



CHROMEBOOK HANDBOOK

As part of its commitment to integrating technology into the curriculum, the Board of Education of Central Community Unit School District No. 301 has purchased Chromebooks and their related accessories (“Chromebook”) for students’ individual use. Each student will be loaned a Chromebook for two years. In order for a student to be loaned a Chromebook, you and your child must read, sign, and return the attached Acknowledgement to your school’s main office. This Handbook is valid for the two years the student is loaned the Chromebook. A new Handbook will be provided and a new Acknowledgement must be signed and returned when a student is loaned a new Chromebook.

Students in Kindergarten and Grade 1 will be loaned a Chromebook only for use in school; these students will not take their Chromebooks home. Students in Grades 2-12 will be loaned a Chromebook for use at school and at home and must bring it to school every day, just like a textbook. Access to the technology resources of the District is a privilege and not an entitlement or right, and you and your child are responsible for the appropriate care, handling, and use of the Chromebook as outlined in this Handbook.

If the District changes this Handbook at any time during the two-year period, the District will notify you of the change(s).

A. USING THE CHROMEBOOK

- 1. Acceptable Use of Chromebook.** Your child’s use of the Chromebook, whether at home or at school, is to be for educational purposes consistent with the curricular goals of the District and with Board of Education policies. Your child may not use (or allow others to use) the Chromebook loaned to him/her in a way that violates the Board’s policy on acceptable use of its electronic network (Board Policy 6:235, *Access to the District’s Electronic Network*). By using the Chromebook, you and your child agree to abide by Board Policies 6:235, *Access to the District’s Electronic Network*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:190, *Student Behavior*; as well as all other applicable policies and their corresponding administrative procedures and the guidelines in this Handbook. Violation of any of these policies, administrative procedures, or guidelines could result in your child’s loss of the privilege of using the Chromebook; discipline, up to and including suspension or expulsion; and referral to law enforcement.
- 2. Using the Chromebook.** All students are provided a District account, including a user name and password. Students must use that account when logging on to the Chromebook.

- a. **Using the Chromebook at School.** Unless otherwise instructed, the Chromebook is intended for use at school every day. If your child is permitted to use the Chromebook at home, he/she is responsible for bringing it to school every day, fully charged. The District is not responsible for providing your child a loaner Chromebook in the event he/she forgets the Chromebook.
 - b. **Using the Chromebook Outside the District.** In the event your child uses the Chromebook at home or elsewhere outside the District, he/she is bound by the same policies, procedures, and guidelines as at school.
 - i. **Parent Responsibility for Supervision Outside the District.** The District's filters will run on your child's Chromebook outside of school. However, the District is not responsible for supervising students' use of the Chromebook and Internet activity outside of school. While your child is using the Chromebook assigned to him/her outside of school, you agree to be solely responsible for supervising the use of the device, including Internet access. You may choose to limit such use.
 - ii. **Technical Support Outside the District.** The District cannot guarantee the Chromebook will function outside the District at the same level as inside the District. Configuration of any home network connection is your responsibility and not the responsibility of the District. Any configuration applied to the Chromebook that impairs its performance in school may be removed by District staff.
3. **Email Accounts.** All students are issued a District email address through Google's Gmail service. These accounts will have restricted access as determined by the District. Students in Kindergarten through Grade 7 will only be able to send emails to and receive emails from District staff and students. Students in Grades 8-12 will be able to send emails to and receive emails from District staff, students, and approved domains.

Every email sent and received from a District email account, whether at home or school, goes through filtering software. The District makes every effort to block content that may be obscene, pornographic, or otherwise harmful or inappropriate in the school setting. However, the District cannot guarantee that every objectionable material will be filtered, so if your child receives an inappropriate email, your child should report it immediately to an adult and forward it to the district technology department.

4. **Accessories.** The District will provide a mandatory carrying case necessary for use of the Chromebook. The decision whether to purchase additional accessories (such as a wireless mouse, extra charger, keyboard, stylus, etc.) for the device rests with you and your child. As with any personal property brought to school, the District reserves the right to disallow the use of any accessory and is not responsible for any loss or damage to personal property. In addition, the District cannot and does not guarantee that an accessory purchased at one point in time will be compatible with devices provided in the future.

