

PURPOSE

Learning, work, and citizenship in today's world demand our graduates responsibly, ethically, and capably apply a variety of technology skills. By providing each secondary student a Chromebook computer to use at school and at home, Kennewick School District (KSD) intends to enable an engaging, collaborative, self-directed, and empowering learning environment that supports students' preparation for fulfilling ever changing vocational needs beyond high school.

Through rich and ample opportunities to use technology for learning in school and at home, it is our goal students will:

- access digital resources where and when they need them;
- proficiently and safely use information, media, and technology to succeed in a digital world;
- communicate with peers, teachers, and appropriate resources beyond the schoolhouse in support of learning;
- learn, share, collaborate and create to think and solve problems;
- manage work, equipment, resources, and time lines to lead to accomplishment; and
- take ownership of goals and apply resources to reach them.

The use of district-provided technology requires students to abide by all KSD policies and procedures related to the Acceptable Use Procedures for Electronic Resources (www.ksd.org), local, state, and federal laws. Students are expected to responsibly use district technology and network resources and to keep their district-issued devices safe, secure and in good working order. The information in this Manual will assist students and parents in meeting these expectations:

1. Student Responsibilities
2. Parent Responsibilities
3. Chromebook Insurance Fees

STUDENT RESPONSIBILITIES

General Care

- **Keep your device in the case at all times.**
- Place a nametag on the cover.
- Leave asset tags displayed; do not tamper with or remove.
- Leave vents uncovered.
- Clean the screen with a soft, dry microfiber cloth if needed.
- Use designated computer disinfectant wipes to clean other parts of the device including the keyboard. (Never clean an electronic device with water.)
- Use USB headphones (recommended) to prolong the life of the sound jack and improve sound quality.
- **Report any damage to the device as soon as possible. This means no later than the next school day.**

Classroom Habits

- Center the device on the desk.
- Use two hands to open the lid and carry the device.
- **Do not close the lid with anything inside the Chromebook** (headphones, pencils, etc.).
- Follow all directions given by the teacher.
- Follow copyright laws and cite appropriately sources used from electronic media.
- Convey to your teacher as quickly as possible, without discussing with other students, any identified security problems or potential online safety issues.

Traveling To, From, and Around School

- Completely shut down the device before traveling.
- Never leave the device unattended for any reason. Use lockers/PE lockers to lock up in school.
- Do not lean against the device or on your backpack with the device inside.
- Store device standing up on its side in a locker; do not pile other things on top of it in a locker.
- If ever in a situation where someone is threatening you for your device, give it to them and tell a staff member as soon as you arrive at school.

At Home

- Take your device home every day.
- Charge the device fully each night; leave the power cord/charger at home.
- Use the device in a common room of the home (family room, kitchen, dining room).
- Store the device on a desk or table - never on the floor!
- **Do not leave the device in a vehicle.**
- Protect the device from:
 - Extreme heat or cold
 - Food, drinks, other liquids
 - Small children or pets

Following the Acceptable Use Procedures for Electronic Resources

Rules and guidelines are in effect before, during, and after school hours, for all KSD electronic devices whether on or off the school campus. All use of the network, whether on a district-provided or personal electronic device, must support education and research and be consistent with the mission of the school district. Remember these important do's and don'ts from our KSD procedures:

DO...	DON'T...
<ul style="list-style-type: none"> • Keep your network login and password safe and private; change passwords in accordance with district policy. • Create files, digital projects, videos, web pages and podcasts using network resources in support of education and research. • Participate in blogs, wikis, bulletin boards, social networking sites and groups that support education and research. • Create content for podcasts, email and web pages that support education and research. • Cite appropriately sources used from the Internet or other electronic media. • Keep personal information private, including your full name, home address, and phone numbers, on websites, blogs, podcasts, videos, social networking sites, wikis, email or as content on any other electronic medium. • Keep other individuals' personal information private on any electronic medium unless first obtaining permission to share. • Notify a school authority if dangerous or inappropriate information or messages are encountered online. 	<ul style="list-style-type: none"> • Use other users' accounts. • Access unauthorized computers, networks or information systems. • Cyberbully, harass or distribute hate mail of any kind, including discriminatory jokes and remarks. • Post, send or store information that could endanger others. • Demonstrate actions that are unethical, illegal or result in liability or cost to KSD. Copy or make copies of electronic works or software programs; this is the same as stealing. • Hack, vandalize, or introduce viruses, worms, or other changes to hardware, software and monitoring tools. • Access, upload, download, store or distribute obscene, pornographic or sexually explicit material. • Use KSD technology for personal gain, commercial solicitation or compensation of any kind. • Physically alter parts or components of district technology devices without explicit prior approval of the Information Technology Department. • Download, copy or reproduce district data, data sets, and/or data collections of the KSD.

Remember that files, including email, stored on KSD equipment or the KSD network are the property of KSD and are subject to regular review and monitoring. (All students have access to the Google drive to save documents.)

Any failure to comply with these responsibilities may result in disciplinary action. KSD staff may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity. KSD staff reserves the right to confiscate the Chromebook at any time.

School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds.

PARENT/GUARDIAN RESPONSIBILITIES

The parent/guardian is responsible for the cost of repair or replacement if the device is:

- Not returned
- Intentionally damaged
- Lost because of negligence
- Stolen

Monitoring Student Use

The KSD makes every effort to equip families with the necessary tools and information to ensure safe use of the digital devices in the home. Filtering services provided in our schools in compliance with minimum federal regulations for protection of students are extended to Chromebooks when they are used away from school.

