

# OSD Chromebook Expectations and Use Handbook

Thanks to the generosity of the voters in the Olympia community, the district's 2019-2023 Technology and Safety Replacement Levy increases student access to technology, preparing students for college and careers while helping students understand how to be safe, healthy, and responsible global digital citizens. Technology use will be routine, transparent and encourage innovative teaching methods to ensure students' success. However it does not in any way diminish the vital role of the classroom teacher. The district will provide ongoing professional development and tools for educators to support Olympia students in an evolving digital world.

OSD provides students and employees with extensive technology resources, including computing facilities, internet access and email addresses for students in grades 6-12. The extended use of district owned technology is a privilege which requires responsible use as follows. This privilege may be revoked for failure to abide by these guidelines. The information within this document applies to the individual assignment of Chromebooks to students in the Olympia School District, and includes any other device considered by the Administration to come under this program.

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## **Distribution and Return of Chromebooks**

### **Receiving Your Chromebook**

Chromebooks will be distributed in the fall to students. Devices and chargers will be checked out using the same or similar systems as textbook distribution. Students will complete OSD Chromebook orientation activities through their school. Families will be provided a digital copy of this handbook through Skyward Family Access and will acknowledge receipt of the information within that system. Families may request a print copy of the handbook from their school office staff.

### **Chromebook Return**

Chromebooks will be examined for damage and serviceability during the final weeks of school. Students may be given the option to keep the Chromebook over the summer, provided that they will be returning to the same school in the fall. Students who will be moving from the middle school to the high school will return their Chromebooks to the middle school.

### **Student Transfers within District**

If a student transfers within district during the school year, their Chromebook will be returned at that time. Students transferring to another school within the Olympia School District will be issued a Chromebook at their new school.

### **Extended absences**

Students leaving OSD for more than 20 consecutive school days will be required to return the device prior to leaving. After the 20th day the Chromebook and associated student accounts will be deactivated and unusable.

### **Student Transfers out of District**

Students who withdraw, complete graduation coursework early, or terminate enrollment at Olympia School District for any reason must return their Chromebook on the date of termination. The student must return the device and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook. If a student fails to return the Chromebook, that student will be subject to fines (replacement cost of the Chromebook), criminal prosecution and/or civil liability. Failure to return the Chromebook will also result in a theft report being filed with the Olympia Police Department and may delay access to public school records.

### **Partial FTE Enrollment**

Students who are enrolled at a District school on a less than full-time basis (reduced schedule, New Market, Running Start) will be assigned an OSD Chromebook at the request of the student

and with the approval of the building administrator.

## **Chromebook Identification**

Chromebooks are tagged and inventoried by the District. Any attempt to modify, hide and/or remove OSD identification tags will be subject to disciplinary action.

## **Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the District. Chromebooks that are damaged, broken, or fail to work properly must be taken to the designated school location for equipment evaluation/review.

## **Carrying your Chromebook**

You are responsible for protecting your Chromebook from damage. Use common sense. When carrying your Chromebook within the classroom, close the Chromebook and carry it with two hands. When not in use, the Chromebook should be stored in a protective case. Care must be taken when placing the Chromebook into your backpack to avoid placing pressure and/or weight on the Chromebook screen. Do not store papers, pencils, or other materials inside of the Chromebook. Keep food and liquids away from your Chromebook, including in your backpack.

## **Screen Care**

The Chromebook screens may be damaged if treated roughly. The screens are particularly sensitive to excessive pressure.

- Do not lean on the top of the Chromebook when it is open or closed.
- No objects should be placed on the keyboard.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. The cloth may be slightly moistened with plain water.
- Do not bump or drop the Chromebook as it could possibly break the screen.

## **Storing Your Chromebook**

When students are not using their Chromebooks, they should be stored securely or kept with the student. Students are required to take their Chromebooks home every day after school, regardless of whether it is needed for homework. Chromebooks should never be visible in a vehicle due to the possibility of theft. Avoid extreme heat or cold (i.e. car in summer or winter) as it may damage the device.

