



Local School District

Kenston 1 to 1 Chromebook Policy

Updated 7/21/2020

Device Intent

Kenston Local Schools will be supplying Chromebooks to 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. These devices are not to be used for anything other than educational purposes.

Chromebook Distribution and Collection

Each student will receive the following:

- 11 inch Chromebook
- Power Charger

Students will be assigned a Chromebook and power cord which will be their responsibility. If a student withdraws, the student must return the Chromebook and power charger or they will be charged the full amount of both items.

Students in grades Kindergarten and 1st grade will only bring home their Chromebook when instructed to by the teacher. The Chromebooks will be charged in the classroom and stored in carts. Each student in these grades will have their own Chromebook assigned to them and be able to bring home if necessary.

Students in 2nd through 12th grade will bring their Chromebook home every night to complete school work and charge for the next school day.

Chromebook Filtering

All Chromebooks will have their web content filtered. The Chromebook will be filtered while they are at school and while they are at home. While no web filter is 100% perfect, the district will work to ensure that all the district devices are compliant with the Children's Internet Protection Act.

Chromebook Expectations

- Students will bring their Chromebook to school charged every day.
- Chromebook power cords will remain at home.
- The Chromebook identification tag will remain on the Chromebook.
- Chromebooks 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

- **High School and Middle School**
 - If a Chromebook is damaged, the student must report this to the school's media center (library). The media center will issue 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 email address. The student must pick up the repaired Chromebook in a timely manner and return the loaned Chromebook. Any damage found to be intentional will be subject to disciplinary action and applicable fees to repair the device.
- **Intermediate and Elementary**
 - If a Chromebook is damaged, the student must report this to their teacher. The teacher 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 Chromebook will be returned to the student. Any damage found to be intentional will be subject to disciplinary action and applicable fees to repair the device.

Email Account Passwords

If students forget their email or password, they can report to the media center (High School and Middle School) or to their teacher (Intermediate School and Elementary School) 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.

Fees

If there is an issue with the Chromebook (including accidental), the student will not be charged for the repair. If a student's Chromebook is intentionally damaged, or damaged multiple times throughout the school year, a review of the student's use of the Chromebook will be done and fees may apply.

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.

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 device 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 Cycle and Collection

Students will receive a new Chromebook in 1st grade, 5th grade and 9th grade. Students will keep this device until the next replacement cycle (every four years). The Chromebook collection procedure will be communicated to the students and families prior to summer break.