



# **Distance Learning Chromebook Handbook**

**for Parents & Students**

**PROCEDURES, RESPONSIBILITIES, & EXPECTATIONS**

# About the JCSS Distance Learning Chromebooks for Students Initiative

## OVERVIEW

As part of our focus on creating remarkable experiences within a personalized learning environment, the Distance Learning Chromebook Program at Jackson County Schools aims to provide each student with a highly effective mobile computing device for instructional/educational use throughout the day.

## INSTRUCTIONAL

## PURPOSE

Chromebooks provide access to digital tools and instructional resources key to empowering our 21st Century Learners. These devices amplify the depth and breadth of the learning experiences for each individual student by creating numerous opportunities for authentic learning and alternative demonstration of mastery.

A Distance Learning environment also serves the purpose of preparing our students for the globally-connected and digitally-enhanced workplace. For students entering the university system, an educationally-driven device prepares them for a modern collegiate experience by embedding their learning safely into a digital space through an instructional lens.

This handbook outlines the procedures and policies for families to protect our school system's Chromebook investment and to maximize the learning opportunities of our students.

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# 1. Receiving Chromebooks

## 1.1 Chromebook Distribution / Pick Up

Distance Learning students can pick up their Chromebook at their school the week of August 3rd - August 7th from 12:PM - 4:00PM each day.

## 1.2 Required Forms and Fees

Parents/Guardians and students must read this handbook; complete the agreement at the end of this document; and pay the required fee before a Chromebook can be issued.

## 1.3 Device Registration Process

Upon submission of the required forms and fees, students will receive a Chromebook. The Chromebook will be officially registered to the student by the local school media specialist or the school computer technician through scanning the identification tag (barcode) of the device into the centralized JCSS Technology Inventory system.

### 1.3.1 Chromebook Identification Tags

All Chromebooks in Jackson County Schools are tagged with a barcode and inventoried district-wide. Any attempt to remove, hide, and/or modify any JCSS and school-specific identification tags will be subject to disciplinary action.

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# 2. Returning Chromebooks

## 2.1 During the School Year

All individually-assigned student Chromebooks may be recalled for specific time periods during the school year for updates or to be used for state mandated testing.

## 2.2 Summer Collection of Devices

All school Chromebooks and accessories (power cables, cases, etc.) will be housed at the school for inventory, updates, and repairs as needed. Under some circumstances, devices will be allowed to remain with students during the summer.

## 2.3 Early Withdrawal / Transfer

All students who leave the school system during the school year, including school system transfer, registration withdrawal, and early graduation MUST return his or her individually assigned Chromebook to media specialist or school computer technician in the media center by the day of the termination of enrollment at Jackson County Schools. If a device is not returned to the school, a police report will be filed with local authorities and the device will be considered stolen.

## 2.4 Extended / Consecutive Absence

Students who are absent from school for more than 15 consecutive school days without valid and prior notification will be required to return their Chromebook device. After the 15th day, the Chromebook as well as the student's Google for Education account will be disabled, rendering the device temporarily unusable.

## 2.5 Failure to Return Chromebook

In the event that a student fails to return the Chromebook at the end of the school year or upon termination of enrollment, the following will take place:

- The student's assigned Chromebook will be marked as stolen and a theft report will be filed with the local police department.
- The student and his or her parents/guardians will be billed for the full replacement cost of the Chromebook.

## 2.6 Returning Damaged Chromebooks

Students are responsible for any damage to their individually-assigned Chromebook and must return his or her device and accessories in satisfactory condition.

Through the JCSS Device Protection Plan, all students will be charged a small fee, detailed on page 13, for any needed repairs on a tiered scale dependent upon the severity of the damage incurred and the number of repeat damage offenses have occurred, not to exceed the replacement cost of the Chromebook.

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# 3. Caring for Chromebooks

## 3.1 General Precautions

Each student is responsible for the general care of his or her school-issued Chromebook.

### 3.1.1 External / Environmental Issues

As a general rule to prevent liquid damage, no food or drink is allowed next to your Chromebook while it is in use. To prevent damage due to extreme heat or cold, students should not cover any vents on the device or leave their Chromebooks in a car or in a place exposed to extreme temperatures for long periods of time.

### 3.1.1 Personalizing/Altering the Chromebook Shell

Please do not add writing, drawing, or stickers to the actual device shell (the “shell” is the official term for the cover/container holding the hard drive, keyboard, and screen).

You may use a cover, especially if provided by the school, that you can customize. The only tag or sticker all student Chromebooks must have is the Jackson County School System identification label and barcode. This label must never be removed or altered in any way. If your label is missing, please see your school computer technician or your local school media specialist immediately.

