



St. Helena Unified School District

**Chromebook Policy, Procedures, and Information Handbook**  
2021-22

**About the SHUSD Chromebook Program**

The focus of the Chromebook Program in the St. Helena Unified School District is to prepare students for their futures in a world of digital technology and information.

The policies, procedures and information contained in this document apply to all Chromebooks used within SHUSD schools, and include any other device the Administration considers to fall under the umbrella of this policy. Administrators and teachers may set additional requirements for technology use at their school sites or in their classrooms.

**CHROMEBOOK USE**

**TAKING CARE OF YOUR ASSIGNED CHROMEBOOK**

Students are responsible for the general care of the Chromebook issued to them by the District. Chromebooks that are broken or fail to work properly must be taken immediately to their site's Library Media Technician or Specialist.

**General Policies**

- Students are responsible for bringing their Chromebooks fully charged, to all of their classes, each day, unless specifically instructed not to do so by their teacher.
- Students and their families are responsible for proper care and safeguarding of the Chromebooks, which includes the reasonable prevention of damage.
- Students must submit their Chromebook to teachers or administrators for inspection at any time.

**MANAGING YOUR FILES & SAVING YOUR WORK**

**Using the district Google domain account**

Students will be logging into their designated account on SHUSD's Google domain for the majority of their digital work. Using their individual Google account login, the student can access his or her schoolwork from any computer that has Internet access.

While the St. Helena Unified School District will make every effort to provide reliable wireless internet service, it makes no guarantee that their Internet connection will be fully available at all times. In the rare case that the Internet is down, the District will not be responsible for lost or missing data.

## Printing

- At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies teachers use in their classrooms will encourage and facilitate digital copies of homework.
- At Home: The Chromebook will not support a physical printer connection. Instead, students may print to their home printers using the Google Cloud Print service. A wireless home network is required for this.

## SOFTWARE ON CHROMEBOOKS

All apps on the Chromebooks will be installed and managed through the District. Students will not be able to install additional apps on their Chromebooks.

## NON-FUNCTIONING CHROMEBOOKS

Chromebooks that are broken or fail to work properly must be taken immediately to their Library Media Technician or Specialist. If deemed necessary, the Library Media Technician or Specialist will issue a replacement. In the event that the Chromebook has been damaged by student misuse or neglect, a fine will be assessed to the student's family to cover the cost of repair or replacement.

## RECEIVING AND RETURNING YOUR CHROMEBOOK

- Parents and students must sign and return the **Chromebook Technology Pledge** documents before a Chromebook can be issued to their child.
- Chromebooks will be returned to each site's Library Media Center during the last two weeks of school.
- If a student transfers out of SHUSD during the school year, the Chromebook must be returned at that time.

## Fines

If a student's Chromebook and/or AC power adaptor are damaged, defaced or missing, the family of the student will be billed either for the repair or replacement of the Chromebook, the adaptor, or both during the year-end check in or when the student transfers out of SHUSD. If a student damages another student's Chromebook, the student who did the damage will be responsible for paying the fine including the higher charge for a second incident if that student had a prior incident in the school year. It will not count as an incident for the student whose Chromebook was damaged.

If a student Chromebook is not returned during year-end check-in or upon transferring out of district, the site administrator will insure that it is returned in a timely manner. If the administrator is unable to obtain the student's Chromebook, the student's grade reports/ transcripts will be withheld and the matter will be turned over to local law enforcement.

<b>DESCRIPTION:</b>	<b>SHES/RLS Chromebooks:</b>
Stolen Chromebook (copy of the police report must be provided)	No Charge
Lost Chromebook, 1 <sup>st</sup> Incident During 2021-22 School Year: (parent will be provided a copy of purchase receipt):	\$425 maximum

Lost Chromebook, 2 <sup>nd</sup> Incident During 2021-22 School Year (parent will be provided a copy of purchase receipt):	\$425 maximum
Damaged Chromebook, Accidental, 1 <sup>st</sup> Incident During 2021-22 School Year:	No Charge
Damaged Chromebook, Misuse, 1 <sup>st</sup> Incident During 2021-22 School Year:	\$75
Damaged Chromebook, 2 <sup>nd</sup> Incident During 2021-22 School Year (parent will be provided with a copy of the purchase receipt if a new device must be purchased):	\$150
Replacement Charger (parent will be provided a copy of the purchase receipt):	\$60 maximum

### **CHROMEBOOK RESPONSIBLE USE PLAN**

The *Chromebook Responsible Use Plan* outlines the parameters for families to protect the Chromebooks and the District's investment in them. Many responsibilities result from the use of these technologies in the educational setting.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The St. Helena Unified School District's Code of Conduct shall be applied to student infractions.

