

Berkshire Local School District Chromebook Agreement, Policies, and Procedures



The mission of the Berkshire School Community is to maximize each student's potential as an individual and as a responsible citizen. As part of this commitment, Berkshire Local Schools is instituting a 1:1 Chromebook initiative. Students participating in a 1:1 setting are shown to receive more personalized education and increased engagement. Having constant access to 21st Century tools will also help our students be college or career ready.

The Chromebook issued is the property of the Berkshire Local School District and is made available as a tool for learning. This Agreement outlines the Chromebook usage standards.

Individuals or teams of teachers may set additional requirements for use in their classrooms. The 1:1 Chromebook setting empowers students and teachers to use purposeful technology-based tools at any time.

CHROMEBOOK DEVICE AGREEMENT

This agreement is made effective upon receipt of the Chromebook between the Berkshire Local School District (the “District”), the student receiving the Chromebook (“Student”), and their parent(s)/legal guardian (“Parent”). The student and parent(s), in consideration of being provided with a Chromebook, software, and related materials (the “Chromebook”) for use while a student at Berkshire Local School District, hereby agree to the following policies and procedures.

PURPOSE OF STUDENT CHROMEBOOK DEVICE

The district is supplying a Chromebook device to students. The purpose of the device is to provide each student the opportunity to succeed in their education by offering access to educational materials and web-based tools, Google Apps for Education, Infinite Campus Student Portal, and other valuable resources. The supplied device is to be used as an educational tool and is not intended for gaming, social networking, or high-end computing. This device is the property of Berkshire Local School District.

Chromebook Information

1. District Owned /Issued Chromebook

Each year, Chromebooks will be checked out to incoming students in grades 5-12. By checking the Chromebook box as part of the OLR & FORMS Student Release Agreement, you and your student acknowledge receipt of this document. By checking this box, you and your student also acknowledge that you have read and agree to this agreement and its policies and procedures. The electronic signature provided by the parent/guardian confirms acknowledgment.

2. Returning your Chromebook

All district-owned Chromebooks must be returned following the guidelines in their respective school buildings.

- Students leaving the district must return district-owned Chromebooks to their school building's office.
- Any Chromebook not returned at the end of the year or when the student is no longer enrolled will be considered stolen property, and law enforcement agencies will be notified.
- Chromebooks will be examined for damage, and fees may be issued if the damage is found to be beyond normal wear and tear.

3. Repairing/Exchanging Your Chromebook

Chromebooks may become damaged or unusable; if this happens, the student/parent must notify the district as soon as possible, if not immediately. The Chromebook, protective case, and charger must be taken to an administrator, or to the Technology Center, in the school and they should be notified of any damage or issue to the student's Chromebook.

Students and student families are responsible for all damages to their district-issued Chromebook. School discipline and fees may be charged based on the damages. If a device is lost or stolen, the student and the student's parent/guardian will be responsible for the cost to replace the Chromebook.

4. Care of Chromebook

Students are responsible for the general care of the Chromebook issued to them by the school. Chromebooks that are broken, or fail to work properly, should be taken to the main office of their school as soon as possible so that they can be taken care of properly by the building technology coordinator. *Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance.*

4.1 General Guidelines

- Chromebooks must have a Berkshire Local Schools barcode label on them at all times, and this tag must not be removed or altered in any way.
- No food or drink shouldn't be near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- *Students should never carry their Chromebooks while the screen is open.*
- Chromebooks must remain free of any writing, drawing, or unapproved stickers.
- Vents CAN NOT be covered.
- Protective Cases must remain attached to Chromebook. If a damaged Chromebook is returned without a protective case, the student and the student's parents are responsible for the repair or replacement costs.
- Chromebooks should always be locked in a secure place or supervised directly by the student to whom it is assigned. Chromebooks should never be left in a car, unlocked locker, or any unsupervised area.
- **Students are responsible for bringing completely charged Chromebooks for use each school day.**

4.2 Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting it from the screen. Always support a Chromebook from its bottom with the lid closed.
- Case use is required when transporting the Chromebook to and from school and from classroom to classroom.

4.3 Screen Care

Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).
- Do not place the device near magnets or anything with a high electric current.
- Dust the screen with a soft, dry microfiber cloth or anti-static cloth. If a more thorough screen cleaning is required, use a clean, water-dampened microfiber cloth. Do not use any type of cleaning solvent on your Chromebook.

5. Using Your Chromebook at School

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.
- Students must be responsible for bringing their Chromebook to all classes unless specifically advised not to by their class teacher.

5.1 Chromebooks left at Home

- If students leave their Chromebooks at home, they are responsible for completing the course work as if they had their Chromebooks.
- Repeat violations of this policy could result in disciplinary action.

