



Buckeye Central Local Schools

1:1 Chromebook Policy

Chromebooks are assigned to each student in grades 5-12 as part of Buckeye Central's 1:1 technology initiative. Use of the chromebook provided to the student by the school district is a privilege, not a right. The Board of Education's loan of equipment to the student is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation and/or loss of this privilege. Each student will be provided a protective case for the chromebook along with a bag to transport the chromebook.

Policy - Before students will be permitted to take home their assigned chromebook on a daily basis, BOTH of the following obligations must be met:

1. Parents and Students must sign the Buckeye Central Local School's 1:1 Chromebook Policy.
2. Parents and Students must sign the Buckeye Central Local School's Computer Acceptable Use Policy.

Proper Care - Guidelines to ensure a long life expectancy for the student's Chromebook.

1. Screen -
 - a. Protect the screen by opening/closing the lid gently.
 - b. Avoid placing weight or pressure on the lid.
 - c. Place the chromebook in the provided bag when transporting it. Do NOT transport your chromebook in your backpack or gym bag.
 - d. The chromebook is the ONLY item to be placed in the chromebook compartment of the bag. Do NOT put pens, notebooks, power cords, or other things that create pressure points in that slot. There is a place on the bag to put your power cord.
2. Hinges -
 - a. Stress on the hinges of the chromebook creates another potential for chromebook damage.
 - b. Open/close the chromebook gently, grasp the center of the lid and not the corner.
3. Cord -
 - a. The connector on the power cord can be subject to damage if the cord is pulled or the device is moved while being plugged in.
 - b. Avoid stretching the cord across an area where it can be snagged or tripped on.
 - c. Move the chromebook close to the power source and always disconnect the power cord before moving the chromebook.

4. Cleaning the chromebook screen -
 - a. Clean with a lightly moistened (water only or a spray purchased specifically for computer screens) soft cloth.
 - b. NO Windex, Lysol, or products containing alcohol, ammonia, or other strong solvent.
 - c. Do NOT use paper towels or Kleenex to wipe the screen.
 - d. Microfiber cloths are best.
5. Proper handling -
 - a. Carry the chromebook with two hands.
 - b. Close the lid when carrying it.
 - c. Make sure there are no school supplies (pens, paper, etc.) when shutting the lid.
 - d. A student's chromebook should be securely placed on a desk or a table when using it during class.
6. Safely Store the Chromebook -
 - a. Do not leave your chromebook unattended on or off school grounds.
 - b. Keep your chromebook in the bag in your locker or other secure space when not in use at school.
 - c. Never leave your chromebook laying on a floor, seat, bed, or other space where it is likely to get stepped or sat on. This is a common way to break your screen.
 - d. Keep food and drink away from your chromebook
 - e. Do not let your chromebook get wet and keep it out of extreme weather conditions (cold and heat). Don't leave it in the car.

Personalization -

1. Each student will receive a business card to place in the business card slot of the chromebook bag with the student's name and the school's name and phone number.
2. Each student will have a label with his/her name on it to stick on the chromebook under the hard protective cover.
3. No other personalization will be allowed - no stickers, markers, or writing of any kind on the bag, the chromebook protective case, or the chromebook itself.
4. Each chromebook will have a district inventory tag placed under the hard protective cover. This tag shall not be removed.
5. Each chromebook charger cord will be assigned to a specific student by the serial number of the charger.

Filtering -

1. Each student's chromebook will be filtered through the Buckeye Central internet filter while at school in compliance with the Child's Internet Protection Act.
2. Buckeye Central will install a filter on each chromebook so that the chromebook is also filtered off campus. This will assist parents in helping guide their child's online usage by blocking certain categories of web content. However, filters may not be 100% accurate so parental attentiveness to their child's online usage outside of school is helpful and necessary.

Returning Chromebooks -

1. If a student withdraws from Buckeye Central Local Schools, the student must return their chromebook, protective hard case, and bag to the school district. Failure to do so will result in the district filing a report of stolen property with the local law enforcement agency. Any unpaid repair or replacement costs at the time of withdrawal may be turned over to a collection agency.
2. At the end of the school year, each student must return their chromebook, protective hard case, and bag to the school district for the summer months. Failure to do so will result in the district filing a report of stolen property with the local law enforcement agency. Any unpaid repair or replacement costs at the time of withdrawal may be turned over to a collection agency.