### **ACCEPTABLE USE**

#### **User Terms and Conditions**

The use of St. Helena Unified School District's technology resources is subject to the following Terms and Conditions:

- The St. Helena Unified School District is pleased to be able to offer access to the District computers, which provide the necessary programs required by classes. The District's network provides access to email, student data cloud storage, and the Internet. To gain access to these resources, students and parents must sign and return this form to the appropriate site administrator.
- These materials are provided to enhance educational goals and objectives. It is inappropriate for students to access materials that are not considered educational. For this reason, it is extremely important that the District Acceptable Use Policies be followed.
- The district technology resources must only be used for educational purposes consistent with the mission, goals, and objectives of the St. Helena Unified School District and State/Federal regulations.
- Devices and user accounts are the property of SHUSD. As such, all Internet activity and use is monitored and inappropriate use will be reported to the site administrator. Users should not expect that anything stored on school computers or networks will be private.
- Violation of this policy will result in temporary or permanent loss of technology privileges. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

- The privilege of using the technology resources provided by the St. Helena Unified School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the St. Helena Unified School District.

#### **All Forms of Cyberbullying Are Prohibited**

- Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.
- Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of Cyberbullying. Any and all forms of Cyberbullying are unacceptable and viewed as a violation of this policy and the District's Acceptable Use Policy and procedures.
- Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.
- Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of the school site administrator.
- School administrators shall fully investigate all reports of Cyberbullying.
- Disciplinary action may include, but is not limited to, the loss of computer privileges, suspension or expulsion for verified perpetrators of Cyberbullying. When any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

#### **Student Responsibilities**

- Use all district electronics in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment.

#### **Parent/Guardian Responsibilities**

- Support students in bringing their Chromebooks to school fully charged each day (and/or having them charged and ready for distance learning) unless specifically instructed not to do so by their teacher.
- Students and their families are responsible for proper care and safeguarding of the Chromebooks, which includes the reasonable prevention of damage.

#### **School Site Responsibilities**

- Provide Internet and email access to its students.
- Provide filtering of inappropriate Internet materials.
- Provide staff guidance to aid students in doing research and help assure student compliance of the District acceptable use policy.

### **PROTECTING & STORING YOUR CHROMEBOOK COMPUTER**

#### **Chromebook Identification**

Student Chromebooks will be labeled in the manner specified by each school site.

**Password Protection**

Students will be instructed in site-specific protocols for establishing secure passwords.

**Storing Your Chromebook**

When students are not using their Chromebooks, they should be stored safely. Nothing should be placed on top of the Chromebook. Chromebooks should not be stored in vehicles.

**Chromebooks Left in Unsupervised Areas**

Chromebooks should not be left in unsupervised areas. Any computer left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the site administrator.

**CHROMEBOOK TECHNICAL SUPPORT**

All Chromebooks that are not working need to be turned into the Library Media Center: If deemed necessary, the Library Media Technician or Specialist will issue a replacement.

St. Helena Unified School District

CHROMEBOOK TECHNOLOGY PLEDGE

Student Pledge for Chromebook Use:

I, \_\_\_\_\_, (print student’s name) agree to the following conditions:

- 1. I will follow all of the policies and regulations included in the Chromebook Policy, Procedure, and Information handbook while at school as well as outside of the school day.
- 2. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- 3. I agree to return the District Chromebook and power cord in good working condition.

Parent Pledge

I, \_\_\_\_\_, (parent’s name) recognize that it is my responsibility to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for any materials acquired by my child. I will assume full responsibility for any harmful or illegal content on the Chromebooks. I also will take full responsibility for any damage that occurs to the Chromebook while the device is in my child’s possession. I hereby give permission to allow my child to check out a Chromebook for the current school year.

Agreement

We agree to the conditions set forth in the above documents including the Chromebook Policy, Procedures, and Information; including the Acceptable Use Policy and the Student Pledge for Chromebook Use.

We agree that individual school Chromebooks and accessories must be returned to the district Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at SHUSD for any other reason must return their individual school Chromebook computer on the date of termination.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_