

Creve Coeur School District 76

Technology Devices Handbook

As part of its commitment to integrating technology into the curriculum, the Creve Coeur School District #76 has purchased Chromebook or Tablets and their related accessories for students' individual use. Each student will be loaned a Chromebook (grades 3-8) or an IPAD (grades K-2) for the upcoming school year. In order for a student to be loaned a Chromebook or IPAD, you and your student must read, sign, and return the attached Acknowledgement. This Handbook is valid for the 2020-2021 school year. A new Handbook will be provided and a new Acknowledgement must be signed when a student is loaned a Chromebook or IPAD for the following year.

Students in Grades K-8 will be loaned a Chromebook or IPAD for use at school and at home and must bring it to school every day, just like a textbook. Access to the technology resources of the District is a privilege and not an entitlement or right, and you and your student are responsible for the appropriate care, handling, and use of the as outlined in this Handbook. If the District changes this Handbook at any time during the school year, the District will notify you of the change(s).

A. Using the Chromebook or IPAD

1. Acceptable Use of Chromebook/IPAD

Your student's use of the Chromebook/IPAD, whether at home or at school, is to be for educational purposes consistent with the curricular goals of the District and with Board of Education policies. Your student may not use (or allow others to use) the Chromebook/IPAD loaned to him/her in a way that violates the Board's policy on acceptable use of its electronic network. By using the Chromebook/IPAD, you and your student agree to abide by Board Policies and their corresponding administrative procedures and the guidelines in this Handbook. Violation of any of these policies, administrative procedures, or guidelines could result in your student's loss of the privilege of using the Chromebook/IPAD; discipline, up to and including suspension or expulsion; and referral to law enforcement.

2. Using the Chromebook/IPAD

All students are provided a District account, including a username and password. Students must use that account when logging on to the Chromebook or IPAD.

a. Using the Chromebook/IPAD at School.

Unless otherwise instructed, the Chromebook/IPAD is intended for use at school every day. He/she is responsible for bringing it to school every day, fully charged. The District is not responsible for providing your student a loaner Chromebook/IPAD in the event he/she forgets the Chromebook/IPAD.

b. Using the Chromebook/IPAD Outside the District

In the event your student uses the Chromebook/IPAD at home or elsewhere outside the District, he/she is bound by the same policies, procedures, and guidelines as at school.

i. Parent Responsibility for Supervision Outside the District

The District's filters will run on your student's Chromebook/IPAD outside of school. However, the District is not responsible for supervising students' use of the Chromebook/IPAD and Internet activity outside of school. While your student is using the Chromebook/IPAD assigned to him/her outside of school, you agree to be solely responsible for supervising the use of the device, including Internet access. You may choose to limit such use.

ii. Technical Support Outside the District

The District cannot guarantee the Chromebook/IPAD will function outside the District at the same level as inside the District. Configuration of any home network connection is your responsibility and not the responsibility of the District. Any configuration applied to the Chromebook/IPAD that impairs its performance in school may be removed by District staff.

3. Email Accounts

All students are issued a District email address through Google's Gmail. Every email sent and received from a District email account, whether at home or school, is archived and property of District 76. The District makes every attempt to block objectionable material, however, if your student receives an inappropriate email, your student should report it immediately to an adult.

4. Accessories

The District will provide a mandatory carrying case necessary for use of the Chromebook/IPAD. The decision whether to purchase additional accessories (such as a wireless mouse, extra charger, etc.) for the device rests with you and your student. As with any personal property brought to school, the District reserves the right to disallow the use of any accessory and is not responsible for any loss or damage to personal property. In addition, the District cannot and does not guarantee that an accessory purchased at one point in time will be compatible with devices provided in the future.

5. Caring for the Chromebook/IPAD

The Chromebook/IPAD assigned to your student remains the property of the District and must be maintained appropriately. In addition to the manufacturer's instructions included with the Chromebook/IPAD, if any, your student must care for the Chromebook/IPAD as follows:

- Only use a clean, soft cloth to clean the device's screen; don't use cleansers of any type.
- Insert and remove cords and cables carefully to prevent damage to connectors.
- Do not write or draw on, apply stickers or labels to, or otherwise mark up or deface the Chromebook/IPAD.

- Handle the device carefully. Screens can crack not only when dropped, but also when twisted or subjected to pressure from stepping or leaning on them. Don't stack other objects (books, binders, etc.) on top of the Chromebook/IPAD.
- Don't leave the Chromebook/IPAD in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time.
- Keep food and beverages away from the Chromebook/IPAD.
- Make sure the Chromebook/IPAD is secure when it is out of your student's sight. Don't leave it in an unlocked locker, a desk, or other location where someone might take it.
- Your student's Chromebook/IPAD will have a service tag/asset tag to identify it. Write this number down so you can identify the Chromebook/IPAD.

B. Responsibilities of Students and Parents

1. Technology Fee

In order for your student to be loaned a Chromebook/IPAD, and to be consistent with the Student Handbook, you must pay a technology fee each school year. The yearly technology fee is \$25. For the 2020-2021 school year this fee will be waived.

2. Returning of the Chromebook/IPAD

The Chromebook/IPAD is the property of the District for the full year the Chromebook/IPAD is loaned to the student. Chromebooks/IPADs, chargers, and any related accessories must be returned to the District by the last day of the current school year.

