



August 2022

Dear Parent:

For the 2022-23 school year, all students attending Westmont Junior High School and Westmont High School will be using a Chromebook as a personal learning tool. We're excited about the opportunity to transform learning through technology. This letter provides more details about CUSD 201's One-to-One Program.

Purpose

The One-to-One Program opens new learning opportunities for our students and provides a powerful tool for teachers to lead, facilitate, and guide learning. Ways in which teaching and learning have been impacted include:

- Enhancing the quality of classroom instruction
- Improving access to differentiated content
- Increasing collaboration and communication opportunities for students
- Improving students' ability to give and get feedback
- Providing access to the most current instructional information
- Educating parents on the challenges of responsible digital citizenship

Community Unit School District 201

Chromebook Policy Handbook



This document's policies, procedures, and information apply to all Chromebooks used at Community Unit School District 201 by students and staff.

Teachers may set additional requirements for Chromebook use in their classroom.

Updated: May 2022

Purpose

The One-to-One Program opens new learning opportunities for our students and provides a powerful tool for teachers to lead, facilitate, and guide learning. Benefits include:

- Enhancing the quality of classroom instruction
- Improving access to differentiated content
- Increasing collaboration and communication opportunities for students
- Improving students' ability to give and get feedback
- Providing access to the most current instructional materials and information

About the Chromebook:

The Chromebook is a type of computer that essentially has one function, and that is to access the Internet. Students have complete access to their Drive accounts, a full browser, the ability to conduct research, and a standard keyboard. Chromebooks incorporate the best of the web and integrate seamlessly with Google Apps, including documents, presentations, calendars, and email.

Receiving Your Chromebook:

Chromebooks will be distributed to the students during the first week of school. ***Parents & Students must complete and sign the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child.*** Parents must sign this document during student recognition. Students will sign this document when they receive their Chromebook.

Protection Plan:

Before providing a Chromebook to your child, Community Unit School District 201 makes a Chromebook Protection Plan available. The annual fee for the protection plan will be \$25 per device per year and must be paid for at student registration. If the fee for the protection plan is not paid, parents are responsible for the entire cost of repair or replacement.

Training:

Students will be trained on using the Chromebook by their homeroom teacher or the Library Media Specialist.

Return:

Student Chromebooks and accessories (charger and case) will be collected at the end of each school year.

Students must surrender/return the Chromebook and accessories to their school when asked to do so. Any student who transfers out of CUSD 201 will be required to return their Chromebook and accessories. If Chromebook and accessories are not returned, the parent/guardian will be held responsible for the full replacement cost of Chromebook and accessories. If payment is not received, the parent/guardian will be turned over to a collection agency.

Taking Care of Your Chromebook:

Students are responsible for the general care of their school-issued Chromebooks. Chromebooks that are broken or fail to work properly must be taken to the Media Center. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- Keep food or drink away from your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebook screens are easily damaged. They should be kept in their protective case and carefully placed in your backpack or locker.
- Extreme heat or cold may cause damage to the Chromebook. Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. **NEVER LEAVE YOUR CHROMEBOOK IN A VEHICLE.**
- Always bring your Chromebook to room temperature prior to turning it on.

Carrying the Chromebook:

- Each student will be issued a protective case for their Chromebook that must be used at all times.
- Although the cases are padded and reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage from drops, abusive handling or water damage.
- When your Chromebook is inside your backpack, handle your backpack with care. Tossing or throwing your backpack will damage the Chromebook.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care:

The Chromebook screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Eyeglass lens cleaning cloths or microfiber cloths are the only acceptable ways to clean the screen. Do not use window cleaner or liquid, or water on the Chromebook.

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school. *Under no circumstances are students to modify, remove, or destroy identification labels.* Chromebooks can be identified in the following ways:

- Record of serial number and CUSD201 asset tag
- Individual's Google Account username

Storing Your Chromebook:

When students are not monitoring their Chromebook, they should be stored in their lockers *with the lock securely fastened.* When stored in the locker, nothing should be placed on top of the Chromebook. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. Students need to take their Chromebook home with them every night. ***The Chromebook must be charged fully each night at the student's home.*** Chromebooks should *never* be stored in a vehicle.

Storing Chromebooks at Extra-Curricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events. The carrying cases are not water-proof, and Chromebooks are subject to damage if exposed to rain.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the media center, depending on availability.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Students must keep their school data synced to Google Drive so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Parents will be charged for Chromebook damage that is a result of **misuse** or **abusive** handling. This includes damage caused while outside the protective case.

Manufacturer's Warranty:

The manufacturer warrants the Chromebook from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date CUSD 201 takes delivery of the Chromebook. This limited warranty covers mechanical breakdown or faulty construction and will provide replacement parts necessary to repair or replace the Chromebook. The manufacturer warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the school office or media center *immediately*.

If a Chromebook becomes defective (at no fault of the student) after the manufacturer warranty expires, CUSD 201 will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

Accidental Damage or Loss Protection:

Before distributing a Chromebook to your child, Community Unit School District 201 requires either the purchase of accidental damage protection or the agreement to assume full financial responsibility for the cost of repair or replacement. Community Unit School District 201 will be the sole provider of this protection. Under this Protection Plan the Chromebooks are protected against accidental damage or loss due to an act of nature. Community Unit School District 201 will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This Protection Plan does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by misuse and abuse. Community Unit School District 201 will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/Students may be charged for the full replacement cost of a device that has been damaged due to misuse or abuse, including damage that occurs when outside the protective case.**

Personalizing the Chromebook:

Any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Community Unit School District 201 are strictly prohibited. If anything is used to deface the Chromebooks, it may be considered as vandalism. Spot checks for compliance will be done by administration or technicians at any time.