5. **Caring for the Chromebook.** The Chromebook assigned to your child remains the property of the District and must be maintained appropriately. In addition to the manufacturer's instructions included with the Chromebook, if any, your child must care for the Chromebook as follows:
- a. Only use a clean, soft cloth to clean the device's screen; don't use cleansers of any type.
 - b. Insert and remove cords and cables carefully to prevent damage to connectors.
 - c. Do not write or draw on, apply stickers or labels to, or otherwise mark up or deface the Chromebook. You may personalize the Chromebook by setting the wallpaper or background, but only with appropriate images.
 - d. Handle the device carefully. Screens can crack not only when dropped, but also when twisted or subjected to pressure from stepping or leaning on them. Don't stack other objects (books, binders, etc.) on top of the Chromebook.
 - e. Don't leave the Chromebook in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time.
 - f. Keep food and beverages away from the Chromebook.
 - g. Make sure the Chromebook is secure when it is out of your child's sight. Don't leave it in an unlocked locker, a desk, or other location where someone might take it.
 - h. Your child was provided a protective carrying case with the Chromebook; use it.
 - i. Your child's Chromebook will have a District-provided asset tag to identify it. This number also might be marked on the case your child was provided. Write this number down so you can identify the Chromebook.

B. RESPONSIBILITIES OF STUDENTS AND PARENTS

1. **Technology Fee.** In order for your student to be loaned a Chromebook consistent with the Handbook, you must pay a technology fee of \$50 each school year.
2. **Parents' Responsibility for Child's Compliance.** You agree to monitor and supervise your child's use of the Chromebook outside of school and to make every effort to ensure your child's compliance with the obligations and responsibilities described in this Handbook and in all applicable Board Policies related to their use of the Chromebook.
3. **Returning of the Chromebook.** The Chromebook is the property of the District for the full two-year period the Chromebook is loaned to the student.
 - a. For students in Kindergarten through Grade 1, unless instructed otherwise, Chromebooks and any related accessories must be returned to the District by the

last day of the current school year, unless it is the end of the two-year period for the Chromebook, as set forth below.

- b. For students in Grades 2-11, unless instructed otherwise, Chromebooks and any related accessories may be taken home over the summer. However, the rules outlined in this Handbook remain in effect during the summer.
- c. If, at the end of the two-year Chromebook loan period, your child's technology fee has been paid in full for those two years, you will own your child's Chromebook. The District's technical support staff will reset the Chromebook to factory settings, and all District filters and software will be removed.
- d. If your child withdraws from the District or your child graduates from Grade 12 during the two-year Chromebook loan period, you must return the Chromebook and any related accessories before your child's last day of attendance. The Chromebook and accessories must be returned in operable condition, with all parts intact. Alternatively, you may purchase the Chromebook by paying the remainder of the technology fee due for the two-year period. If you purchase the Chromebook, the District's technical support staff will reset the Chromebook to factory settings, and all District filters and software will be removed. If your child fails to return the Chromebook and any related accessories or you do not purchase it, the District may, in addition to seeking reimbursement from you, file a report with local law enforcement.

C. CHROMEBOOK DATA AND SOFTWARE

1. **Managing Your Files and Saving Your Work.** Work done on a Chromebook is typically saved to Internet-based storage space (i.e., the "cloud"). It is your child's responsibility to make sure his/her work is not lost due to a failure or loss of the Chromebook.
2. **Personal Content on the Chromebook.** Your child should be aware that any content (including, but not limited to, documents, music or audio files, and photographs) stored on the Chromebook potentially could be subject to access by third parties pursuant to law or subject to discovery in a legal proceeding. In addition, personal content may be deleted in the course of routine maintenance and/or troubleshooting. It is your child's responsibility to back up all personal content stored on the Chromebook, if any.
3. **Chromebook Data as District Records.** Data saved to the Chromebook or to the cloud via the Chromebook are not maintained by the District as public records or as student records. In the event data stored on a Chromebook or stored in the cloud via a Chromebook needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.
4. **District-Required Software.** The District will provide any software/apps required to use the Chromebook for school purposes. This software may not be removed. The District may update, add, or remove software at any time for any reason, without prior notice.

5. **Prohibited “Jailbreaking.”** “Jailbreaking” is the act of replacing the manufacturer’s operating system with custom software, allowing the user to circumvent the manufacturer’s security and licensing restrictions. The act of jailbreaking or otherwise disrupting the configuration of the Chromebook voids the manufacturer’s warranty and is a violation of this Handbook. Removal of any District-installed configuration is prohibited and will be considered a violation of this Handbook.
6. **Personal Software.** Your child is not permitted to install additional software or apps on the Chromebook.
7. **Compliance with Copyrights.** In using the Chromebook, your child must follow the Board Policy 5:170, *Copyright*, governing use of copyrighted material and applicable copyright law.
8. **No Expectation of Privacy.** There is no expectation of privacy for any communication made using the Chromebook or for any content created, accessed, or stored on the Chromebook. The District reserves the right to inspect the Chromebook and its contents at any time and for any reason.