Damaged Chromebooks -

1. For accidental damages, there will be a \$25 charge for first repair, \$35 charge for the second repair, and any additional repairs shall result in the parent/student paying the full cost of the repair or replacement whichever is less.
2. For damages caused by neglect or mistreatment of the chromebook, the charge is the full cost of the repair or full cost of the chromebook.

Accidental Repairs include but are not limited to the following:

- Accidental physical damage (ex. walking down hall and student accidentally drops it, another student knocks a student's chromebook off the desk). The principal and/or superintendent makes the final decision if there is a discrepancy on if the incident causing the needed repair was accidental.
- Accidental power surge (ex. chromebook is not plugged in correctly to the outlet and gets zapped, lightning, or power jumps up and down). The principal and/or superintendent makes the final decision if there is a discrepancy on if the incident causing the needed repair was accidental.
- Warranty work or repairs (no deductible is required for warranty repairs as they are paid in full by the manufacturer according to the manufacturer's warranty as stated below.)

Repairs from neglect or mistreatment include but are not limited to the following:

- Theft, burglary, or robbery of the chromebook
- Accidental loss of the chromebook
- Intentional loss or damage to the chromebook or damage due to negligence
- Illegal use or fraud of the chromebook
- Dishonest acts including selling the chromebook
- Damage, corrosion, or rust due to liquids or foods.
- Damage due to changes in humidity or temperature.
- Cosmetic damage to the physical appearance that does not hinder the normal operation.
- Insect or animal damage

- Any other use the school district deems inappropriate. The principal and/or superintendent makes the final decision if there is a discrepancy on if the incident causing the needed repair was because of inappropriate actions.

Repairs the vendor's one-year hardware warranty WILL cover:

- The vendor warrants the chromebook from defects in materials and workmanship.
- The limited warranty covers mechanical breakdown and/or faulty construction.
- The vendor will provide normal replacement parts necessary to repair the chromebook or, if required, a chromebook replacement.

Repairs the vendor's one-year hardware warranty NOT cover:

- Broken screens/missing keys
- Damage caused by misuse, abuse, or accidents.
- Liquid/beverage spills
- Excessive scratches/wear to chromebook exterior
- Deliberate damage, neglect, or abuse
- Failure to secure chromebook by leaving unattended
- Leaving the chromebook in an unlocked car or on the bus
- Mysterious disappearance of the chromebook, meaning the user has no knowledge as to the place, time, or manner of loss.

Chromebook Tech Support/Repair

- All Chromebooks in need of repair must be brought to the Technology Department. A designated area for this will be assigned and this information provided to the student.
- The Technology Staff will analyze and fix the problems that they can.
- The Technology Staff will refer the issues they cannot fix to an appropriate outside source.
- No student or parent should try to fix the chromebook.
- No student or parent should take the chromebook to be repaired to an outside source.
- The student must fill out a paper form from the technology department indicating the problem or damage to the chromebook.
- The student must complete the paper form in order to for the technology department to work on fixing their chromebook.
- A loaner chromebook may be issued to the student while they leave their chromebook for repair with the technology department.
- A student borrowing a chromebook must sign a loaner agreement and will be responsible for any damages to or loss of the loaner. Damages to the loaner follow the same cost guidelines as outlined above.
- Chromebooks on loan to students having their devices repaired may be taken home as long as the chromebook turned in for repair was allowed to go home.
- A member of the technology department will notify the student or teacher when a student's chromebook is repaired and ready to be picked up.
- All repairs must be paid for before the device is returned to the student.

- The loaner must be returned within 5 school days of the completed repair.