## 3.2 Reporting Breakage / Functionality Issues

If your Chromebook is broken or is not working properly in any way, the Chromebook **MUST** be taken to the media center or the school computer technician’s office as soon as possible so the problem can be evaluated and subsequently fixed on-site or sent off for repair if needed.

Do not take a school- or district-owned Chromebook to an outside computer service for any type of repairs or maintenance. Doing so may result in permanently disabling the device and the student may be subject to payment and penalties detailed in [Section 2.5](#) in this handbook.

## 3.3 Using and Carrying Chromebooks

### 3.3.1 Screen Care

The Chromebook screen, like any laptop screen, can be damaged if subjected to rough treatment. In particular, care must be taken to avoid placing pressure and/or weight on the Chromebook screen.

Nothing should be placed on top of the Chromebook as this may result in a broken screen. When Chromebooks are closed and placed on a flat surface, do not stack books or textbooks on top of the Chromebook. Do not place book bags or satchels on top of the Chromebook.

### 3.3.2 Using/Carrying Chromebooks During Instruction

While the Chromebook is being used during instruction, no objects should be placed on the keyboard. Whenever the Chromebook is moving, the device should be closed. While the Chromebook is being used during instruction, students should not pick up and transport the Chromebook with the screen open. Doing so increases the risk of dropping the Chromebook or incurring other accidental damage.

Closing the Chromebook screen while in use will not delete a student's work and will not completely shut down the computer. The Chromebook will go into a "sleep" mode. Once the screen is open again, students will be prompted to enter their Google for Education account password and students will have uninterrupted access to their work again.

When the device is not in use, the Chromebook should be stored in a safe and secure location where it will not be damaged.

## 3.4 Hardware and External Devices

Cords, cables, and removable storage devices must be inserted carefully into the Chromebook. Students should never transport their Chromebooks with any external device plugged into the power or USB/HDMI ports, as this may damage the port.

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# 4. Protecting and Storing Chromebooks

## 4.1 Account Security

All Chromebooks in the Jackson County School System are set up so that only a JCSS Google account [also known as a Gmail address] can log into the Chromebooks. External accounts will not be able to log into the Chromebook and the district will not issue additional accounts for parents, guardians, or other persons in the student's family and/or household.

**Students should never share their login credentials, especially their password.**

## 4.2 Sharing Chromebooks

As the Jackson County School System is providing every distance learning student with a Chromebook, students should never share their devices.

## 4.3 Storing Chromebooks

When a student is not using his or her Chromebook, the screen should be fully closed and the device should be secured and stored in a manner that would minimize the risk of dropping, bumping, or damaging the device.

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# 5. Expectations for School Chromebook Usage

## 5.1 Charging Your Chromebook

During distance learning students will either need to have their Chromebook fully charged or have access to a power outlet. When fully charged, the Chromebooks issued by Jackson County Schools have a battery life of 7 hours to 8 hours of continual use.

## 5.2 Chromebooks Under Repair

When a Chromebook is damaged and submitted for repair, students will be given a temporary Chromebook so learning and instruction are not interrupted.

Per [Section 6.3](#) in this handbook, students who repeatedly damage their Chromebooks will be penalized and eventually will lose the privilege of being issued a JCSS device. This applies whether the Chromebook in a student's possession at the time is his or her originally issued Chromebook or his or her temporarily issued Chromebook.

## 5.3 Student Personal Chromebooks/Other Devices

There will be no support provided for student-owned devices.

Similarly, students may not substitute their own device from home. The district-provided Chromebook includes a domain management license with specialized parameters and technical specs that optimize the device to be used instructionally and within the JCSS network.

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## **6. Damaged, Lost, and Stolen Chromebooks**

### **6.1 Reporting Damage**

Students must report all device damages or the theft/loss of the device to the school leadership, the school media specialist, and/or the school computer technician within one (1) school day.

Failure to report damage in a timely manner not only negatively impacts instruction and learning, but also may result in disciplinary action and additional incurred damage fees.

### **6.2 Technology Fee**

The Jackson County School System will charge each student a yearly technology fee in exchange for an accidental protection plan (see section 6.3).

The technology fee for the 2020-2021 school year is:

- \$25 for all students

### **6.3 Warranty Coverage for 1st Incident of Damage**

The accidental protection plan for the first instance of damage includes drops, breaks, cracks, spills, normal wear and tear, hardware failure, and manufacturing defects.

Students are responsible for events not covered by the accidental damage warranty, including lost or stolen devices, cosmetic damage that does not affect functionality, intentional damage, AC adapters, and batteries.

If damage is deemed to be purposeful, please see chart below in section 6.4. The technology fee does not cover intentional damage. Along with the cost below for purposeful damage, this will also result in consequences based on administrator discretion.