If your student withdraws from the District during the school year, you must return the Chromebook/IPAD, charger, and any related accessories before your student's last day of attendance. The Chromebook/IPAD, charger, and accessories must be returned in operable condition, with all parts intact. If your student fails to return the Chromebook/IPAD, charger, and any related accessories, the District may, in addition to seeking reimbursement from you, file a report with local law enforcement. Any device not returned to the district by the stated deadline will be disabled and will therefore be unusable.

C. Chromebook/IPAD Data and Software

1. Managing Your Files and Saving Your Work

Work done on a Chromebook/IPAD is typically saved to Internet-based storage space (i.e., the "cloud"). It is your student's responsibility to make sure his/her work is not lost due to a failure or loss of the Chromebook/IPAD.

2. Personal Content on the Chromebook/IPAD

Your student should be aware that any content (including, but not limited to, documents, music or audio files, and photographs) stored on the Chromebook/IPAD potentially could be subject to access by third parties pursuant to law or subject to discovery in a legal proceeding. In addition, personal content may be deleted in

the course of routine maintenance and/or troubleshooting. It is your student's responsibility to backup all personal content stored on the Chromebook/IPAD, if any.

3.Chromebook/IPAD Data as District Records

Data saved to the Chromebook/IPAD or to the cloud via the Chromebook/IPAD are not maintained by the District as public records or as student records. In the event data stored on a Chromebook/IPAD or stored in the cloud via a Chromebook/IPAD needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.

4. District-Required Software.

The District will provide any software/apps required to use the Chromebook/IPAD for school purposes. This software may not be removed. The District may update, add, or remove software at any time for any reason, without prior notice.

5. Prohibited "Jailbreaking"

"Jailbreaking" is the act of replacing the manufacturer's operating system with custom software, allowing the user to circumvent the manufacturer's security and licensing restrictions. The act of jailbreaking or otherwise disrupting the configuration of the Chromebook/IPAD voids the manufacturer's warranty and is a violation of this Handbook. Removal of any District-installed configuration is prohibited and will be considered a violation of this Handbook.

6. Personal Software

Your student is not permitted to install additional software or apps on the Chromebook/IPAD.

7. No Expectation of Privacy

There is no expectation of privacy for any communication made using the Chromebook/IPAD or for any content created, accessed, or stored on the Chromebook/IPAD. The District reserves the right to inspect the Chromebook/IPAD and its contents at any time and for any reason.

D. Repair of, Loss of, or Damage to Chromebook/IPAD

1. Technical Support & Chromebook/IPAD Loaners

During the school year, if your student's Chromebook/IPAD is not functioning properly, students should bring the Chromebook/IPAD to the school office. If necessary, a technical support employee of the District will assess the Chromebook/IPAD and attempt to correct any problems with it. Students will be issued a loaner device, if available, while this student's Chromebook/IPAD is being repaired. The loaner Chromebook/IPAD should be treated the same as the student's device as set forth in this Handbook.

2. Loss of or Damage to Chromebook/IPAD

If your student's Chromebook/IPAD is lost or damaged, you or your student must report it immediately to the school office. You and your student are responsible for cooperating with the District in the recovery, repair, or replacement of your student's Chromebook/IPAD. You may also bring your Chromebook/IPAD to the school office if you do not have access to the internet.

3. Responsibility for Lost or Damaged Chromebook/IPAD

In the event your student's Chromebook/IPAD is lost or damaged, you will be responsible for replacement or repairs as follows:

- a. If the District determines that the damage is the result of an equipment failure covered by a warranty, the warranty will apply with no further action required (no charge and no claim).
- b. If the damage is the result of a student's negligence or intentional destruction, or if the Chromebook/IPAD is lost, you will be required to pay in full for the repair or replacement of the equipment according to the District's cost share program.

Deductible Per Claim			
Claim	Damage/Repair Student Responsibility	Lost Chromebook/IPAD Responsibility	Students who lose a Chromebook/IPAD more than once or who fail to pay the cost for damage, will no longer have take home privileges. A Chromebook/IPAD is defined as lost if it cannot be located by the tech department or student within one week of being reported as lost. A lost Chromebook/IPAD should be reported to school office.
1	0% of cost to replace/repair	50% of replacement cost	
2	20% of cost to replace/repair	Full Replacement Cost	
3	80% of cost to replace/repair		
4 or more	100% of cost to replace/repair		
Loss or damage of the case			
1		50% of replacement cost	
2+		Full replacement cost	

Theft: In the case of loss or damage of a Chromebook/IPAD due to theft, a police report will be required.

Fire: In the case of loss or damage of a Chromebook/IPAD due to fire, an official fire report from an investigating authority will be required.

E. Waiver and Indemnification

1. Waiver of Chromebook/IPAD-Related Claims.

By signing the “Chromebook/IPAD Contract”, you acknowledge that you and your student have read, understand, and agree to follow all guidelines and policies outlined or referenced in this Handbook and agree to be bound by this Handbook. You also agree and represent that the Chromebook/IPAD (including any related accessories) was delivered in good working order and that it must be returned to the District in good working order consistent with this Handbook. By signing this Handbook, you waive any and all claims you or your student (and each of your respective heirs, successors, and assigns) may have against Creve Coeur District 76, its Board of Education, and its individual Board members, officers, employees, and agents relating to, connected with, or arising from the use of the Chromebook/IPAD or this Handbook.

2. Indemnification for Chromebook/IPAD - Related Claims

To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless Creve Coeur School District 76, its Board of Education, and its individual Board members, officers, employees, and agents from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of any District Chromebook/IPAD issued to your student.