Estimated Costs of chromebook parts and replacements (subject to change per vendor costs):

- Replacement \$300
- Screen \$57
- Charger \$25
- Battery \$60
- Keyboard Assembly (includes keyboard and mouse pad) \$69

Student Information/Responsibilities -

1. This chromebook is assigned to students for school use throughout the school day. Students are encouraged to use it for classwork when it is appropriate. Each teacher will govern when the chromebook is needed and can be used in his/her classroom.
2. The chromebook is a learning tool so it will not be used 100% of classroom time.
3. Make sure your chromebook is charged and ready for use at the beginning of each school day. We do not have the capacity to allow you to charge your device at school. You are expected to bring your chromebook to school each day and to all classes unless specifically advised not to do so by the teacher.
4. Protect your chromebook by carrying it in the provided bag. Do not leave your chromebook in places where it may be damaged, stepped on, sat on, or stolen.
5. Use this chromebook for academic purposes only.
6. Respect teachers' instructions regarding the use of your chromebook.
7. Follow the Buckeye Central Local School's computer acceptable use policy, Buckeye Central student handbook, and all local, state, and federal laws.
8. If you need technology support, the chromebook must be taken to technology department as soon as possible so that the chromebook can be assessed and fixed properly. All repairs are to be made by the Buckeye Central technology department.
9. Students are NOT to attempt to repair their own chromebook. Students are also not to take their chromebook to an outside source to be fixed.
10. If your chromebook needs repaired:
 - a. A loaner chromebook may be issued to you while you leave yours for repair with the technology department.
 - b. In order to obtain a loaner chromebook, you must sign a loaner agreement and you will be responsible for any damages to or loss of the loaner.
 - c. Chromebooks on loan to students having their devices repaired may be taken home if the chromebook being repaired was allowed to be taken home.
 - d. A member of the technology department will notify you when your chromebook is repaired and ready to be picked up.
 - e. All repairs must be paid for before the device is returned to the you.
 - f. The loaner must be returned within 5 school days of the completed repair.

11. Backgrounds and Themes - Inappropriate media may not be used as chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
12. Sound must be muted at all times unless permission is obtained from a teacher. Headphones may be used at the discretion of the teacher. Students should have their own personal set of headphones because of sanitary reasons.
13. Printing will not be available from the chromebooks. If a student needs to print, there will be printing stations where they can logon to their account in the library.
14. Students will NEVER share their chromebook or chromebook charger with another student.
15. When using your chromebook outside of school, the chromebook will still be filtered as it is inside of school. A wifi connection is needed for most work. However, there is a way to use Google docs, sheets, and slides in a offline mode if needed. Students are bound by Buckeye Central's Computer Acceptable Use Policy and 1:1 policy and regulations wherever they use their chromebooks.
16. Students may not install any other operating system on their chromebook. The chromebook operating system, Chrome OS, updates itself automatically. There is no need for additional virus protection.
17. Chromebooks are not to be used to take pictures or videos without the consent of all persons being photographed. Taking photos or videos at school should only be done for instructional purposes as directed by the teacher. No pictures of students are to be posted on any social media platforms.

Parent Responsibilities

1. I will accept responsibility of my child's use of the chromebook, internet, and email at home.
2. I will discuss legal and academic expectations regarding the use of the Internet and email at home.
3. I will not attempt to repair the chromebook, nor will I attempt to clean it with anything other than prescribed methods. Clean with a lightly moistened (water only or a spray purchased specifically for computer screens) soft cloth. NO Windex, Lysol, or products containing alcohol, ammonia, or other strong solvent. Do NOT use paper towels or Kleenex to wipe the screen. Microfiber cloths are best.
4. I will report to the school any problem with the chromebook.
5. I will not load or delete any software on or from the chromebook.
6. I will make sure my child charges the chromebook battery nightly.
7. I will make sure my child brings the chromebook to school every day.
8. I understand that if my child comes to school without the chromebook, I may be called to bring the chromebook to school as classwork throughout the day depends on having the chromebook at school.
9. I agree to make sure the chromebook is returned to the school when requested or upon my child's withdrawal from Buckeye Central.
10. I will supervise the storage of the chromebook at home.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a chromebook, regardless of whether that 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 related to the operation of the District. By using a chromebook, students agree to such access, monitoring, and recording of their use. 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 Buckeye Central Computer Acceptable Use Policy 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:

1. **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 post. I will not be obscene. I will act with integrity.
2. **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.
3. **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.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **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.
6. **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.