Southern Middle School’s
2020-2021 Chromebook Guidelines

Receiving Your Chromebook

- **Parent(s)/Guardian(s)**
  - Required paperwork must be completed before a Chromebook will be distributed to the student.
    - Chromebook Guidelines Signature page
    - Chromebook Insurance Signature page
    - Children’s Online Privacy and Protection Act (COPPA) Consent - Required for students under the age of 13.

- **Distribution**
  - Each student will receive a Chromebook, power cord and a case.
  - Students must sign the Southern York County School District Chromebook Agreement prior to the time they pick up their Chromebooks.

- **Transfer/New Student Distribution**
  - All transfers/new students will be able to pick up their Chromebook from the SMS library.
  - Both students and their parents/guardians must sign the Southern York County School District Chromebook Agreement prior to picking up a Chromebook.

Returning Your Chromebook

- **End of Year**
  - At the end of the school year, students will turn in their Chromebooks, cases, and power cords.
  - Failure to turn in a Chromebook will result in the student being charged the full $330.00 replacement cost (Chromebook, Case, and Power Cord).
  - The district may also file a report of stolen property with the police.

- **Transferring/Withdrawing Students**
  - Students that transfer out of or withdraw from the Southern York County School District must turn in their Chromebooks, cases, and power cords to the guidance office on their last day of attendance.
  - Failure to turn in the Chromebook will result in the student being charged the full replacement cost.
  - Unpaid fines and fees of students leaving SYCSD may be turned over to a collection agency.
  - The district may also file a report of stolen property with the police.

Taking Care of Your Chromebook

- Students are responsible for the general care of the Chromebook that they have been issued by SYCSD.
- Chromebooks that are broken or fail to work properly must be taken to the SMS Library as soon as possible so they can be evaluated for service or repair.
- District owned Chromebooks should never be taken to an outside computer service provider for repair or maintenance.
- Students should never leave their Chromebooks unattended.

General Precautions

- No food or drink should be used with Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully 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.
- Heavy objects should never be placed on top of Chromebooks.

Carrying Chromebooks

- Southern York County School District has issued protective cases for all students to use in conjunction with Chromebooks. Always transport Chromebooks with care. Failure to use the protective case may result in disciplinary action.
- Never lift Chromebooks by the screen. Lifting Chromebooks by the screen has been found to be one of the main causes of cracked screens in Chromebooks.
- Never carry Chromebooks with the screen open.

**Screen Care**
- The Chromebook screen may be damaged if subjected to heavy objects, rough treatment, cleaning solvents, and liquids. The screens are particularly sensitive to damage from excessive pressure.
- Each student will be issued a protective case for their Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student’s responsibility to care for and to protect their device.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or antistatic cloth.

**Asset Tags**
- All Chromebooks will be labeled with a district asset tag.
- Asset tags may 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 Your Chromebook At School**
- Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

**Charging Chromebooks**
- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.

**Backgrounds and Themes**
- Inappropriate media may not be used as Chromebook backgrounds or themes.
- The presence of such media may 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.

**Logging into a Chromebook**
- Students will log into their Chromebooks using their school issued Google for Education (G Suite) account.
- Students should never share their account passwords with others.
- In the event your school issued password is compromised, students must notify the SMS Library Tech Shed immediately.

**Managing and Saving Your 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.
- Students should always remember to save frequently when working on digital media.
- 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 locations.

**Using Your Chromebook Outside of School**
- Students are encouraged to use their Chromebooks at home and other locations outside of school.
- A WiFi Internet connection will be required for the Chromebook use; however, some applications can be used while not connected to the Internet.
• Students are bound by the Southern York County School District Use of Technology Policy (815), Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks.

• 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.

**Internet Usage**

- The Chromebooks connect to the internet wirelessly.
- While on campus, students will utilize the SYCSD filtered wireless infrastructure to access the internet.
- For home and other off-campus use, students will need to use public wireless sites such as those found in restaurants or use their personal home wireless network.
- When accessing the internet off-campus, students will still be subject to the SYCSD filter.
- Given the variety of public and private connections, the Southern York County School District will not be able to provide support for connectivity issues outside of the school buildings.

**Software**

**Google for Education (G Suite)**

- Chromebooks seamlessly integrate with the Google for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Reader, Sites, Gmail, Groups, Voice, and Blogger.
- All work is stored either on Google or district servers.

**Chrome Web Apps and Extensions**

- The Chromebook operating system, Chrome OS, updates automatically. Students do not need to manually update their Chromebooks.
- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome web store.
- Students are responsible for the web apps and extensions they install on their Chromebooks.
- Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

**Repairing/Replacing Your Chromebook**

**Tech Support**

- All Chromebooks in need of repair must be brought to the SMS Library Tech Shed as soon as possible.

**Estimated Costs (subject to change)**

- The following are estimated itemized costs of Chromebook parts and replacements:
  - Chromebook Replacement $275.00
  - Screen $75.00
  - Keyboard/touchpad $50.00
  - Power cord $25.00
  - Protective Case $30.00

- Full Replacement Cost (Chromebook, Charger, Case) $330.00

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.

- Additionally, the school will provide optional insurance for any student interested in purchasing it (see below).

**School Program**

- SYCSD will provide optional insurance coverage to offset the cost incurred by accidental damage to the Chromebook. Loss, intentional damage, or damage due to negligence will not be covered.

- The cost of the insurance is $15 annually, which is nonrefundable. Payment may be made at the school office.

- Chromebook Insurance will cover the full cost of covered damages, minus the deductible.

- The student/parent will be responsible for the deductible as follows:
  - Deductible for first damage claim = $0
  - Deductible for second claim = $0
Deductibles for subsequent damage claims during the school year may result in a disciplinary referral to the main office and/or full payment of repairs.

- Deductible if device is lost or stolen for first occurrence = $75
- Deductible if device is lost or stolen for second occurrence = $150

Insurance premiums will be refunded to students who are claim free and that withdraw within 30 calendar days of payment date. Refunds will not be issued for other reasons.

**No Expectation of Privacy**

- Students have no expectation of confidentiality or privacy with respect to usage of a Chromebook, regardless of whether 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.
- By using a Chromebook, students agree to such access, monitoring, and recording of their use.
- The use of the internet is allowed only for school-related purposes. Downloading or accessing any content for non school-related purposes is a violation of the Acceptable Use Policy.
- Email (or any other computer communication) should be for school-related purposes.

**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.

**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 (815) 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:

**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 will post appropriate comments, act with integrity and not be obscene.

**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 forward inappropriate materials/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.
Protect Intellectual Property

- I will request to use the software and media others produce.
- I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software.
- I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.