Fayette School District Board of Education, is my child's prohibited participation in the graduation ceremony (plus any other consequences deemed appropriate by the Fayette Board/administration).
- I also attest that I am the legal parent/guardian of the above-mentioned child.

The technology acceptable use agreement google form must be completed for each child within the first week of enrollment. Access to technology or the Internet through the Fayette R-III School District's computer system will only be given when this form is completed. I understand this document will remain in effect for the duration of my child's enrollment in the Fayette R-III School District. If my child transfers, drops out and/or is homebound requiring re-enrollment, a new form will be required along with any or all fees attached to re-enrollment. If I wish to deny my child technology privileges or negate the photo signature below, I will do so in writing to the building administrator.