



## New Hampton High School Chromebook Policy, Procedures, and Information 2022-2023

The policies, procedures, and information within this document apply to all computers used at New Hampton High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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## **1. RECEIVING YOUR CHROMEBOOK & CHECK-IN**

### **1.1 Receiving Your Chromebook**

Chromebooks will be distributed at the beginning of each school year during the first days of school. Student will begin the first days of school by checking out their chromebooks from their homeroom teachers. NHHS parents and students must electronically sign Student/Parent Pledge documents or return a signed hard copy to school before the chromebook can be issued to their child. Students in grades 9-11 will keep the same device over the next 4 years. All chromebooks will be returned to the school district at the end of the school year. In order for this endeavor to be successful, it will take a joint effort between the students, staff and parents to ensure the success of this program.

### **1.2 Chromebook Check-in**

Chromebooks will be returned during the final instructional week of school so they can be checked for serviceability. The chromebooks will be stored at the school for the summer break. If a student transfers out of the New Hampton Community Schools during the school year, the chromebook will be returned at the time of checkout.

### **1.3 Check-in Fines**

1.3.1 Individual school chromebooks and accessories must be returned to the school technology department at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at NHHS for any other reason must return their individual school chromebook and accessories on the date of termination.

1 .If a student fails to return the chromebook at the end of the school year or upon termination of enrollment at NHHS, that student will be subject to criminal prosecution and/or civil liability. The student will also pay the replacement cost of the chromebook and accessories. Failure to return the chromebook will result in a theft report being filed with the New Hampton Police Department.

2. Furthermore, the student will be responsible for any damage to the chromebook, consistent with the District's Chromebook Protection plan and must return the chromebook and accessories to the school technology department in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the chromebook.

## **2. TAKING CARE OF YOUR CHROMEBOOK**

Students are responsible for the general care of the chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the high school office for an evaluation of the equipment by tech services.

### **2.1 General Precautions**

2.1.1 The chromebook is school property and all users will follow this policy and the acceptable use policy for technology.

2.1.2 Only use a clean, soft cloth to clean the screen, no cleansers of any type.

2.1.3 Cords and cables must be inserted carefully into the chromebook to prevent damage.

2.1.4 Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the New Hampton School District.

2.1.5 Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.

2.1.6 NHHS students are responsible for keeping their chromebook battery charged for school each day. There are docks available for use. Battery time is approximately 13 hours at full charge.

2.1.7 Students will have the same chromebook for the life of the chromebook.

### **2.2 Carrying Chromebooks**

A protective bag for the chromebook is provided and assigned to help protect the chromebook and provide a suitable means for carrying the device throughout the day. It is highly suggested that Chromebooks always be within the protective case when carried outside of classrooms. When walking with the chromebook in class, students should shut the cover to prevent accidents. Students should always transport the chromebook responsibly, in a manner that will mitigate the danger of bumps, falls and drops.

## **2.3 Screen Care**

- 2.3.1 The chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- 2.3.2 Do not put unnecessary pressure on the top of the chromebook.
- 2.3.3 Do not place anything near the chromebook that could put pressure on the screen.
- 2.3.4 Do not place anything in a carrying case that will press against the screen.
- 2.3.5 Clean the screen with a soft, dry cloth or anti-static cloth.
- 2.3.6 Do not “bump” the chromebook against lockers, walls, car doors, floors, etc. as it may crack or break the screen.
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## **3. USING YOUR CHROMEBOOK AT SCHOOL**

Chromebooks are intended for use at school each day. In addition to teacher expectations for chromebook use, school messages, announcements, calendars and schedules may be accessed using the chromebook. Students should bring their chromebook to all classes, unless specifically instructed not to do so by their teacher. When not being carried to class, the chromebook should always be stored in a secure (locked) location.

### **3.1 Chromebook Left at Home**

If students leave their chromebook at home, they are responsible for getting the course work completed as if they had their chromebook present. Students who leaves their chromebook at home, will be required to leave their chromebooks at school and check it out/in from the library at the beginning and end of each day after one warning for such.

### **3.2 Lost or Stolen Chromebook**

Students are required to keep all tags and identifying information on chromebooks. Students should keep chromebooks in locked lockers when not in use. In the event the chromebook is lost or stolen, the student and parent may be billed the full cost of replacement.

### **3.3 Chromebook Undergoing Repair**

Loaner chromebooks may be issued to students when they leave their chromebooks for repair. There may be a delay in getting a chromebook should the school not have enough to loan. They will report to the high school library to receive their loaner. Loaners will remain at the school unless pre-approved by the high school office. The same expectations for care are in place for loaner chromebooks.

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

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their chromebooks each evening. Students who repeatedly (as determined by any staff member) fail to bring their chromebooks to school charged will be required to leave their chromebooks at school and check it out/in from their homeroom teacher at the beginning and end of each day.

### **3.5 Screen Backgrounds / Lock Screen photos**

- Locked screens and backgrounds are not to be changed.
- Passcodes are not to be used.

### **3.6 Sound, Music, Games, and Apps**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students shall provide their own earbuds.
- Music without videos is allowed on the chromebook and can be used at the discretion of the teacher.
- All software/apps/games must be district provided.

### **3.7 Printing**

Printing services will be available with the chromebook. Students should talk to their teachers about the need to print and printer availability. Students will be given information and instruction on printing with the chromebook at school.

### **3.8 Home Internet Access/Printing**

Students are allowed to join wireless networks on their chromebooks. This will assist them with chromebook use while at home. Students are not required to have wireless access at home. Instructions for off line google apps will be given in class.

### **3.9 Chromebooks and Extra Curricular Activities**

Coaches/sponsors for individual activities may limit whether or not chromebooks are allowed to be on buses or at particular events. Students should return to their locked locker after practices or games to retrieve their chromebooks. If in possession at events, students are responsible for the security of the chromebook.

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving to the Chromebook / Cloud Storage**

Students may save work on their google account. 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 not submitting work. Teachers will instruct students on methods of managing workflow on google apps.

### **4.2 Network Connectivity**

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

## **5. SOFTWARE ON CHROMEBOOKS**

### **5.1 Originally Installed Software**

The software originally installed by NHCS District must remain on the chromebook in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from chromebooks at the completion of the course. Periodic checks of chromebooks will be made to ensure that students have not removed required software. Disciplinary action will be taken if software is removed.

### **5.2 Additional Software**

Students are not allowed to load extra software on their chromebooks unless approved by school and/or teacher. Students will not synchronize chromebooks, including syncing to home or personal iTunes accounts unless approved by school and/or teacher.

### **5.3 Inspection**

Students may be selected at random to provide their chromebook for inspection. Chromebooks are the property of New Hampton School District, and any staff member may confiscate any chromebook at any time for any purpose.

### **5.4 Procedure for reloading software**

If technical difficulties occur, the chromebook will be restored from a backup or will be reset to factory settings. The school does not accept responsibility for the loss of documents deleted due to the necessity of a re-format and/or re-image.

### **5.5 Software upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their chromebooks for periodic updates and syncing.

### **5.6 Technology Support**

Technology support for chromebooks will be available during the normal business day at New Hampton High School between the hours of 7:45 am and 3:45 pm. After hours support will not be available.

## **6. ACCEPTABLE USE**

The use of the New Hampton Community School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the school district. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The New Hampton Community School District's Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies

may be involved.

### **6.1 Parent/Guardian Responsibilities**

Talk to your students about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, electronic games, movies, and radio.

### **6.2 School Responsibilities are to:**

- 6.2.1 Provide Internet and e-mail access to its students while on campus.
- 6.2.2 Provide Internet filtering during the school day while students are utilizing the district's network.
- 6.2.3 Provide network data storage areas. These will be treated similar to school lockers. New Hampton School District reserves the right to review, monitor, and restrict information stored on or transmitted via New Hampton School District owned equipment and to investigate inappropriate use of resources.
- 6.2.4 Provide staff guidance to aid students in doing research and help assure student compliance with the acceptable use policy.
- 6.2.5 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

### **6.3 Students are responsible for:**

- 6.3.1 Using chromebooks/computers in a responsible and ethical manner. Checking school email at least daily.
- 6.3.2 Obeying general school rules concerning behavior and communication that applies to chromebook/computer use.
- 6.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment or the school's integrity.
- 6.3.4 Helping New Hampton School District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- 6.3.5 Monitoring all activity on their account(s).
- 6.3.6 Physically securing their chromebook after they are done working to protect their work and information.
- 6.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- 6.3.8 Returning their chromebook to the technology department at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at NHCS D for any other reason must return their individual school chromebook on the date of termination.

### **6.4 Student Activities Strictly Prohibited:**

- 6.4.1 Illegal installation or transmission of copyrighted materials
- 6.4.2 Any action that violates existing Board policy or public law
- 6.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- 6.4.4 Use of external attachments without prior approval from the administration
- 6.4.5 Changing of chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- 6.4.6 Downloading apps
- 6.4.7 Spamming-Sending mass or inappropriate emails
- 6.4.8 Gaining access to other student's accounts, files, and/or data
- 6.4.9 Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- 6.4.10 Use of anonymous and/or false communications
- 6.4.11 Students are not allowed to give out personal information over the Internet—with the exception of teacher-directed instances.
- 6.4.12 Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- 6.4.13 Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- 6.4.14 Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- 6.4.15 Bypassing the NHCS D web filter through a web proxy or any other means.

### **6.5 Legal Propriety:**

- 6.5.1 Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not an excuse. If

you are unsure, ask a teacher or parent who will assist you in finding the answer.

6.5.2 Plagiarism is a violation of the NHCSD Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

6.5.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

## **6.6 Student Discipline:**

If a student violates any part of the above policy, board policy, or NHCSD school handbook policy, he/she may be subject to the following disciplinary steps: (Discipline will be determined based on severity of the issue.)

