

KJSHS Chromebook Acceptable Use Policy and Agreement

1. Receiving and Returning the Chromebook

1.1 Distribution and Check-In:

Chromebooks are distributed each fall. Parents and students must sign the 1:1 Handbook Policy and Acceptable Use Policy (AUP) before receiving a device. Devices must be returned at the end of the school year or upon withdrawal from KJSHS. Failure to return the device and all associated equipment will result in being invoiced full replacement costs as well as the possibility of a theft report subsequent to nonpayment.

1.2 Outstanding Fees:

Students with outstanding fees from previously damaged or lost Chromebooks will not receive a Chromebook the following school year until all fees are fully paid.

2. Taking Care of the Chromebook

2.1 General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Insert cords, cables, and removable storage devices carefully.
- Avoid extreme temperatures and direct sunlight.
- Do not leave Chromebooks in vehicles overnight or for extended periods of time.
- Always transport Chromebooks in the provided protective case and

2.2 Screen Care:

- Do not lean on or put pressure on the screen.
- Do not place items on the keyboard before closing the lid.
- Clean the screen with a soft, dry anti-static or microfiber cloth.

3. Using the Chromebook at School

3.1 Daily Use:

- Bring a fully charged Chromebook to school daily.

- Follow teacher instructions for Chromebook use.
- Chromebooks should be brought to all classes unless a teacher instructs otherwise.

3.2 Chromebooks Left at Home:

- If students leave their Chromebook at home, they are responsible for completing coursework as if they had their Chromebook present.
- If a student repeatedly leaves their Chromebook at home, they will be subject to appropriate disciplinary action.
- Students are responsible for all work, even if their Chromebooks are broken, misplaced, lost, stolen, revoked, etc.

3.3 Chromebook Undergoing Repair:

- Loaner Chromebooks may be issued to students whose device is being repaired.

3.4 Printing:

- School staff will not assist with printing at home.

4. Using the Chromebook at Home

4.1 Home Use:

- Students must take Chromebooks home each night for charging.
- Ensure the Chromebook is fully charged for the next school day.

4.2 Personalizing the Device:

- Keep Chromebooks free of decorative writing, stickers, or labels.
- Add only appropriate music, photos, and videos. Personalized media are subject to inspection.

5. Managing Files & Saving Work

Store data in Google Drive. Ensure work is backed up to avoid data loss.

6. Software on Chromebooks

6.1 Installed Software:

The software originally installed on the Chromebook must remain in usable condition. Updates will occur automatically.

6.2 Additional Software: Students may install approved apps from the school's web store.

7. Acceptable Use

7.1 Responsibilities:

- Parents: Monitor your child's internet use.
- School: Provide internet access, email, web filtering, and staff guidance.
- Students: Use Chromebooks responsibly, report security issues, and follow all school rules.

7.2 Prohibited Activities:

- Illegal installation or transmission of copyrighted materials.
- Accessing, uploading, or distributing inappropriate content.
- Using unauthorized wireless access points during school hours.

8. Repairing or Replacing the Chromebook

8.1 Repair Process:

Loaner Chromebooks may be issued during repairs. Repaired devices will be restored to their original state. Students are responsible for syncing data to Google Drive.

8.2 Damage and Loss:

Parents will be billed for parts and labor for damage resulting from misuse. Full replacement costs must be paid for lost or intentionally damaged devices.

8.3 Accidental Damage:

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. Students will be responsible for the cost of the repair in the event the device is accidentally damaged and needs repair per incident.

8.4 Personal Home or Homeowners Coverage:

Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook.

8.5 Intentional Damage:

Students/parents will be held responsible for ALL (full payment) intentional damage to Chromebooks including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost/damaged items such as cases, chargers, and cables will be charged the actual replacement cost.

8.6 Vandalism and Theft:

In cases of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent.

9. School Rights

Kinsley-Offerle USD #347 reserves the right to inspect and define inappropriate use of technology.

10. Reporting

Students should report any malfunctions, damage, or loss to a teacher or the technology team.

11. Monitoring and Tracking

Schools may use monitoring systems to monitor device usage and locations. These systems can include Google admin console, which provides device location, browsing history, and app usage, and Google Chrome extensions like Securly Classroom, which allow remote monitoring of the device.

12. Technology Support

Technology support will be available by members of the technology team, and may be escalated to the technology director if the issue isn't first resolved by a teacher or member of the technology team.

Technology Team:

Anna Huff – High School Office

Dawn Thorp – High School Room 104

Acknowledgment

Student Name (please print):

Student Signature:

Date:

Parent/Guardian Name (please print):

Parent/Guardian Signature:

Date: