



BURRELL SCHOOL DISTRICT

CHROMEBOOK HANDBOOK 2020-2021

Burrell School District Chromebook Loan Agreement

A Chromebook, charger and bag, in good working order, will be assigned to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

This equipment remains at all times the Property of Burrell School District and is lent to the student for EDUCATIONAL USE ONLY. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her right to use the Chromebook. The equipment will be returned when requested by Burrell School District, at the end of the school year, or sooner, if the student withdraws from the District prior to the end of the school year.

The District property may be used by the student for EDUCATIONAL PURPOSES ONLY, in accordance with District policies and rules, the District's Internet Acceptable Use Policy, as well as local, state, and federal law.

The student may not make or allow others to make any attempts to add, delete, access, or modify District owned information on any Chromebook or any school owned computer. Burrell School District network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the school network.

Asset tags have been placed on the Chromebooks. These labels are NOT to be removed or modified. If they become damaged or missing, notify your teacher immediately so they can contact our technology department. Additional stickers, labels, tags, or markings of any kind are NOT to be added to the device.

A school email account will be available for each student to use for appropriate academic communication with other students and staff members only. This email is for communication within Burrell School District only.

The student agrees to use best effort to assure that the District property is not damaged, or rendered inoperable by any means while in the student's possession.

The student acknowledges and agrees that the student's use of the District Property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the "student's responsibility" to protect and safeguard the District Property and to return the same in good condition upon request to Burrell School District.

No Expectation of Privacy:

No one should have any expectation of privacy or confidentiality with regard to use of a Chromebook issued by the District, regardless whether the usage happens for school-related purposes or not. At any time, without prior notice or consent, the District may access, supervise, view, monitor, log, and record student data and browser use history. From time to time, the District may conduct random physical checks of Chromebooks and inspect their contents and condition. By using a Chromebook, students agree to such potential access, monitoring, and recording of their use.

Monitoring Software: School administrators, teachers, and technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks while at school.

Files Downloaded onto Chromebooks: All images, documents, files, and apps downloaded onto the Chromebook become the property of Burrell School District as allowable by law.

Copying or Transmitting Distance-Learning Livestream:

Should a student wish to take images, including video or audio, of any visual or audio material that depicts a teacher or student, prior written permission from the District is required. This applies specifically to any distance-learning livestream. If permission is granted, the material is to be used solely for the student's educational purposes. Under no circumstances may the material be duplicated or transmitted in any fashion or manner to a third party. Posting such material to the internet, regardless of the platform, is strictly prohibited.

Videos or audios of distance-learning livestreams are the property of the District. Students are prohibited from reposting such videos on the internet, removing them from the classroom management system, and/or from sharing them with other individuals. Any reposting or reproduction of such videos, audios, or screenshots from such a video, is prohibited. **Any violation will result in discipline, which could include suspension or permanent expulsion from school.**

The District reserves the right to confiscate any school owned technology, including the District issued Chromebook, when it is being used as a means that does not support a wholesome and safe educational atmosphere for our students and staff. Students involved in such improper acts will be disciplined according to policy. Legal authorities will be contacted if any local, state, federal or FCC policies are broken.

An audio recording made without the permission of the individual(s) being recorded may be a violation of Pennsylvania's Wiretapping and Electronic Surveillance Control Act, and may subject the student to criminal prosecution.

Note on Use of Personal Devices: If any distance-learning livestream utilizes a personal mobile device, the prohibitions on copying or transmitting distance-learning livestream are still applicable.

STUDENT RESPONSIBILITIES:

The Chromebook is an important learning tool and is to be used for EDUCATIONAL PURPOSES ONLY. By accepting a District Chromebook for use, you are accepting the following responsibilities:

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Burrell School District, particularly the Student Handbook and the Internet Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may become damaged or stolen.
- I will not lend the Chromebook to anyone, not even my friends or family members.
- I will not remove District-owned programs or files from the Chromebook.
- **I will charge my Chromebook nightly so that it has a full charge at the start of school every day.** I understand that if I leave my Chromebook at home or do not charge it, I am still responsible for getting coursework done as if I had my Chromebook present and charged.
- **I will bring the Chromebook to school every day.** If I leave my Chromebook at home for multiple consecutive days, I may be called upon to bring the device in to verify possession and condition of the Chromebook.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate and responsible communication.

- I will keep all accounts and passwords assigned to me secure and will not share them with anyone.
- I will not attempt to repair the Chromebook. If it is not working properly, I will notify my teacher and/or principal immediately.

PARENT/GUARDIAN RESPONSIBILITIES:

Your son/daughter has been issued a Chromebook to improve his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient and ethical operation of this computer.

- I will supervise my child's use of the Chromebook at home.
- I will supervise my child's use of the Internet and email in accordance with the District's Acceptable Use Policy.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a dry cloth.
- I will report to the school any problems with the Chromebook and will not delete any District software.
- **I will make sure my child recharges the Chromebook nightly.**
- **I will make sure my child brings the Chromebook to school every day.**
- I understand that if my child comes to school without the Chromebook, I may be called to bring it to school.
- I agree to make sure that the Chromebook is returned to school when requested or upon my child's withdrawal from the Burrell School District.

Use and Care of Your Chromebook:

- **Bring it to school every day.** Chromebooks are intended for use at school each day. Teachers will plan their lessons assuming that all students will bring their Chromebooks with them with plenty of charge. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using Chromebooks. You are expected to be responsible to bring your Chromebook to all classes, unless specifically instructed to do otherwise by your teacher or principal.
- **Charge your Chromebook every night.** Be sure to have a full charge as you enter school each day. Make charging your Chromebook part of your nightly routine before going to bed on school nights.
- If you leave your Chromebook at school, or come to class without a charge, you are still responsible for all your coursework. If you leave your Chromebook at home for multiple consecutive days, your teacher or principal may request that you bring the device in to verify possession and condition of your Chromebook. Repeatedly not having your Chromebook at hand or not having it charged for class, may be cause for disciplinary action.
- Keep only school-appropriate media on your computer. Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background image. The Chromebook should not be used to take photos unless as part of an assignment or instruction by school staff.
- Obey copyright. Individually purchased, legal, school-appropriate media is allowed on your Chromebook, however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offences and carry with them the risk of substantial fines and criminal

prosecution. Copyright infringement violates the District's Internet Acceptable Use Policy and leads to disciplinary action.

- Abide by media content expectations. Parents should work in concert with teachers and administrators to set expectations for appropriate apps, content, music, videos, games, etc. on your Chromebook. The following are NOT allowed on student Chromebooks: apps rated 17+ or ESRB M(ature), films rated R and NC-17, television shows with TV-MA-rated content, and media rated Explicit Content. Inappropriate content is not allowed and any violation of this policy will result in disciplinary action. Chromebooks are constantly monitored by the technology department.
- Keep browsing safe and through the school filter. The District's IT department works responsibly to ensure that potentially inappropriate sites are blocked by the District's Internet filter, in accordance with all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy, and are in violation if they access sites through proxies or otherwise circumvent the school filter. At home it is parents' and guardians' responsibility to monitor students' Internet access. For more information on Internet safety, apps, and ratings, please check the guides at commonsensemedia.org.
- Speakers are to be muted at all times, unless you are granted permission by your teacher for instructional purposes. You may also use headphones/earbuds at teacher discretion.
- Leave the District-loaded apps on your Chromebook. Do not delete any District-loaded apps, folder, files, or file management software. Deletion of certain files or apps will interfere with your ability to complete coursework.
- DO NOT eat or drink while using your Chromebook. Doing so puts your Chromebook at risk to crumbs and spills that can do permanent damage to the function and life of your device. This is considered neglect.
- Never leave your Chromebook unsecured. Your Chromebook should never be in an unlocked locker, car or any unsupervised area. This is considered neglect.
- Never leave your Chromebook exposed to extreme elements. Chromebooks are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp or wet should be avoided. This is considered neglect.
- Notify your teacher and/or principal if your Chromebook has a problem. Whether your Chromebook is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. Never try to repair your Chromebook yourself. Clean Chromebook only with a dry or barely damp cloth.

Damage to Chromebook and Loss/Theft of Chromebook:

- Notify your teacher and/or principal if your Chromebook is damaged or has a problem. Immediately return the device to the school. District Administration will review all damages to determine if damages were accidental or intentional and/or due to neglect. Administration will assess the student's continued privilege of taking the Chromebook to and from School.
- Complete a [Chromebook Damage Report Form](#)
- In the event of theft, file a Police Report. Administration will determine subsequent action regarding replacement.
- Applicable Board policies and/or school building guidelines will be followed with regard to appropriate discipline for damage to school property.