### **6.4 Costs for Damage Beyond 1st Incident**

Students are expected to treat their Chromebooks with the utmost care. While the system understands that accidents happen, it is not sustainable for them to continually be repeated. When followed, the guidance in this handbook should help prevent device damage.

Should a student incur a second damage incident or more to his or her Chromebook, the student will be fined a Deductible Fee to support the repair service for that device.

	Damaged Deductible	Lost/Stolen Deductible	Intentional Damage
1st Incident	\$0.00	\$50.00	\$100
2nd Incident	\$25.00	\$100.00	\$200
3rd Incident	Full Cost	Full Cost	\$300
4th Incident	No Device Provided	Full Cost	\$300 and No Device Provided

The following items are not covered by the JCSS Device Protection Plan and damage deductibles:

- Chargers / Charger Cords
- Case [if provided]
- Intentional Damage
- Loss without a copy of the police report

Students who have damaged Chromebooks three (3) or more times may be subject to disciplinary action within their school.

Incidents of damage are cumulative regardless of the device currently being used by a student, whether it is his or her originally issued Chromebook or his or her temporarily issued Chromebook while the original Chromebook is being repaired (SEE [Section 5.3](#)).

## 6.5 Lost and Stolen Chromebooks

All district-issued devices are the property of the Jackson County Schools System. If a device is damaged, lost, or stolen during the time that it is issued to the student, whether intentionally or due to negligence, the student and the student’s parent/guardian will be responsible for paying the fines outlined in this document. If the device is stolen during the time that it is issued to the student, the student and the student’s parent/guardian will be responsible for filing a police report and submitting a copy to the school administration and Media Specialist.

# JACKSON COUNTY SCHOOL SYSTEM

# STUDENT/PARENT DISTANCE LEARNING CHROMEBOOK RESPONSIBLE USE AGREEMENT

All students are issued a device for their educational use during the instructional day. We believe that if reasonable precautions and care are taken in the use of the device, the device should not experience physical damage. Each student and parent is asked to read this form carefully.

## PROPER CARE AND PRECAUTIONS

1. I/We understand that the device is the property of the Jackson County School System.
2. I/We understand that the student is responsible for the care of the device during the school day.
3. I/We understand and agree to abide by the rules and regulations of the JCSS Acceptable Technology Use Policy. Failure to abide by this policy will result in disciplinary action.
4. I/We understand that devices will be returned at the end of the school year or upon transfer or withdrawal from Jackson County School System. Any missing devices at the end of the school year may result in a police theft report and disciplinary actions.
5. I/We understand that I/we must report all device damages or the theft/loss of the device to the building designee within one school day.
6. I/We understand that the device must be in a backpack when being transported as a reasonable precaution against damage, theft, or loss. Devices should not be carried by hand between classes.
7. I/We understand that devices must remain free of any writing, drawing, stickers, or labels that are not the property of the district. Only labels or stickers approved by the school system may be applied.
8. I/We understand that I/we will be responsible for all repair/replacement charges associated with device damages caused intentionally, through a lack of reasonable precautions (negligence), or loss/theft. Cost will be set by repair professionals authorized to act in such capacity as part of the agreement between the school district and the manufacturer.
9. I/We understand that, unless instructed otherwise by a teacher, all students must have their fully charged device with them each day for every class.

## MAINTENANCE, DAMAGE, AND REPAIR INFORMATION

1. I/We understand that in order to qualify as accidental damage, damages must result from an accident. Details of the accident must be submitted with every accidental damage claim to the JCCHS Technology Support Technician. Accidental damage protection only covers operation or structural failures resulting under normal operating conditions and handling due to unintentional drops or bumps of the product, an electrical surge that damages the product's circuitry, or failure of the integrated LCD screen. For example, the following is NOT considered accidental damage: screen breakage due to headphones or other items being shut in the lid (for a computer), anything being dropped on the keyboard or screen, or stepping or sitting on the keyboard or screen.
2. I/We understand that if, in the opinion of the building administration, it is felt that the student did not exercise proper care and/or take appropriate precautions, and this behavior resulted in damage to the device, the cost of the parts and repair will be the responsibility of the student/parent per details within the JCSS Distance Learning Chromebook Handbook for High School

Students & Parents . A cost list for replacement parts/device replacement is available upon parent/guardian request.

## **TECHNOLOGY FEE AND ACCIDENTAL PROTECTION PLAN**

The JCSS Technology fee provides a limited Accidental Protection Plan to protect against most accidental drops, spills, bumps, and structural failures incurred under normal operating conditions or handling. However, this district-funded plan excludes improper use/mal-intent/intentional damage. In general terms, this includes damage to a device as a result of obvious intentional abuse by a user, a device that has been submerged in liquid (rendering it unrepairable), a crushed device (rendering it unrepairable), or a device otherwise damaged as a result of use outside the district's Acceptable Use Policy. In addition, this plan does not cover replacement of accessories.

