KASD Chromebook Terms of Use

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the LMC as soon as possible so that they can be repaired properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should not attempt to repair District-owned Chromebooks themselves. Students should never leave their Chromebooks unattended at school except when locked in their locker.

Ownership
- District-provided Chromebooks are the property of the Kaukauna Area School District.
- Students must return Chromebooks upon leaving the Kaukauna Area School District
- Students must return District-provided Chromebooks at the request of the Kaukauna Area School District. Failure to return a requested device will result in the device being disabled and/or a school fine being issued and/or referral to law enforcement which could lead to criminal charges for theft.

General Precautions
- Students should keep Chromebooks away from hazards that could cause damage, including food, drink, pets, water/moisture, and/or small children.
- Students should be careful when inserting cords, cables, and removable storage devices into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Students should not place heavy objects on top of Chromebooks.
- Students should not load Chromebooks into a backpack or other carrying case in such a way that there is pressure placed on the Chromebook.
- Students should use only an original HP Charger designed for the student's specific Chromebook for charging purposes.
- Students should not use their Chromebook to charge their cell phones or other electronic devices as this can cause the Chromebook to lose its ability to charge.

Cases
- Each student will be issued a protective case for his/her Chromebook. *The Chromebook should never be taken out of this case.*
- Although the cases are padded to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

Carrying Chromebooks
- Students should always transport Chromebooks with care and in the school issued protective case. Failure to do so may result in loss of insurance coverage.
- Students should never lift Chromebooks by the screen.
- Students should never carry Chromebooks with the screen open.

Screen Care
- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Students should not put pressure on the top of a Chromebook when it is closed.
- Chromebooks should not be stored with the screen open.
- Students should ensure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Screens should only be cleaned with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags
- Chromebooks will be labeled with a District asset tag.
- Asset tags must not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

Using the Chromebook At School
- Students who are allowed by the District to take their Chromebooks home are expected to bring their District issued Chromebook fully charged to school every day and should bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

If a student does not bring his/her Chromebook to school
- A student may stop in the LMC and check out a loaner for the day. Schools may limit the number of times a student can forget their chromebook and receive a loaner.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- Excessive Checkouts may cause the student to lose their ability to take the device home.
- Students that obtain a loaner will be responsible for returning the borrowed device to the LMC before 3:20 p.m on the same day they check out the loaner.
- If a loaner is not turned in by 3:20 p.m., the LMC will submit a report to the office and the student's account may be locked until the device is returned.

Chromebooks being repaired
- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the LMC.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- While the Chromebook is being repaired, the loaner Chromebook may be taken home at the end of the school day.
- Students will be notified when their devices are repaired and available to be picked up.

Charging Chromebooks (for students issued a Chromebook to take home)
- Students should charge their Chromebooks at home every evening and bring them to school each day with a full charge.
- There will be a limited number of chargers available in the school library for charging Chromebooks during the day.

Backgrounds and Themes
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

Sound
- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should not share headphones with other students for sanitary reasons.

Printing
- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Limited printing will be available in the library. Students will not often print directly from their Chromebooks at school since most student work will be stored in an Internet/cloud application. Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained at http://www.google.com/cloudprint/learn/.

Logging into a Chromebook
- Students will log into their Chromebooks using their school-issued Google Apps for Education account. Students may not log in to personal accounts with their District-provided Chromebook.
- Students should never share their account passwords with others unless requested by an administrator.

Managing and Saving Digital Work With a Chromebook
- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's solid state drive. These files may not be recoverable in the event of a repair.
- Students should always remember to save frequently when working on digital media that does not automatically save.
- The District will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Using the Chromebook Outside of School (for students issued a Chromebook to take home)
- Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Kaukauna Area School District Acceptable Use of Technology Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

Operating System and Security
- Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the District.
- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

Content Filter
- The District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks while in the District will have all Internet activity protected and monitored by the District. If a website is blocked during school hours, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers or the media center staff to request the site be unblocked. Some sites may be available outside of school hours, but not during school hours.
- All activity on the Chromebook will be recorded by the District, regardless of where the device is used.

No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to any use of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software
- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.
- The District's monitoring software can detect searches and activity that may suggest a student may harm themselves and send notification to District staff. District staff will monitor these notifications only during the school day. The District is not responsible for responding to self-harm alerts outside of the normal school day.

Appropriate Uses and Digital Citizenship
- School-issued Chromebooks should be used for educational purposes, and students are to adhere to the Acceptable Use of Technology Policy and all of its corresponding administrative procedures at all times.
- While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following code:
    - Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will use appropriate, respectful language. I will act with integrity.
    - Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
    - Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
    - Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
    - Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

Chrome Web Apps and Extensions
- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store that have been pre-approved by the District.
- Students will face disciplinary action as a result of accessing non-approved content.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.
- Students should not knowingly install Apps or Extensions that interfere with the operation of the Chromebook, monitoring software, or the District network.

Chromebook Identification
- The District will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.
- Each student will be assigned the same Chromebook for the duration of his/her time in River View Middle School and issued a new device for the duration of his/her time at Kaukauna High School.

Collection/Inspection
- Chromebooks will be inspected and/or collected at the discretion of the District at least once per year
- Failing to produce a Chromebook for inspection when requested will result in disabling the Chromebook until returned.

Repairing/Replacing Chromebook/Power Cords/Case
- All Chromebooks in need of repair must be taken to the LMC as soon as possible.
- Problems due to defect or normal use will be repaired at no cost.
- Any damage caused by improper use or care, including using the Chromebook without a case, will be billed to the student.
- Accidental breaks will repaired once without charge over the four years of use, and after that the student will be fined as follows:
  - **First Issue** - The District will assume the cost of the repair
  - **Second issue** - The student/parent will pay a **$59** fine (the cost of the insurance)
  - **Third and subsequent issue** - The student/parent will pay a fine equal to the repair/replacement of the Chromebook not to exceed the prices below:
    - Chromebook = **$350.00**
    - Cords = **$50.00**
    - Case = **$35.00**
  - Issues will accumulate for the duration of the time the student uses the device. Each accidental break over the four years of using the device will count as a separate issue. Parents have the option at any time to opt to have their student leave the Chromebook at school, which could minimize damage.

Student-Owned Devices
- Students may provide their own Chromebook or laptop rather than using a District-issued Chromebook so long as the device runs the Chrome web browser.
- Students must use the Guest network on their personal Chromebook or laptop. The guest network is slower and more restricted than the District's network. The District cannot guarantee access to the same resources when using personal devices.
- District staff, including the IT department, will not repair or troubleshoot personal devices.
- Personal devices are monitored just as District-owned devices are when logged into a student account from any location, including in school, at home, or on public WiFi.
- Students using personal electronic devices are subject to the same rules and policies as students using District-owned devices while at school or logged into their school account.
- Teachers may require students to use District-owned devices when taking tests or participating in class work. Those devices will remain in the classroom.

Violations of the provisions of this agreement may result in account restrictions or suspensions, disciplinary action, or criminal or civil charges, depending on the severity and nature of the violation.