5.2 Chromebooks Needing Repair

- Chromebooks needing repair should be given to the main office or Technology Center so a trouble ticket can be created. All repairs will be handled by district IT Staff.

- Students and families should never attempt to fix a broken Chromebook, nor should they have anyone else attempt to fix their Chromebook.
- Loaner Chromebooks may be issued to students when their Chromebook is out for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred while in their possession. Additional fees may be assessed for damages to or loss of a loaner unit.

5.3 Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.

5.4 Passwords and Background Images

- Take care to protect your password. Do not share your password.
- Password resets can be facilitated by technology staff. They will either reset it upon request or submit a trouble ticket to have it reset.
- Inappropriate media may not be used as a screensaver or background.
- The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, pictures, or anything else deemed inappropriate by Berkshire Schools staff will result in disciplinary actions.

5.5 Audio Restrictions

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher but will not be provided by the district. Students should purchase a pair of headphones/earbuds for personal use.

5.6 Printing from your Chromebook

- Berkshire Schools encourages the digital transfer of information by sharing and/or emailing information, papers, etc.
- Printing may or may not be available with the Chromebooks on a limited basis. Students should talk to their teachers about when and how to print.

5.7 Account Access

- Students will only be able to log in using their *@berkshireschools.org account.
- To ensure the safety of your Google account, students must log out of their Chromebook when not in use. Students should also log out of their Google accounts on other devices when not in use.
- Make sure you are not in guest mode, or you will not be able to access your Chrome extensions or apps.
- Account login information will be supplied by the Berkshire School District to the Student and families. Student data, emails, google drive information can be reviewed by staff without notice.

5.8 Home Internet Access

- Chromebooks should never be connected to a personal computer.
- Students are allowed to set up wireless networks on their Chromebook while at home.
- If a student needs wireless access at home, the school may be able to provide a Wi-Fi Hotspot. Please have your student inquire with the main office in your building.

5.9 Photos/Video Taken with Chromebook

- Students may not take photos or videos of other students, staff, or anyone else without their permission.
- The possession, forwarding, or uploading of unauthorized photos or videos to any website, network storage area, or person is strictly prohibited. In addition, photos and videos taken with the Chromebook may not be used to slander, bully, or denigrate any student or staff member.

5.10 Google Hangouts/Zoom

- Google Hangouts/Zoom will be used strictly for educational purposes, under the direct supervision of staff.
- Inappropriate use of Google Hangouts/Zoom will result in disciplinary action. All similar messaging or social media apps will be governed by the same rules as Google Hangouts/Zoom.

6. Managing and Saving Your Digital Work with a Chromebook

- Google Apps for Education is a suite of products that includes Gmail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that allows students to create different kinds of online documents, collaborate in real-time with other people, and store documents, as well as other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook or device, anywhere, at any time.
- All items will be stored online in the Google Cloud environment.
- Before leaving the district or graduating, students who want to save any work need to use Google Takeout to transfer any work to a personal Gmail account.
- In a rare occurrence that the school network is down, the District will not be responsible for lost or missing data.

7. Operating System on your Chromebook

Chromebooks run a modified version of the Chrome browser. It connects to web resources, apps, and extensions provided on the internet. It does not run Microsoft/Windows application software or Mac application software.

7.1 Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do anything.

7.2 Virus Protection and Additional Software

- Students and families are prohibited from modifying the Chromebook operating system to bypass district security systems.
- The Chromebook is built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there's no need to worry about lost homework (as long as there is Wi-Fi).
- Software/Apps originally installed must remain on the Chromebook in usable condition and be easily accessible at all times. The school may add software applications for use in a particular course. If extensions or software needs to be added, only a teacher or administrator may request it from the technology department.
- Email and google cloud data are monitored for content. Inappropriate content is reported to the administrative staff for review.

7.3 Procedures for Restoring Your Chromebook

- If your Chromebook needs technical support for the operating system, it must be submitted to the main office or Technology Center to create a work ticket.

8. Acceptable Use Guidelines

The District Acceptable Use Policy applies to all student use of Chromebook devices. The privilege of using the technology resources provided by the District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the School District.

8.1 Google Apps for Education Account

- Google Apps for Education accounts (including Gmail) will be given to all students in Berkshire Schools Google Apps for Education private domain. The only identifiable information provided to Google will be the student's name and their district-provided email address. This is necessary to permit students access to a Chromebook and additionally give students the ability to participate in communication with staff and peers for educational use. Students under the age of 13 ordinarily need parent permission to have Google accounts; however, COPPA (Children's Online Privacy Protection Act) allows Berkshire Schools to act as the parent's agent and approve the account on their behalf. To be COPPA compliant, the district must also provide a process for opting out of the Email Communications (Gmail) portion (see section 8.2).