D. REPAIR OF, LOSS OF, OR DAMAGE TO CHROMEBOOK

1. Technical Support & Chromebook Loaners.

- a. During the school year, if your child’s Chromebook is not functioning properly, students in Kindergarten through Grade 5 should alert his/her teacher, and students in Grades 6-12 should bring the Chromebook to the LMC. If necessary, a technical support employee of the District will assess the Chromebook and attempt to correct any problems with it. In all grades, students will be issued a loaner device, if available, while this student’s Chromebook is being repaired. The loaner Chromebook should be treated the same as the student’s device as set forth in this Handbook.
 - b. During the summer, if your child’s Chromebook is not functioning properly, the District will provide technical support at specified times and District buildings. This information will be available on the District’s website or may be obtained by contacting the District office.
2. **Loss of or Damage to Chromebook.** If your child’s Chromebook is lost or damaged, you or your child must report it immediately to your school’s main office. If you believe your child’s Chromebook requires repair, you must notify the designated technical support person in your child’s school. You and your child are responsible for cooperating with the District in the recovery, repair, or replacement of your child’s Chromebook.
 3. **Responsibility for Lost or Damaged Chromebook.** In the event your child’s Chromebook is lost or damaged, you will be responsible for replacement or repairs as follows:

- a. If the District determines that the damage is the result of an equipment failure covered by a warranty, the warranty will apply with no further action required.
 - b. If the damage is the result of a student’s negligence or intentional destruction, or if the Chromebook is lost, you will be required to pay in full for the repair or replacement of the equipment.
4. **Optional Insurance.** You may purchase additional insurance for your child’s Chromebook. For students receiving a new device, information regarding purchasing the additional insurance policy will be sent home when the Chromebooks are issued to students. For all other students, you may purchase the additional insurance policy by enrolling at www.gocare.com/central301. You must enter the asset tag number on your child’s Chromebook.

E. WAIVER AND INDEMNIFICATION

1. **Waiver of Chromebook-Related Claims.** By signing the “Chromebook Acknowledgement” below, you acknowledge that you and your child have read, understand, and agree to follow all guidelines and policies outlined or referenced in this Handbook and agree to be bound by this Handbook. You also agree and represent that the Chromebook (including any related accessories) was delivered in good working order and that it must be returned to the District in good working order consistent with this Handbook. **By signing this Handbook, you waive any and all claims you or your child (and each of your respective heirs, successors, and assigns) may have against Central Community Unit School District No. 301, its Board of Education, and its individual Board members, officers, employees, and agents relating to, connected with, or arising from the use of the Chromebook or this Handbook.**
2. **Indemnification for Chromebook-Related Claims.** To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless Central Community Unit School District No. 301, its Board of Education, and its individual Board members, officers, employees, and agents from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of any District Chromebook issued to your child.

*Please sign the Acknowledgement form on the next page
and return it to _____ by _____, 20____.*

CHROMEBOOK ACKNOWLEDGEMENT AND AGREEMENT

STUDENT'S NAME: _____

GRADE: _____

PARENT CHROMEBOOK HANDBOOK. I am the parent/guardian of the student listed above, and I acknowledge that I received, read, and understand the *Chromebook Handbook* ("Handbook"), including its waiver and indemnification provisions. Further, I understand that:

- My child is responsible for bringing the Chromebook issued to him/her to school every day, fully charged, and for taking care of and properly using the Chromebook. (Grades 2-12)
- My child's failure to care for the Chromebook or his/her improper use of the Chromebook may subject him/her to disciplinary action, loss of the privilege of using the Chromebook, and referral to law enforcement.
- I am responsible for monitoring and supervising my child's use of the Chromebook, including its access to the Internet, outside of school.
- I am financially responsible for any damage to or loss of the Chromebook assigned to my child, as explained in the Handbook.
- I am responsible for ensuring my child's compliance with the terms of the Handbook.
- I swear that I am the parent/guardian of the student, I have the authority to complete and execute this document, and the information contained in this document is accurate to the best of my knowledge.

Parent's Name

Parent's Signature

Date

STUDENT CHROMEBOOK HANDBOOK. I agree that I received, read, and understand the *Chromebook Handbook* ("Handbook"). I understand that:

- I need to bring the Chromebook to school every day, fully charged. (Grades 2-12)
- I need to taking care of the Chromebook and use it properly.
- If I do not care for the Chromebook or I use it improperly, I may not be allowed to use the Chromebook any more, may be disciplined at school, and may be referred to the police in serious cases.
- I am responsible for using the Chromebook and the Internet appropriately, both at school and outside of school.
- My parents will have to pay for any damage to my Chromebook or to replace my Chromebook if it is lost, as explained in the Handbook.
- I will follow all the directions in the Handbook.

Student's Name

Student's Signature

Date