



# **ARCHIE R-V TECHNOLOGY HANDBOOK**

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**ARCHIE R-V SCHOOL DISTRICT**



# Program Overview

The Archie R-V School District recognizes the role technology plays in the future of today's youth. Along with the regular curriculum, proficiency in current and future technology will give our students the opportunity to stay up to date with techniques and practices that will contribute to our students' continued success.

This document contains the parameters for the 1:1 Chromebook Initiative that is being implemented during the 2019-2020 school year. It includes terms of usage and rules for responsible use. The purpose of our 1:1 initiative is to put current technology into the hands of all students to help enhance, personalize, and further develop our academic program. The Archie R-V School District purchases and owns the device and distributes to students to use for educational purposes during the academic year.

Chromebooks will be assigned to students in grades 5-12 at the beginning of each school year. Students must show proficiency on the digital citizenship curriculum requirements and the Chromebook Usage Agreement must be signed by the student and parent before a Chromebook will be distributed to the student.

The Archie R-V School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. Internet access is a privilege, not a right. It is provided to conduct research and to communicate with others. Inappropriate use will result in cancellation of those privileges and may result in additional disciplinary or legal actions.

Users must adhere to district policies, regulations, procedures and other district guidelines. Users must immediately report any security problems, misuse or failure of the district's technology resources to an administrator or teacher.

# Handling, Treatment & Usage

## GENERAL PRECAUTIONS

- The student device is school property and all users will follow this policy as well as the Archie R-V School District technology use agreement. Students are responsible for the general care of the Chromebook issued by the school.
  - o Only use a clean, soft cloth to clean the screen, no cleansers of any type.
  - o Cords and cables must be inserted carefully into the student device to prevent damage.
  - o Student devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Archie R-V School District.
  - o Chromebooks should not be left unsupervised.
  - o District labels on the devices may not be removed by the student or any other person.
  - o Students should never carry their Chromebook while the screen is open.
  - o Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
  - o Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
  - o Students are responsible for keeping their Chromebook's battery charged for school each day.

## CARE OF DEVICE

- Students are responsible for the general care of their District-supplied student device. Student devices that are broken or fail to work properly must inform a teacher, who will then create a ticket for the technology department to evaluate the device. If subjected to rough treatment, severe damage can occur to a device. The screens are particularly sensitive to damage from excessive pressure on the screen.
  - o Do not lean on the top of the device when it is shut.
  - o Do not place anything near the device that could put pressure on the screen.
  - o Clean the device with a soft, dry cloth or anti-static cloth.
  - o Do not "bump" the device against walls, floors, etc. as it will eventually break the device.
  - o Food and drink is not recommended near your Chromebook.
- To maximize battery life:
  - o Turn down volume.
  - o Turn down brightness.
  - o Exit any applications you are not using.
  - o Shut down device completely when not in use.

## USING YOUR DEVICE AT SCHOOL

Student devices are intended for use at school each day. In addition to teacher expectations for student device use, school messages, announcements, calendars, and schedules will be expected to be accessed using the Chromebook. Students are responsible for picking up their Chromebook from a designated location at the beginning of each day and returning their Chromebook to the same location at the end of the day to charge overnight.

# Digital Citizenship

Archie School District's students have the opportunity to use technology that facilitates creative problem solving, information fluency, and collaboration needed in today's society. As students are expected to apply these skills and extend their creative abilities, we also want them to be safe, legal, and responsible. This acceptable use policy supports our vision of technology use and upholds in our students a strong sense of digital citizenship.

Digital Citizenship is to enable students to effectively build knowledge in how to protect themselves. This will allow our students to function effectively in personal, community, and workplace environments. We agree to the following:

- **Respect Yourself:** I will select online names that are appropriate. I will carefully consider the information and content that I post online.
- **Protect Yourself:** I will not publish my personal details, contact details, or a schedule of my activities.
- **Respect Others:** I will not use technologies to bully or tease other people. I will not share or use another student's password to log into the network or any software applications.
- **Protect Others:** I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property:** I will suitably cite all use of websites, books, media, etc.
- **Protect Intellectual Property:** I will request to use the software and media others produce.
- **Act Responsibly:** I will follow all Archie R-V School's rules for behavior while using my Chromebook or other technology related pieces of equipment or software.

## Social Media and Online Safety Guidelines for Students:

- All student social media accounts will be PERSONAL Accounts. School related pages will be created by school personnel such as an activity sponsor, coach, teacher or administrator.
- Be aware of what is posted online. What a student contributes leaves a digital footprint for all to see. Do not post anything one wouldn't want others (familiar or unfamiliar) to see and share.
- It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive, not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including but not limited to last names, phone numbers, addresses, exact birth dates, and pictures. Do not share passwords with anyone besides teachers and parents.
- Stop, Block, and Tell: Don't respond to any cyber-bullying message(s); block the person sending the message(s); tell a trusted adult!
- Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to sources of which one might refer.
- Be aware that pictures may also be protected under copyright law. Get permission to use images.
- Do not misrepresent oneself by using someone else's identity.
- Students who see inappropriate material that makes one feel uncomfortable or is not respectful should report the material to a parent or teacher right away.