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. School messages, announcements, calendars, and instructional materials will be accessed using the Chromebooks. Students are responsible for bringing their Chromebook to all classes unless specifically advised not to do so by their teacher. Teachers may have additional expectations for students for Chromebook use.

At Home:

A WiFi Internet connection will be required for the majority of Chromebook use. Some applications can be used offline while not connected to the Internet. Students are bound by the [CUSD 201 Acceptable Use of Technology Policy](#) whenever Chromebooks are used inside or outside of school.

Chromebooks must be brought to school each day in a fully charged condition. All students are required to take their Chromebook home each night throughout the school year for charging. Students must charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students are responsible for providing their own wired headphones or earbuds and they may only be used at the discretion of the teachers.

Printing:

At School: Chromebooks are not configured to print. Printing requires students to log into a Windows or Mac computer and print from that desktop/laptop computer. Teachers are encouraged to accept assignments electronically through Google Drive.

At Home: The Chromebook will not support a physical printer connection. Students may print to their home printers using the Google Cloud Print service. This service is not fully supported and must be used at students' discretion. A wireless home network is required for this. <http://www.google.com/cloudprint/learn/>

Managing Your Files and Saving Your Work:

Students will create and save documents in their District Google Drive. **Google Drive** is a cloud storage service that allows students to store their documents, photos, videos, and more online in one place. From **Drive**, students can also access **Google Docs**, where they can create, share, and collaborate on documents, spreadsheets, presentations, and more from anywhere while online. You can learn more about Google Drive at this address: <https://support.google.com/drive/answer/2424384>

Documents created in Google Drive are automatically stored online and synchronized with the Chromebook itself, making the document available when Internet access is not available.

Software on Chromebooks:

Originally Installed Software:

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install available updates when the computer is shutdown and restarted.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by the District.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

Appropriate Uses and Digital Citizenship:

While working in a digital and collaborative environment, students must always conduct themselves as good digital citizens by adhering to the following:

- **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 inappropriate or use bad language. I will act with integrity.
- **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 anything that makes me feel uncomfortable to an adult. I will protect passwords, accounts, and resources.
- **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 for educational purposes. I will not enter people's private spaces or areas.
- **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- **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 the information. I will use and abide by fair use rules.
- **Protect Intellectual Property.** I will request to use the software and media others produce. I will never download music or other media for free when I should pay for it.

Community Unit School District 201 Chromebook Policy Handbook Student Pledge

- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Community Unit School District 201.
- I will take good care of my Chromebook.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night. I will leave my charger at home.
- I will keep food and beverages and other liquids away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by misuse or abuse.
- I agree to pay the full replacement cost of my power cord/charger, and protective case, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger and protective case in good working condition at the end of each school year.

CUSD 201 Chromebook Protection Plan Agreement

As part of the one-to-one program, a \$25 non-refundable deposit is required to participate in the CUSD 201 Chromebook Protection Plan. Enrollment in the Plan allows for a simple fee schedule to be applied to breakage or damage that is ineligible for warranty repair with the manufacturer. Covered breakage and damage includes accidental damage (drops/spills), loss, theft, vandalism, fire, flood, and natural disasters whether occurring on or off school grounds. The AC power cord nor the carrying case are NOT covered in this protection plan. If the deposit to the protection plan is not paid, parents assume full financial responsibility for repair or replacement.

Student and Parent Information

Student's name: _____

Student's ID number: _____

Coverage Terms

Non-refundable deposit for the Chromebook Protection Plan: \$25 per year (August 17, 2022 – May 26, 2023). The deposit is not refundable unless your child leaves within 10 days of the start of school.

Deductible to be paid per incident over and above a \$25 per year deposit

Repair (no need to replace Chromebook)	\$25 for the first incident; \$50 for subsequent incidences
Replacement due to irreparable damage/stolen/lost	\$75 for the first incident; \$100 for subsequent incidences

Payment method (choose one – all payments are made to the school cashier in the amount of \$25)

_____ Cash

_____ Check number: _____ (checks payable to CUSD 201 and include with this form)

_____ Online payment

_____ Plan declined: **I understand that in the event of damage or loss I am responsible for the entire cost of repair or replacement.**

Signature

Parent name: _____ Parent signature: _____

Date: _____

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Cashier's signature verifying payment was made:

_____ Date of payment: _____

**COMMUNITY UNIT SCHOOL DISTRICT 201
STUDENT/PARENT CHROMEBOOK SIGNATURE PAGE**

Student Information

Last Name _____ First Name _____

Parent Information

Last Name _____ First Name _____

Technology Acceptable Use Agreement

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by the CUSD 201 Acceptable Use Policy and Chromebook Policy Handbook Student Pledge.

Student Signature: _____ Date: _____

Parent/Guardian Agreement

In consideration of the privileges and opportunities afforded by the use of the CUSD 201 technology and computer resources, I hereby release CUSD 201 and its agents from any and all claims of any nature arising from my student's use or inability to use CUSD 201 technology and computer resources.

Parent Signature: _____ Date: _____

I confirm that my child will be provided with the following:

- Chromebook with a value of \$300.
- Chromebook charging cord with the value of \$50. I agree to replace this cord if it is lost or damaged.
- Chromebook case with the value of \$19. I agree to replace this case if it is lost or damaged.

Parent Signature: _____