

SNOWY RANGE ACADEMY CHROMEBOOK AGREEMENT

Purpose Statement

Albany County School District #1 and Snowy Range Academy recognize the prominent role technology plays in our world and community. Our goal is to continue to integrate 21st century technology skills into the daily curriculum. To meet this goal, our students will be issued a device to aid in that endeavor. Students will use these devices for research, assignments, communication, virtual learning and state testing.

GENERAL INFORMATION

Chromebook Check-in/Returns

- Chromebooks will be assigned via Snowy Range Academy to each student, regardless if you are attending SRA in person or virtually.
- Chromebooks will be assigned to all students and distributed to students in grades 4-8 at the beginning of each school year. Chromebooks for students in grades k-3 will be maintained at the classroom level and only sent home after the Loan agreement is signed and as determined by the grade level teacher.
- Chromebooks will be labeled in a manner specified by both ACSD#1 and Snowy Range Academy, and those labels should not be altered or covered in any manner.
- Parents and students must sign the SRA Chromebook Loan Agreement before the Chromebook will be issued to the student.
- **Students must return their SRA provided Chromebook and charger to Snowy Range Academy at the end of each school year, on or before the last official day of school, in good working condition.**
- Should any of the equipment be damaged, the student may be charged in accordance with Snowy Range Academy's Chromebook Damage Agreement.
- Students who transfer to another school within ACSD#1, withdraw from Snowy Range Academy, or for any reason are no longer enrolled at Snowy Range Academy must return their Chromebook and charger immediately to the building Administrator or designee.
- Failure to return the Chromebook and the accessories will result in a theft report being filed with the Laramie Police Department.
- New students will have a device issued to them after meeting with the building administration.

Damage/Loss/Theft/Returns

- If at any point during the school year there is damage, loss, or theft of a Chromebook (or any accessories), the student must report the incident to his/her teacher or building administration. All reports will be investigated and addressed on a case-by-case basis. Charges for damages or theft will be made according to SRA's Chromebook Damage Agreement.
- If a device is stolen, a report of the theft must be reported to the building administration and ACSD#1 Technology Department. The student and parent must file a police report with the Laramie Police Department and a copy of the report must be provided to Snowy Range Academy

and the ACSD#1 Technology Department. Snowy Range Academy will assist the Police Department in an attempt to recover the device. If available, a loaner device will be provided to the student in the meantime. If the device is not recovered, a permanent replacement will be provided.

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be reported to their teacher as soon as possible.

General Precautions

- The Chromebook is school property. All users must follow the guidelines contained in this manual and the Student Acceptable Use Policy for technology.
- Chromebooks should never be left in an unsupervised area, unlocked car or locker room.
- Students should take care to always keep their Chromebook secured when not in their possession.
- If granted permission to take his/her Chromebook home, students are responsible for charging their Chromebooks each night and bringing it to school fully charged each day.
- Chromebooks, like any device, are sensitive to extreme heat and cold, so students should not leave their device in cars or direct sunlight.
- Do not stack books or other heavy materials on top of the Chromebook as that could damage the screen or keyboard. This includes not leaning on the Chromebook.
- Keeping food and drinks away from the Chromebook is always a good idea.
- Carefully plug cables and accessories into the Chromebook; avoid jamming or forcing accessories into ports.

Carrying the Chromebook

- Chromebooks should never be carried by the screen or while opened.
- Chromebooks can be transported in a backpack with padding or secure carrying case, which should be used when transporting the Chromebook between home and school or between classes.
- Cases and backpacks with no books in a desired sleeve should provide sufficient padding to protect the Chromebook from normal wear and tear. Nothing else should be placed in the case or sleeve of a backpack as that might damage the Chromebook by putting pressure on the screen.

Screen Care

- Do not lean on top of the Chromebook when closed.
- Do not put any books or other heavy objects on top of the Chromebook when closed.
- Clean the screen with only a soft, dry cloth or anti-static cloth. No cleansers of any type should be used. If in doubt, check with your teacher.
- Do not carry the Chromebook by the screen.

Security Reminders

- Students **should not share logins or passwords with anyone** except their parents/guardians.
- Students should follow Internet safety guidelines and school rules and policy.

- Chromebooks and networks are filtered and monitored (even while at home).

USING YOUR CHROMEBOOK AT SCHOOL AND HOME

Chromebooks are intended to be used for educational purposes only. Expect to use your Chromebook at school each day; however, there may be days they are used more than others. If granted permission to take the Chromebooks home, students are expected to bring their Chromebooks to school fully charged the next day. The Chromebook is the property of the school and the school has the right to search the Chromebook at any time.

