



School District of Manawa

“Students Choosing to Excel, Realizing their Strengths”

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

District Fax (920) 596-5308 | Elementary Fax (920) 596-5339 | Jr./Sr. High Fax (920) 596-2655

1:1 Chromebook Agreement 2017-2018

The School District of Manawa believes that technology resources are a tremendous source of information that provides countless opportunities for students and staff in the District. Annual technology expenditures are appropriated district-wide to enhance student learning. The 1:1 initiative for students will create an enriched, collaborative learning environment. The purpose of this initiative is to continue our implementation of rigorous, relevant learning, while providing students with constant access to the latest educational resources.

Distribution and Collection of Chromebooks

Each year, the Chromebook agreement form must be submitted as part of the registration process. Insurance acceptance or denial will also be available beginning at the registration period. Both forms must be filed prior to students being issued their Chromebook.

All students participating in this initiative will be taught the appropriate use of the Chromebooks throughout the first weeks of school. Upon graduation, each student will be invited to purchase a Chromebook for a cost of \$25. At the conclusion of each school year, students must turn in their Chromebooks and charging cords to the library for maintenance. If a student withdraws from the District, the student must turn in the Chromebook on the last day of attendance. Failure to return the Chromebook either at the end of the school year or when withdrawing from the District will result in a fee of \$200 to cover the replacement cost. In addition the District may file a report of stolen property with local law enforcement if not returned. Students are responsible for any damages as deemed by the District.

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Device Labels

All Chromebooks will be labeled with the student's name, barcoded District asset tag, and/or library barcode. Labels may not be removed, 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 label or turning in a Chromebook without a label.

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Cases/Charging Cords

Students may not personalize the outside of the Chromebook. It remains the student's responsibility to care for and protect his/her device. Protective cases can be purchased upon request for a fee of \$20. Students will be assigned 1 charging cord with their Chromebook. The charging cords will be tracked by serial number. The student is responsible for the charging cord, and it must be returned with the Chromebook at the end of each school year or withdrawal from the District.

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Logging into a Chromebook

Students will log into their Chromebooks using only their school issued Google Apps for Education account. Students should never share account passwords with others, unless requested by an administrator.

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Taking Care of Your Chromebook

Each student is responsible for the general care of the Chromebook that he/she was issued by the school. Chromebooks that are broken or fail to work properly must be taken to the library or main office as soon as possible. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended unless locked in their hallway locker.

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General Precautions

- Chromebooks should not be used near food or drink.
- Chromebooks should not be used or stored near pets.
- Chromebooks should be used with caution with cord as the cord may be a tripping hazard.
- Chromebooks must remain free of any personal writings, drawings, stickers, and labels.
- Chromebooks should not have heavy objects placed on or near them.
- Chromebooks should be transported with care.
- Chromebooks should never be lifted or carried by the screen.
- Chromebooks should be closed only after making sure there is nothing on the keyboard.
- Chromebook screens should be cleaned with a soft, dry microfiber cloth or anti-static cloth.

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Using Your Chromebook At School

Each student is expected to bring a fully charged Chromebook to school every day and bring his/her Chromebook to all classes unless specifically advised not to do so by his/her teacher. Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action. Sound must be muted at all times unless permission is obtained from a teacher. Students should have their own personal set of earbuds for sanitary reasons. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Students will still be able to print from desktop computers in computer labs, however, students will not be able to print directly from their Chromebooks at school. Students may have access to print stations when printing work is necessary. As students and teachers become more accustomed to cloud-based storage, printing needs may change or fade. 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 here: <http://www.google.com/cloudprint/learn/>.

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Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks for school work 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 technology guidelines within the Student Handbook and all other procedures in this document wherever they use their Chromebooks.

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Operating System and Security

A student may not use or install any operating system on his/her Chromebook other than the current version of Chrome OS that is supported and managed by the District. The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

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Virus Protection

Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Initial: _____

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, within the School District network, will have all internet activity monitored by the District. If an educationally valuable site is blocked, a student should contact his/her teacher to request the site be unblocked. Students will also be subject to content filtering at home while on District-owned Chromebooks. However, when a student is using the Chromebook out of the school network, internet usage is the responsibility of the student and the parent.

Initial: _____

Repairing/Replacing and Handling Theft and Vandalism of Chromebooks

All Chromebooks in need of repair must be brought to the main office, library, or IT room (203B) as soon as possible. Staff will examine the Chromebook and take the appropriate solution path to get the device repaired. All repair work must be reported, even if the family has purchased additional insurance through <https://www.one2onerisk.com/>.

Initial: _____

Estimated Repair Costs (subject to change)

Payments of repair/replacement costs will be made through the Little Wolf Jr./Sr. High School main office.

The following are estimated costs of Chromebook parts and replacements:

- Total Replacement - \$200
- Screen - \$50
- Keyboard/Touchpad - \$45
- Power Cord - \$20

Initial: _____

Stolen or Vandalized Chromebooks

If a Chromebook is stolen or vandalized during the school day, then students or parents should contact the Little Wolf Jr./Sr High School office as soon as possible (920-596-2524). Proper direction and protocol will be handled at that time. If a student's Chromebook is stolen or vandalized outside of the school day, then students and parents must contact the proper local law enforcement and the school to report a theft.

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No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for District-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. A paper/electronic report can be generated to include but not limited to the user log, and record of use. The report generated may be shared with the School District of Manawa and/or Law Enforcement.

Initial: _____

Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the technology guidelines within the Student Handbook signed at the start of the school year and all of its corresponding administrative procedures at all times. Students in violation of these guidelines or other procedures in this manual will be subject to disciplinary actions. Students who do not adhere to these policies could have his/her Chromebook confiscated and network privileges at school disabled.

Initial: _____

Student Name: _____

Class of: _____

Student Signature: _____

Date Signed: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date Signed: _____

DISTRICT USE ONLY

Received By: _____

Date: _____

Student ID: _____