REPAIR/REPLACEMENT COST OF CHROMEBOOK/EQUIPMENT:

- Parent/Guardian are responsible for the cost of repair and/or replacement of equipment as determined by District Administration.
- Chromebook Protection Plan is available for your purchase and will cover the cost of accidental damage.

***Disclaimer:** It will be the right of District Administration to determine if damages were due to negligence or accidental.*

PROCEDURES FOR DAMAGES NOT COVERED:

The following procedures apply when the annual Chromebook Protection Plan was not purchased and/or when Chromebook Protection Plan purchased but repair was not covered; Chromebook determined to be lost, stolen, vandalized, neglected, or have multiple accident claims.

1. Parent/Guardian or Student will complete Chromebook Damage Report Form.
2. Technology Department will assess damage and determine cost to fix.
3. Parent/Guardian will receive an invoice of cost and description of repair.

Chromebook Protection Plan:

This program is available for you and your child's protection against accidental damage of the loaned Chromebook equipment in your care. The Chromebook Protection Plan form must be completed and marked YES or NO before the Chromebook will be provided to the student.

Coverage and Benefit: Plan covers the Chromebook loaned to the student against some incidents of accidental damage.

The following items are NOT covered:

1. A Chromebook that is lost or stolen with no police report filed.
2. Damage caused by negligence, neglect such as leaving it outside or in an automobile, immersion in liquid, any type of damage by food or drink, caused by pets, rough handling, etc.
3. Intentional misuse of one's own or a peer's device.
4. Excessive accidental incidents including broken screens or accessories determined by administration.

Effective Date/Expiration: This coverage is effective from the date the completed Chromebook Agreement form and payment for Protection Plan are received by the District until the date Chromebook is returned in good order to the school as required.

COST: \$30.00 for the 2020-21 School Year. Partial semesters/years are not refundable.

It is agreed and understood that:

- The Chromebook Protection Plan is offered annually to each student.
- Participation in the Chromebook Protection Plan is voluntary.
- Chromebook Protection Plan is elected through Chromebook Agreement Form and submission of payment.

Burrell School District Chromebook Damage Report

*Please print and turn in or use this form: <https://forms.gle/orRKDmqsu2vp4Tji7>

Student Last Name: _____ First Name: _____

Asset Tag #: _____ School Building: _____ Grade: _____

Date: _____

Description of Damage/Loss (include how damage occurred):

Student Signature: _____

Parent Signature: _____

Parent Phone Number: _____ Parent Email: _____

BURRELL SCHOOL DISTRICT CHROMEBOOK AGREEMENT

**This page may be printed and turned into Burrell School District before receiving a Chromebook or complete this form: <https://forms.gle/dCSfdpBuivc3MrTi6>*

Student Information:

Last Name _____ First Name _____

Address _____

School Building _____ Grade _____ Student ID Number _____

Parent/Guardian information:

Last Name _____ First Name _____

Phone Number _____ Email _____

CHROMEBOOK PROTECTION PLAN - Cost \$30 per school year

_____ YES, I would like to participate in the Chromebook Protection Plan at a cost of \$30.

Payment is accepted by credit card through Skyward or by check payable to Burrell School District, or by cash sent in to school.

_____ NO, I decline the Chromebook Protection Plan at this time, and understand I am responsible for 100% of the cost to repair any damage or replace a loaned Chromebook. The current replacement cost of a Chromebook, power adapter, and cord is \$250 or \$350 for touchscreen Chromebook.

CHROMEBOOK AGREEMENT

- ❖ *I have read and understand the full Burrell School District Chromebook Handbook and agree to abide by the policy, guidelines, responsibilities, and expectations within.*
- ❖ *If my student fails to return the District Chromebook, power adapter, cord, and accessories provided by the District at the end of the school year or upon withdrawing from Burrell School District, I will pay the replacement cost of the Chromebook, power adapter, cord, and accessories provided by the District. Failure to do so may result in a criminal and/or civil court prosecution.*

Student Signature _____ Date _____

Parent Signature _____ Date _____