Parent involvement is key for keeping students safe online.

Parents may elect to have students not take home the Chromebook and have it checked in and out at the school each day.

Suggestions

- Communicate expectations for the types of resources your student accesses online and for interacting with others online in a kind, respectful, and safe manner.
- Only allow electronic device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Develop a set of rules/expectations for electronic device use at home. Some websites provide parent/child agreements for you to sign.
- Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request to see their work often.
- View your child's Google Drive to check on work progress. If you have your own devices like a smartphone, computer, or tablet, and a Google (Gmail) account, you can access your child's Google Drive to look at the work they have been doing at school, including comments from teachers and peers.
- Investigate and apply parental controls available through your Internet Service Provider and/or your wireless router.
- Put all electronic devices "to bed" for the night at a designated time. This is a great way to ensure the Chromebook is charged nightly, and;
- Turn off your home WiFi at appropriate times. Many of the Chromebook and other device features require an Internet connection to function. When offline, the Chromebook can access the Google Docs suite and not much more. Turning off your home WiFi at night can prevent late night YouTube sessions, or chatting with friends at inappropriate times.

CHROMEBOOK INSURANCE FEES

Chromebook devices are loaned to students and remain the property of the KSD. Just like textbooks, team uniforms, and other school property issued to students for school purposes, there is a responsibility to care for and return the property in good condition. However, we understand that accidents or loss may happen, even when students are doing their best to take care of their devices. An annual fee of \$30 per student, \$15 for those qualifying for free or reduced lunch, is assessed for Chromebook Insurance as described here.

Service

Unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.). KSD Information Technology Department is available to assist students with getting such issues resolved. Students should submit work orders through their school Chromebook coordinator. KSD owned devices should not be taken to an outside computer service for repair.

Loaner Devices

Temporary replacements (sometimes called “hot swaps”) are available at each school so that learning may continue during any repair process. Students are responsible for the care of the loaner device. The same rules and regulations apply to loaner devices.

Repairs

Costs of accidental damage and theft are covered as follows. (Accidental damage, fire, flood or natural disaster.)

Examples costs if using insurance

Accidental Damage	Stolen*	Not Covered
1st Incident: \$25 2nd Incident: \$50 3rd Incident: Full Cost <i>Example:</i> <i>Screen Replacement: \$63</i> <i>1st Incident: \$25</i> <i>2nd Incident: \$50</i> <i>3rd Incident: \$63</i>	1st Incident: \$50 2nd Incident: \$100 3rd Incident: Full Cost Example: 3 rd Stolen Chromebook: \$350.38 *Police Report is required.	-Cords -Charger -Case - Missing keys (they do not just fall off) - Negligent/willful damage - Lost devices -Theft without police report/failure to return

- Two incidents **total**, in any combination (damage/stolen) are covered per year. The family will be financially responsible for replacement/repair costs associated with any damage or loss to subsequently issued Chromebooks.
- If a lost or stolen device is later recovered in working condition, the fine will be refunded.

Accidental damage vs. Negligence

Accidents do happen. There is a difference, however, between an accident and negligence. If the device is deemed to be intentionally or willfully damaged, the student may be subject to discipline and the cost of repair or replacement. Willful damage includes damage caused by removal of the case, writing on the machine, willful destruction, prying off keys/trackpad, spilling liquid in the machine, etc.

Repair costs are for parts; no labor charges are assessed. Representative costs are provided here:

Damage	Estimated Cost (incl. WA sales tax)
Chromebook Screen Replacement (Dell)	\$43
Chromebook Screen - LCD Cable Replacement	\$65
Chromebook Keyboard Replacement	\$120
Chromebook Key Replacement (Individual Key)	\$31
Chromebook Touchpad - Torn	\$120
Chromebook Touchpad - Not Working Internal Components	\$72
Chromebook Headphone Jack – Object Removal	\$72
Chromebook Headphone Jack – Broken	Repair Not Possible
Chromebook Charging Port - Repair/Replace	\$120
Chromebook Bezel (frame around screen) Replacement	\$72
Chromebook Hinge Replacement	\$72
Chromebook Camera Lens - repair	\$76

Replacement Item	Replacement Cost
Chromebook Case	\$23
Power Cord	\$7
Charger w/ cord	\$30
Chromebook	\$323

Payment Timeline

Parents/guardians/students have 30 days to pay any fees or fines. If fines are not cleared within 30 days, students/parents will be billed for the full cost of repairs, and a claim will be filed by the school. The school may set up payment plans to clear fines, if needed.

Lost Equipment

If any equipment is lost, the student or parent must immediately report it to the school Chromebook coordinator. When a device is reported as lost or stolen, the Information Technology Department will remotely turn off all device functionality so the device is unusable.

Equipment Return

All District owned devices must be returned. Students leaving the KSD midyear must return the device to the Chromebook site coordinator. As a part of the return procedure, the device will be inspected to assure that it is functioning properly and is not damaged. If a student leaves the KSD, but does not return the device, they will be fined for the full replacement cost, and standard rules for the restriction of records and transcripts would apply. Law enforcement may be involved for the purpose of recovering KSD property.