## **Chromebooks Left in Unsecured Areas**

Every effort should be made to secure your Chromebook at all times. Any Chromebook left unsecured is in danger of being stolen or damaged. If a Chromebook is found in an unsecured area at school, it will be taken to the office.

## Chromebook Use During Extracurricular Activities

Students are responsible for their district devices both in and out of school, including extracurricular events. Costs associated with a lost, stolen or damaged device as stated in this Agreement also apply to extracurricular events. It is not the responsibility of the coach, bus driver, etc. to protect and/or store the device during extracurricular activities.

## End of Year Chromebook Inspections

Individual student Chromebooks and accessories will be examined by the Olympia School District at the end of each school year, prior to summer checkout. Students who withdraw, or terminate enrollment at Olympia School District for any reason will return their individual school Chromebook on the date of termination.

## Other Inspections

Teachers and administrators may ask students to provide their Chromebook for inspection at random or with cause. This may include an inspection of all materials saved on or accessed by the Chromebook as well as the physical condition of the Chromebook (i.e. ID tags, barcodes, and/or additional stickers/marks on the outside of the device).

## Chromebook Damage, Theft, and Loss and Cost

The educational program for your student includes a Chromebook that will be issued for their use at school and home. While we are pleased to make these powerful tools available to students, we also understand that families are concerned about keeping these tools secure and in good working order.

Like textbooks, team uniforms, and other school property issued to students, there is a responsibility to take appropriate care of these valuable resources. The Chromebook is no different, but it does represent an increased cost to the District and liability to students and families.

District policies, regulations, and practices require a fine to be levied to cover the repair or replacement cost of District property. With computing devices, like Chromebooks, the cost of damage or loss can be significant. Accidental breakage or damage will be repaired and billed by the district according to the schedule below (exact amounts may vary). Responsibility for repair costs associated with intentional damage or gross negligence will be determined by the Olympia School District Technology Department.

## Damage, Theft and Loss Cost Schedule

The Damage, Theft and Loss Cost Schedule renews on an annual basis.

### Damage, Theft, and Loss Deductibles

Deductibles	Damaged Chromebook	Stolen Chromebook	Lost Chromebook

1st Incident	\$0	\$25	Replacement Cost
2nd Incident	Cost of Repair	Replacement Cost	Replacement Cost

## Intentional Damage/Vandalism

Intentional damage by the student is not covered by this plan and is subject to the full cost of repair or replacement.

## Stolen Device Procedures

If the Chromebook is stolen, the student or parent/guardian should contact the building administrator as soon as possible. The Olympia School District will require a police report be submitted. The student will be provided with a replacement device, and a deductible cost will be levied.

If a stolen Chromebook is recovered in working condition within 12 months of reporting, the deductible will be refunded.

Fraudulent reporting of theft will be turned over to the police for investigation. A student making a false report will also be subject to disciplinary action.

## Lost Devices

Loss of device, charging components, and/or keys is not covered. Students will be charged for the cost of the replacement or repair.

If a lost Chromebook is recovered in working condition within 12 months of reporting, the deductible will be refunded.

In some cases, the school administrator may revoke take-home privileges and require the student to “check out” a Chromebook from the library or designated school area.

If a student leaves the district but does not return the Chromebook, the device will be considered lost. The student will be fined for the full replacement cost, and standard rules for the restriction of student records and transcripts apply.

## Damage Due to Fire, Flood or Natural Disaster

Costs due to accidental damage and loss resulting from fire, flood, or natural disaster will be covered by the District.

## Disabling of Lost and Stolen Devices

Lost or stolen Chromebooks will be disabled by the District technology department as soon as it is reported.

## Examples of Repair/Replacement Costs ( as of Sept 2019)

Component	Example of Repair/Replacement Cost
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Screen Replacement	\$130
Keyboard Replacement	\$17
Touchpad	\$50
Power cord	\$25
Hinges	\$130
District issued protective sleeve	\$8
Water Damage	\$100
Chromebook replacement	\$315 (models vary by school)

## **Using Your Chromebook at School**

Chromebooks are intended for use at school each day. As such, students are responsible for bringing their Chromebook to all classes unless directed otherwise by the classroom teacher. STUDENTS MUST COME TO SCHOOL DAILY WITH A FULLY CHARGED CHROMEBOOK.