Chromebooks Left at Home

- If a student leaves his/her Chromebook at home, a loaner Chromebook may be checked out for the day.
- The number of loaner Chromebooks is limited, therefore there might not be a Chromebook available. Students are still responsible for getting their class work completed.
- The loaner Chromebook must be returned to the school at the end of the day before the student leaves campus.
- Failure to return the Chromebook at the end of the day may result in disciplinary action.
- If a student repeatedly leaves his/her Chromebook at home during the school week, the student may be required to “check out” and “check in” their school issued Chromebook each day for the remainder of the term.

Chromebooks Undergoing Repair

- Replacement Chromebooks may be issued while a student is having a Chromebook repaired. There are a limited number of spares, so there may be a delay in getting one.
- Replacement Chromebooks will not be issued for use until all fines for damage have been paid, if applicable.

Sound/Apps

- Sound must be muted at all times in classrooms unless directed by the teacher for instructional purposes.
- When using a Chromebook in a common area (multi-purpose room, media center, etc), headphones or earbuds should be used if you are needing to use sound.
- Only approved apps should be installed.

Printing

- Students are encouraged to appropriately publish and share their work digitally with their teachers and peers.
- Printing permissions will be installed according to building guidelines.

Webcams

- School Use - Webcams are to be used for educational purposes only.

- Home Use - Webcams may be used at home only with the permission and supervision from parents/guardians.
- ACSD#1 does not have the ability to remotely access the webcams.

Home Access

- Students are permitted and encouraged to add their school issued Chromebook to their home WiFi network. This will allow the student to access their stored documents and information, email and complete assignments.
- Internet access will still be filtered, but parents are encouraged to monitor home access.
- If a student or parent discovers an unsafe site, they are asked to contact the building principal as soon as possible at jcowper@acsd1.org.
- Students who do not have WiFi access at home may request a Hot Spot from SRA or use a public WiFi location such as the public library, restaurants, or coffee shops. Use caution when accessing a public connection as not all public locations are secure connections.
- Select applications can be used without an internet connection, but for full functionality a WiFi connection is recommended.
- Students are not permitted to share their Chromebook with siblings.

Issues with your Chromebook

- Chromebooks are fast and reliable, but if students experience an issue, they can seek help from SRA's technology team. SRA will attempt to resolve the issue or it will be referred to a specific technician within ACSD#1's Technology Department.
- Neither SRA nor ACSD#1 can troubleshoot home network issues.
- If the Chromebook works at school, but not at home, try using a public location to see if the problem persists.
- Do not take your Chromebook to an outside source to be fixed. Please report all problems (technical or otherwise) to SRA administration.

Updates/Virus Protection

- Updates - Chromebooks use the Chrome Operating System, which updates itself automatically. Students do not need to manually update their Chromebooks.
- If there is an arrow pointing up in the bottom right hand corner, the Chromebook needs to be rebooted (turned off and restarted) to complete the update.
- Virus Protection - Chromebooks provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Snowy Range Academy Chromebook Damage Agreement

SRA will offer each student a Chromebook for educational use, however, in order to check out a Chromebook for the school year, parents and students need to sign the Responsible Use Form located in the SchoolForms section of the PowerSchool parent portal as well as the Snowy Range Academy Chromebook Agreement.

Should a student damage a Chromebook, Snowy Range Academy administration will determine if the damage is accidental or malicious. Accidental damages will be assessed according to the schedule below. (Theft will be covered with an appropriate police report if the police and SRA are unable to recover the device.) Damages determined to be malicious will automatically be assessed according to the “2nd & beyond” schedule.

CHROMEBOOK DAMAGE ASSESSMENT SCHEDULE	
<u>1st Accidental Damage Incidents</u>	<u>2nd & beyond Accidental Damage Incidents</u>
Replacing screen: \$0	Replacing screen: \$50
Replacing keyboard/touchpad: \$0	Replacing keyboard/touchpad: \$50
Total Chromebook replacement: \$0	Total Chromebook replacement: \$235
Replacing Charger: \$0	Replacing Charger: \$15

SNOWY RANGE ACADEMY CHROMEBOOK AGREEMENT

I have read and agree to the items outlined in the Snowy Range Academy Chromebook Handbook, including the Chromebook Damage Assessment Schedule. I agree to take full responsibility for the Chromebook assigned to me/my child for the duration of the school year by following best practices as described in SRA’s Chromebook Handbook.

I have been assigned Chromebook # _____, SRA asset tag # _____.

I have been assigned charger # _____.

(parent/guardian)

(date)

(student)

(date)