8.2 Consequences

- The student, in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

8.3 Parent/Guardian Responsibilities and Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school. Please refer to the care section.
- Transport your Chromebook with the protective cases at all times.
- School district-supplied filtering is provided for in school and at home to ensure the device is used for educational purposes only.
- *A signed form will be required for parents who opt out of the take-home 1:1.*

8.4 Student Responsibilities

- Use your Chromebook in a responsible and ethical manner by obeying general school rules concerning behavior and communication.

8.5 Student Activities that are Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Students are not allowed to give out personal information over the Internet, except for teacher-directed instances.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass, demean, or bully recipients.
- Bypassing the web filter through a web proxy

9. Protecting and Storing Your Chromebook

9.1 Chromebook Identification

- Student Chromebooks will be labeled in a manner specified by the school. Chromebooks can be identified in the following ways:
 - Record of district asset tag and serial number
 - Individual user account name and password
 - District Label
 - Inventory Database

9.2 Account Security

- Students are required to use their @berkshireschools.org domain user ID and password to protect their accounts and are required to keep that password confidential.

9.3 Storing Your Chromebook

- Protective cases are to remain on Chromebooks to prevent damage.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Berkshire Middle and High School Students are encouraged to take their Chromebooks home every

day after school, regardless of whether or not they are needed for homework and charging purposes.

- Chromebooks should not be stored in a vehicle at school for security and to prevent temperature-related issues.

9.4 Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds/campus, the cafeteria, computer stations, locker rooms, technology center, unlocked classrooms on top of lockers, restrooms, and hallways. Any Chromebook left in these areas is in danger of being lost/stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks will be confiscated by staff and taken to the main office in the building. Disciplinary action may be taken for leaving your Chromebook unsupervised.**

10. Repairing/Replacing Your Chromebook

- Middle and High School students should submit Chromebooks that need repair, with the protective case, to the building's main office. Staff should be notified of any damage or issue to a student's Chromebook and submit a ticket.
- Students and student families are responsible for all damage to their district-issued Chromebook (other than normal daily use). School discipline and fees may be charged based on the damages. If a device is lost or stolen, the student and student family will be responsible for replacing the Chromebook. Damages include but are not limited to broken screens, cracked plastic pieces, inoperability, etc. Should the cost of repair exceed purchasing a new device, the student and student's parent will pay for full replacement value. Lost items such as cases and power chargers will be charged the actual replacement cost. *Each case will be reviewed at the discretion of the school administrator.

11. Chromebook Replacement Costs

The District recognizes that with the implementation of the Chromebook initiative, there is a need to protect the investment of the district and the interest of the students and students' parents. By signing this agreement, you acknowledge the policy and procedures of the Chromebook.

- Charging Kit -\$39.99 plus shipping*
- All non-warranty damages - \$285.00*

*These prices are for replacement costs or damages that may be assessed for each incident. Payment is due in full within a month of the incident. *Amounts are subject to change based on current market pricing.*

Berkshire Schools

Chromebook Policies and Procedures Agreement

Student Agreement

I have read, understand, and agree to abide by the Berkshire Schools Chromebook Policies and Procedures. Should I commit any violation or in any way misuse my Chromebook, I understand and agree that my access privilege may be revoked, and school disciplinary action may be taken against me. I understand that I am to treat this Chromebook no different from any other district-owned equipment piece. I will not alter any Chromebook or use Berkshire Schools Chromebooks that are not aligned with the district Chromebook Policies and Procedures. If I am under 18, I understand that when I turn 18, this Agreement will continue to be in effect, and I agree to abide by this Agreement.

Parent or Guardian Agreement

As the parent or legal guardian of the above minor, I have read, understand, and agree that my child or ward shall comply with the terms of the Berkshire Schools Chromebook Policies and Procedures. I understand that Chromebooks are a privilege and can be revoked if misused. I understand that if the Chromebook is damaged, lost, or stolen, my child or I will be responsible for reimbursing the district for the repair or replacement. My acknowledgment and signature on the OLR/Annual Forms confirm my agreement to indemnify and hold harmless the School and the School district that provides a Chromebook to my child/ ward against all claims, damages, losses, and costs, of whatever kind, that may result from my child's or ward's use of his or her Chromebook or violation of the foregoing Policies and Procedures. Further, I accept full responsibility for supervision of my child's or ward's use of his or her Chromebook if and when such access is not in the School setting. I hereby give my child or ward permission to use a Chromebook authorized by the Berkshire Schools and agree to the above terms of the Policies and Procedures.