## **Chromebooks Left at Home**

If students leave their Chromebook at home, they are responsible for getting course work completed as if they had their Chromebook present. If a loaner is available, they may be able to check one out from the library or designated school area. If a student repeatedly (two or more times as determined by any teacher) comes to class without their Chromebook, they may lose their take-home privileges and be required to “check out” a Chromebook from the library or designated school area. Violations will be handled by the classroom teacher or school administrators. Repeat violators may be subject to additional disciplinary action.

## **Chromebook Repair**

Any mechanical or physical problems with the Chromebook should be immediately reported. Loaner Chromebooks may be issued to students when they leave their Chromebook for repair. Please note, loaner Chromebooks are subject to availability, but the district will make every attempt to reduce downtime for students.

## **Charging Your Chromebook’s Battery**

Chromebooks must be brought to school each day fully charged. If a student repeatedly brings their device uncharged, the school administrator may revoke their take-home privileges and require the student to “check out” a Chromebook from the library or designated school area. Only charge your Chromebook with the OSD provided or other compatible charger.

## **Screensavers and Backgrounds**

Inappropriate media may not be used as a screensaver, background photo, or profile pic on district Chromebooks. Installed images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, tobacco, gang-related symbols or other material deemed inappropriate will result in disciplinary action.

## **Sound, Music, Games or Programs**

Use of apps/games, music and/or sound must be approved by the classroom teacher and be for educational purposes only. Taking pictures or recording (audio or visual) teachers and/or students without their explicit consent is strictly prohibited.

## **Printing**

District Chromebooks may print to a home printer using a USB connecting cord. Some schools allow limited printing from student Chromebooks. If printing is required for an assignment



students should make time to complete printing in a school printing kiosk, home, or other location.

## **Internet Access Off Campus**

In compliance with district policies and the Children's Internet Protection Act (CIPA), internet access is filtered when using OSD Chromebooks off-campus. In addition, OSD Chromebooks may only be accessed with OSD login credentials. Students may connect their district Chromebook to their home or other wireless networks when they are off campus. Students without WIFI access at home may request to check out an OSD hotspot on a short or long-term basis. Students or parents/guardians should contact their building administrator to make arrangements for hotspot checkout.

## **Managing Your Files & Saving Your Work**

### **Saving Your Work**

It is recommended that students store their files in their OSD Google Drive which is available at any time from any web-connected device. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for late or incomplete assignments.

### **Network Connectivity**

Olympia School District makes no guarantee that the network will be up and running 100% of the time. In the case that the network is down, the district will not be responsible for lost or missing data.

## **Apps and Operating Systems on Chromebooks**

### **District Installation of Software**

The OSD Technology Department installs educational and administrative apps and extensions on student accounts. These apps and extensions must remain activated at all times.

### **Additional Apps and Extensions**

The use of the student's school provided Chromebook is for educational purposes only. Students may install additional classroom-appropriate apps and extensions from the Chrome Store or Google Play Store that have been pre-approved by the District. At no time are students to install apps for personal use (gaming, social media, messaging, etc.) and/or gain. If in doubt, do not install the application.

### **Updates to the Operating System (OS)**

Updated versions of apps and the Chrome OS will be deployed by the OSD Technology Department. Updates to the Chrome OS require a system restart. Students should power off

and restart their devices on a regular basis.

## **Responsible Use**

The purpose of this document is to augment existing Electronic Resources Policy (2022) and to detail guidelines and expectations for the responsible use of technology for students at the OSD in order to provide a safe, appropriate and effective learning environment for all. As members of the OSD community, students are required to follow the District's policies, procedures and guidelines.

## **System Security**

Students must protect access to their own devices through the use of passwords and privacy settings at all times.

Students will log on to the network only as themselves.

Students are responsible for their individual accounts and will take reasonable precautions to prevent others from being able to use their accounts. Students should never share account information with peers, but it is reasonable for parents/guardians to ask for and receive from their student access to their accounts.

Students will immediately notify a faculty or staff member if they have identified a possible security problem.