# Repair and Replacement Costs

## LOSS, DAMAGE OR THEFT

- By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security and care of the borrowed property. In a case of complete loss, the borrower agrees to pay replacement cost. In the case of damage to a borrowed device, the borrower must report the incident to the teacher, who will then inform the technology department personnel or the building administrator within one school day of the occurrence. If user negligence is determined in the device damage, the borrower will be assessed repair or replacement costs.
- Chromebooks Undergoing Repair
  - Loaner Chromebooks may be issued to students who have paid the cost of the repair. They will leave their Chromebook for repair with the technology department personnel.
  - If repair is needed due to malicious damage, the school will refuse to provide a loaner Chromebook, unless full replacement cost has been rendered prior.
  - If repair is needed due to a faulty device, the school will provide a loaner Chromebook while repairs are being completed.
  - Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.
- Theft/Damage Costs
  - The Archie R-V School District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.
  - The Archie R-V School District will assess the Chromebook damage and repair or replace the device based on an evaluation by the technology department personnel. Parents/students will be charged for full replacement cost of a device and/or accessories that have been damaged due to misuse, negligence, abuse, or loss.

## ESTIMATED COST OF REPAIRS

Part/Chromebook Damage	Replacement Fee
Charger/Power Adapter	\$40
Screen	\$100
Keyboard/Mousepad/Palm Rest	\$70
Entire Chromebook	\$300
Other Parts	Determined at time of repair

## **Archie R-V Public School District**

### **Student & Parent/Guardian Laptop/Chromebook Agreement**

As a condition of using any Archie R-V School District laptop/chromebook ("laptop/chromebook" - which term shall also include tablets, and other small devices) assigned to me, I understand and hereby agree to the following:

#### **Student Responsibilities:**

- I understand that the laptop/chromebook is and remains the property of the District and I will be issued the same one each year, and that my use of the laptop/chromebook is a privilege.
- I understand that the use of the laptop/chromebook is for educational purposes only, and acknowledge that I have received and agree to abide by the District Technology Acceptable Use Policy as well as all local, state, and federal laws. I will adhere to all classroom technology expectations and rules as well.
- I agree to keep all accounts and/or passwords issued to me by the District secure. I will not share this information with any other students. This includes passwords for the laptop/chromebook, email and/or network access and other school systems.
- I agree that I will never use this laptop/chromebook to share personal information over the Internet, and, in addition, while using this laptop/chromebook, if I am asked for personal information or harassed in any way I agree to report it immediately to my parents, teacher, or principal.
- I understand that my email (or any other communications) sent through the laptop/chromebook should be appropriate, legitimate, and responsible communications, that these communications may be traceable to the District or me, and that I have no right to privacy concerning any communications made through this laptop/chromebook or any information stored on the laptop/chromebook.
- I agree that I will not install, download and/or otherwise utilize any software or data that is illegal, would violate copyright laws, or that would otherwise violate the District Technology Acceptable Use Policy. I also understand that when the laptop/chromebook is returned to the District, the District may, in its sole discretion, reformat or otherwise erase any or all programs, applications, and/or data on the laptop/chromebook.
- I understand that all my files, data and information stored on the laptop/chromebook are not private, and that District personnel can review the laptop/chromebook, and any files, data or information residing on the laptop/chromebook, at any time.
- I understand that it is my responsibility to store and backup my data and that the District does not guarantee or warrant in any way the performance or quality of the laptop/chromebook, and the District will not be liable for any direct or indirect, incidental or consequential damages (including the lost or irrecoverable data or information) sustained or incurred in connection with the use, operation or inability to use the laptop/chromebook.
- I will not attempt or materially physically modify the laptop/chromebook, nor will I deface the inventory number on my device or place decorations on it. I will not attempt to clean it with anything other than a soft cloth, and I will report any problems with the laptop/chromebook to District office staff/administration.
- I will treat the laptop/chromebook with care by, among other things, not leaving it outdoors or in a vehicle at extreme temperatures, by preventing physical abuse to the laptop/chromebook (e.g., dropping it), and/or by not using it with food or drink in a way that may damage the laptop/chromebook. I also agree to store and use the laptop/chromebook in a manner designed to prevent theft or loss. I will know where my chromebook is at all times and not loan my chromebook to other individuals.
- I understand that if the laptop/chromebook must be replaced due to damage, theft, or loss, an additional fee will be required before another laptop/chromebook will be issued to me.
- I understand that if the laptop/chromebook is intentionally damaged, destroyed, stolen, or subject to intentional refusal to return to the District upon request, such conduct may result in criminal charges whether in Juvenile or adult court. I will also report any damages, issues, or loss immediately to District office staff/administration. I will be responsible for all damages or loss as a result of deliberate neglect or abuse and understand this may lead to further disciplinary action including complete cut-off from district technology use.
- Refer to the Archie R-V Handbook for damage/replacement fees.

**Archie R-V Public School District**  
**Student & Parent/Guardian Laptop/Chromebook Agreement**

- I will take good care of my Chromebook and know that I will be issued the same device each year.
- I will know where my Chromebook is at all times and never leave it unattended.
- I will never loan my Chromebook to other individuals.
- I will keep food and beverages away from my Chromebook at all times.
- I will protect my Chromebook by carrying it in a secure manner.
- I will return my Chromebook each day to its designated location and charge the battery. (K-5th grade only)
- I will return my Chromebook and charger at the end of each school year. (K-12th grade)

**My signature, as well as the signature of my parent/guardian, acknowledge receipt of the laptop/chromebook agreement and to abide by the terms of the laptop/chromebook Agreement as set out above. Parents/guardians will assume any financial responsibility for damages not covered by warranty.**

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Student Printed Name	Student Signature	Date
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Parent/Guardian Printed Name	Parent/Guardian Signature	Date
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