The Accidental Protection Plan only covers the Chromebook device. This plan does not cover damaged, lost and/or stolen power adapters and always-on cases. More specifically, it covers one claim for the replacement cost and one claim for the repair cost associated with the Chromebook. All subsequent claims will be charged the full rate as detailed in the Distance Learning Chromebook Handbook.

## **JACKSON COUNTY SCHOOL SYSTEM ACCEPTABLE TECHNOLOGY USE POLICY**

The Jackson County School System's (JCSS) Acceptable Technology Use Policy (ATUP) is to prevent unauthorized access and other unlawful activities, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act (CIPA). As used in this policy, technology includes the physical devices and structures as well as the software and processes that provide for electronic display, creation, removal, and transportation of data, visual, voice, and video content.

The JCSS has a responsibility to utilize protection measures to block or filter, to the extent practicable, access of visual depictions or content which are obscene, pornographic, and/or harmful to minors.

The JCSS reserves the right to monitor activity in its technology environment and to access, review, copy, and store or delete any electronic communication or files and disclose them to

others as it deems necessary. **Users should have no expectation of privacy regarding their use of JCSS technology!**

It is the responsibility of all employees and consumers of the JCSS to ensure technology is used in a responsible, efficient, ethical, and legal manner and that said activities are conducted in a manner that supports the JCSS's educational and business objectives. These measures are in place to provide for a safe and secure electronic environment.

### **ACCEPTABLE USES**

- Technology use will be limited to the educational objectives established by teachers
- Personal communications must be approved by a teacher or school administrator.
- Appropriate behavior as defined by good "digital citizenship"
- Personal information is kept secure by not divulging it over the Internet or with other student users. This includes but is not limited to home address, phone number, user ID, and passwords
- Chat/blogs/e-mail or other means of direct electronic communications will only be utilized when approved by a teacher or administrator and for educational purposes only
- Social Networking sites are utilized only for educational objectives as directed by a teacher or administrator. Examples include but are not limited to FaceBook, MySpace, Twitter, InstaGram, and/or Pinterest.

### **UNACCEPTABLE USES**

- Physical damage, vandalism, or alteration of technology equipment or resources.
- Plagiarism in any form
- Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others (cyberbullying)
- Accessing, transmitting, or downloading offensive, harassing, or disparaging content
- Deleting, copying, modifying, or forging other users' names, emails, files, or data
- Disguising one's identity, impersonating other users or sending anonymous e-mail
- Using another person's account and/or password, interfering with another user's ability to access their account(s), or disclosing your own or other's password/account information
- Using the technology for commercial purposes; to include but not limited to personal financial gain, advertising, or promoting personal business interests
- Soliciting for religious purposes or lobbying for personal political purposes

- Accessing, transmitting or downloading large files or a large collection of files, such as iTunes libraries (one example) or full length videos, “Chain letters” or any “pyramid schemes”
- Violating copyright law
- Bypassing or attempting to bypass security systems, internal or external to JCSS, such as using false information, other user logins, administration IDss or attempt to gain such information. **Immediate revocation of technology privileges for a minimum of one month**
- Bypassing or attempting to bypass Internet content restrictions. This includes but is not limited to anonymizers, proxies, peer to peer networks or other means that allows one to view blocked content or hide their Internet activity. **Immediate revocation of technology privileges for a minimum of one month**
- Illegal purposes
- Altering the configuration of any technology
- Use teacher or administrator assigned technology without direct supervision of said person
- Installing or attempting to install any software
- Attempting or installing malicious software or devices into/against any technology platform. This includes but is not limited to viruses, worms, trojan horses, frequency jammers, and personal wireless networks. **Immediate revocation of technology privileges for a minimum of one month**

## **PENALTIES FOR UNACCEPTABLE USE**

Parent(s) and/or guardian(s) shall be responsible for damages, losses, or costs incurred by the school system relating to or arising from any violation of the rules by your child. Physical damage/loss will be calculated using replacement cost. Damages/losses requiring service personnel will be based on the servicing entities costs to the school district

The use of JCSS technology is a privilege, not a right, and misuse will result in the restriction or cancellation of said privileges within the JCSS and other applicable Code of Conduct discipline measures.

If applicable, appropriate law enforcement authorities will be notified immediately of illegal activity and/or computer fraud.

# **STUDENT/PARENT DISTANCE LEARNING CHROMEBOOK RESPONSIBLE USE AGREEMENT**

## **STUDENT & PARENT AGREEMENT**

By Completing the [JCSS Distance Learning Agreement](#) I am confirming that I have read, understand and agree to abide by the terms in this handbook as well as the terms and conditions in the JCSS Distance Learning Handbook.