Students will refrain from using any device or software that attempts to circumvent the district filters and firewalls. This includes, but is not limited to, anonymizers, VPNs, and any application or hardware device that circumvents network security, logging or tracking procedures. Failure to comply will result in loss of computer/network privileges and possible disciplinary action.

Following federal, state and local laws, The Olympia School District will protect student and employee data. However, student use of any district technology (computer, network, internet, resources, etc.) will be monitored and is neither private nor confidential to district/authorized personnel. If students violate this agreement, the district's policies and procedures, or the student handbook, they may not be allowed to continue to use technology or they may receive other appropriate consequences.

## **Intellectual Property and Privacy**

Students will not copy or transfer any copyrighted material(s) to or from computers on the Olympia School District network without permission.

Students will not plagiarize words, phrases, or ideas found in books, on the internet, or on other online resources.

Students will respect the rights of copyright owners, including those who have created music, images, video, software, etc.

If a student encounters an inappropriate image, site or video online, they will immediately minimize the screen and inform a teacher.

When using non-district online resources, students should check each site's privacy and

security policies carefully before posting or adding content that may be viewed by others now or in the future.

## **Inappropriate Language and Harassment**

Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language on any and all uses of devices at Olympia School District, whether in public or private messages.

Students will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.

Students will be respectful and polite in all online communication when using the district network. This includes, but is not limited to, email, chat, instant-messaging, texting, gaming and social networking sites.

Students will not share, forward or post a message, image or video sent without the permission of the person who created the message.

Students will not post private, false or defamatory information about another person.

## Summary of Student Expectations

Students represent the Olympia School District whenever and wherever they use district computing resources. Student actions reflect on the district in all online communication.

Students will be held responsible for any negative online behavior or content that connects them to the district or implicates the district in their behavior.

If students knowingly enable others to violate these rules, students may lose their access to OSD computer resources that include their device, district network, email, or internet access.

The district has software and systems in place that monitor and record all activities and traffic on the district computing resources. Students should expect only limited privacy in the contents of all personal files on the district network.

Tampering with the district technology tools or another person's work is unacceptable, and students may lose all rights to use computers and/or personal devices at school, including their user accounts and network access. Violations of the district policy and Responsible Use Policy are subject to disciplinary action ranging from loss of computing privileges up to and including suspension and/or expulsion.

## Student Expectations

1. Students will follow teacher/building/district policies and instructions when using technology.
2. Students will be polite and considerate and use appropriate language.
3. Students will report and/or help prevent any bullying, abuse, or harm of others.
4. Students will tell an adult if they read, see, or access something inappropriate or if they witness inappropriate use of technology.
5. Students will comply with all district filters and security measures.
6. Students will use technology carefully and conserve district resources.
7. Students will not share passwords, except with their parents/guardians.
8. Students will use only their own Drive, files and data. They will not access another individual's Drive, files or data without their permission.
9. Students will not reveal or post personal information about themselves or another person (i.e., passwords, addresses, locations, or telephone numbers).
10. Students will follow copyright laws.
11. Students will return the Chromebook and power cord in good working condition.
12. Students will not loan their Chromebook to other individuals.

## Olympia School District Chromebook Acknowledgement

Parents/Guardians, please use Skyward Family Access to acknowledge that you have read and understand the expectations of use for OSD Chromebooks.

**Only print and sign this page if you do not use Skyward Family Access. Your student's school office can provide a printed copy, if desired.**

### Parent/Guardian Acknowledgement

- ☐ I have read the Olympia School District's Chromebook Responsible Use Guidelines and Procedures
- ☐ I understand the procedures and requirements to which my student must comply
- ☐ I understand the potential responsibility for any damage or neglect that may result from my student while the Chromebook is in their possession or control, which may result in monetary charges.
- ☐ I understand that my student may lose their Chromebook privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any District Chromebook.
- ☐ I understand my student must return the Chromebook and power adapter when requested. I understand that I will be charged for any missing equipment and/or accessories.

Student(s) first and last name (all my students receiving OSD Chromebooks)	
Parent/guardian first and last name	
Parent/guardian signature	
Date	