6.6.1 Warning for minor offenses

6.6.2 Student(s) will check-in/checkout their chromebooks from the library for a determined amount of time

6.6.3 Loss of chromebook while being required to complete coursework for a determined amount of time.

6.6.4 Permanent loss of chromebook for remainder of the year; alternative work will be assigned.

6.6.5 Disciplinary/Legal action as deemed appropriate.

## **7. PROTECTING & STORING YOUR CHROMEBOOK**

### **7.1 Chromebook Identification:**

Student chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number
- NHCSD Label and chromebook number

### **7.2 Storing Your Chromebook:**

When students are not using their chromebooks, they should be stored in the bag in their locked locker. Nothing should be placed on top of the chromebook. Students are encouraged to take their chromebook home every day after school, regardless of whether or not they are needed. Chromebooks should not be stored in a vehicle at school or at home.

### **7.3 Chromebooks Left in Unsupervised Areas:**

Under no circumstances should chromebooks be left in unsupervised (unsecured) areas. Unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms, gymnasiums and hallways. Any chromebook left in these areas is in danger of being stolen. If a chromebook is found in an unsupervised area, it will be taken to the office and disciplinary action may be taken.

## **8. FEES, REPAIRING, OR REPLACING YOUR CHROMEBOOK/ COST OF REPAIRS**

The New Hampton Community School District recognizes that with the implementation of the chromebook initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place.

### **8.1 Usage Fee**

The total usage fee is \$25.00 per school year and is non-refundable. It is agreed and understood that this usage fee will be used to provide insurance against accidental damage to the computer for one school year.

### **8.2 Accidental Damage/Defects**

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. Students will be responsible for the full repair or replacement cost of the chromebook should it not be covered under the chromebook warranty. Students are also responsible for the replacement of a damaged bag if it no longer protects the device.

- The student is responsible for ALL costs incurred due to negligence up to the entire amount of replacement
- The manufacturer's warranty will cover any defects in the chromebook but not damage that is accidentally or intentionally inflicted upon the computer.
- All students are required to return the chromebook at the end of the school year in the same working condition with all accessories issued. If you lose any of the accessories during the school year, the student is responsible for replacement costs.

### **8.3 Personal Home or Homeowners coverage**

Students or parents may wish to carry their own personal insurance to protect the chromebook in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal property coverage of the chromebook computer.

### **8.4 Cost of Replacement**

NHCSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to: Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked iPad while at school. Lending equipment to others other than one's parents/guardians. Using equipment in an unsafe environment. Using the equipment in an unsafe manner.

Students must keep the chromebook locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Chromebooks left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the chromebook back. If the chromebook is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the chromebook back and will be required to check in/check out their chromebook for a determined period of time. Unattended and unlocked equipment, if stolen – even at school – will be the student's responsibility.

### **8.5 Warranty Repairs**

Warranty repairs will be completed at no cost to the student. Loaners will be given out to students while warranty repair is being completed as available.

### **8.6 Vandalism and Theft**

In cases of theft, vandalism and other criminal acts, a police report MUST be filed by the student or parent.

## **9. Legal Issues and Jurisdiction**

Because The NHCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of NHCSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate the district's Acceptable Use Policy.

### **Disclaimer**

The NHCSD does not have control of the information on the Internet or incoming email, it does use filtering software to minimize exposure to inappropriate information, but there are still ways to access inappropriate information on the internet. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the New Hampton Community School District. While NHCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At NHCSD, we expect students to obey the Acceptable Use Policy when using the Internet. Students found in violation of the policy will be disciplined. In addition, NHCSD account holders take full responsibility for their access to NHCSD's network resources and the Internet. Specifically, NHCSD makes no warranties with respect to school network resources nor does it take responsibility for: the content of any advice or information received by an account holder; the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.



## **New Hampton Community School District**

### **Student Pledge for Chromebook Use**

1. I will take good care of my chromebook.
2. I will never leave the chromebook unattended.
3. I will never loan out my chromebook to other individuals.
4. I will know where my chromebook is at all times.
5. I will charge my chromebook battery as needed.
6. I will keep food and beverages away from my chromebook since they may cause damage to the device.
7. I will not disassemble any part of my chromebook or attempt any repairs.
8. I will protect my chromebook by keeping it in a protective case.
9. I will promptly report any malfunction, loss, damage, or theft to the high school office.
10. I will use my chromebook in ways that are appropriate, meet New Hampton Schools' expectations, and are educational in nature.
11. I will not place decorations (such as stickers, markers, etc.) on the chromebook. I will not deface the serial number, remove school installed profiles or attempt to alter the chromebook's identification features.
12. I understand that my chromebook is subject to inspection at any time without notice and remains the property of the New Hampton School District.
13. I will follow the policies outlined in the Chromebook Policies, Procedures and Information Handbook while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I understand that my family is financially responsible for up to full cost if damage occurs to the chromebook.
16. I understand I will be responsible for all damage or loss caused by neglect, misuse or abuse.
17. I agree to return the District chromebook, power supply, chromebook case, and charging cable in good working condition.
18. I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

**I agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information; the Acceptable Use Policy; Chromebook Protection Plan and the Student Pledge for Chromebook Use.**

Gmail Address (Please Print): \_\_\_\_\_ Grade \_\_\_\_\_

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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