



*Local School District*

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## **Kenston Middle School 1 to 1 Chromebook Policies**

Updated 6/26/2018

### **Device Intent**

Kenston Local Schools will be supplying Chromebooks to middle school students for the sole purpose of education. The intent of these devices is to help students utilize online resources, work collaboratively in groups, and complete school related assignments in new creative ways. These devices are not to be used for anything other than educational purposes.

### **Chromebook Distribution and Collection**

Each student will receive the following:

- Chromebook
- Power Charger
- Chromebook Case

At the end of every school year, the Chromebook, power charger, and Chromebook case will be collected and stored at school over the summer. These dates will be communicated to students and parents / guardians prior to the collection date. If a student withdraws prior to the end of the school year, the student must return the Chromebook, power charger, and Chromebook case or they will be charged the full amount of all items. The students are also responsible for any fees or damages at the time of the return.

### **Chromebook Expectations**

- Students will bring their Chromebook to school charged every day. There will not be any spare Chromebooks available for students who are not prepared for class.
- Chromebook power cords will remain at home.
- The Chromebook will remain in the case at all times.
- The Chromebook identification tag will remain on the Chromebook.
- The student ID card will always remain in the case.
- Chromebooks and Chromebook cases should not be defaced in anyway.
- Obscene or vulgar images, sounds, music, language or materials, including, backgrounds, and/or pictures are prohibited on the Chromebook.
- Photos or video should only be done for instructional purposes as directed by the teacher and pictures or videos must have the consent of all persons being photographed.

- Chromebooks will only be used for teacher directed activities during instructional time. This includes but is not limited to games and other entertainment activities, email, chat, and use of the internet for anything other than school-related research.

### **Damaged Chromebooks**

If a Chromebook is damaged, the student must report this to the school’s media center. The media center will issue out a loaner Chromebook to the student while the Kenston technology team reviews and repairs the damages. Once the repairs are complete, the student will be notified via their school e-mail address. The student must pick up the repaired Chromebook in a timely manner and return the loaner Chromebook. Any damage found to be intentional will be subject to disciplinary action and applicable fees to repair the device may be charged.

### **E-Mail Account Passwords**

If students forget their e-mail or password, they can stop down in the media center to have the password reset. Password resets will never be issued over the phone for security purposes. Parents/ Guardians may be given the child’s login name and password so that they can supervise the student’s use of the Chromebook. Parent/ Guardians and students should be aware that access to the Internet outside of the school district is unfiltered.

### **Fees**

Every student will be charged a technology fee. This fee will help continue our 1-to-1 program, ensure that students always have access to a Chromebook, and provide insurance on accidental damages that may happen to the Chromebook provided it is in the case at the time of the accident. If a student’s Chromebook is damaged multiple times throughout the school year, a review of the student’s use of the Chromebook will be done and additional fees may apply. At this time, the student and parent of the student will be contacted to review these fees.

### **Fee Examples**

(Only applicable with 2 or more damages per year)

<b>Examples of Non-Accidental Damage Replacement</b>	
<b>Equipment</b>	<b>Price</b>
<b>Lost Chromebook w/ Case</b>	\$250.00
<b>Screen</b>	\$40.00
<b>Keyboard</b>	\$30.00
<b>Individual Key</b>	\$10.00
<b>Mouse Trackpad</b>	\$25.00
<b>Power Charger</b>	\$30.00
<b>Case</b>	\$25.00

\*\*All costs are estimates and subject to change\*\*

### **Lost or Stolen Chromebook**

In the event a student has lost a Chromebook, the student should check in classrooms they were previously in that day and in the media center to see if it has been returned. If a student finds a Chromebook in school that does not belong to them, we ask that it is returned to the media center. If a Chromebook is lost, the student will be charged a fee to replace the Chromebook and case.

If a Chromebook is reported stolen, a police report **MUST** be filed with local authorities and the school **MUST** be notified in a timely manner.

### **Student and Parent Responsibilities**

- Students will bring the fully-charged devices to school every day.
- Students will not lend this devices to anyone or share their passwords.
- Students will only use this devices with their school provided account.
- Students will use the Chromebook for educational purposes only.
- Students will follow their parents' / guardians' rules at home in regards to the devices.
- Parents / Guardians will supervise their student's use of the Chromebook at home.
- Parents / Guardians and students will not try to repair this Chromebook in any way.

### **Chromebook Collection**

At the end of each school year, the Chromebook will be returned to the school. This includes the Chromebook, power charger, and Chromebook case. If a student should leave school prior to the collection date or transfer to another district, the equipment should be returned in full then. Failure to return all the equipment in full will result in a fee to replace the items.