



# Boscobel Area Schools

## 1:1 Chromebook Procedural Manual

**\*Please initial and date at the bottom to indicate you have received/read this document.**

The Boscobel Area School District believes technology resources provide enhanced learning opportunities for students. Boscobel Area Schools has a 1:1 Chromebook program for all elementary students.

Chromebooks will be distributed to students at the beginning of each school year, and they will be collected at the end of the school year. Students will be reissued the same Chromebook from one year to the next. A Chromebook agreement form must be signed and submitted each year prior to receiving a Chromebook. Students will be responsible for any damage to their Chromebook.

If a student withdraws from the District, the Chromebook must be returned to the school as part of the checkout process. Failure to return the Chromebook will result in a charge equal to the replacement cost for the Chromebook. Additionally, if not returned, the district may file a report of stolen property with local law enforcement.

### **Chromebook Care:**

General care of the Chromebook is the responsibility of the student. Chromebooks that are broken or failing to operate properly need to be taken to the elementary office as soon as possible. District-owned Chromebooks should never be taken to an outside company for service.

#### General Precautions:

- Chromebooks should never be lifted or carried by the screen.
- Chromebooks should not be used near food or drink.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Chromebooks should not be used or stored near pets.
- Chromebooks should be closed after making sure that there is nothing on the keyboard.

### **Using Your Chromebook At School:**

Each student is expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher. All Chromebook display backgrounds and/or themes must be school appropriate, and the use of the Chromebook must be for school appropriate topics. Failure to follow "school appropriate" expectations will result in disciplinary action. Sound must be muted at all times unless permission is obtained from a teacher. Students are encouraged to have their own earbuds/headphones for use with their chromebook.

### **Using Your Chromebook Outside of School:**

Students are encouraged to use their Chromebooks for schoolwork at home and other locations outside of school. Students are bound by the same technology guidelines as they are while at school.

### **Repairing/Replacing Chromebooks:**

All Chromebooks in need of repair must be taken to the elementary school library as soon as possible. A member of the technology department will examine the Chromebook and take the appropriate steps to get the device repaired. All repair work must be reported even if the family has purchased additional insurance for the device.

#### Estimated Repair Costs (subject to change):

Total Replacement:	\$225.00
Screen Replacement:	\$50.00
Keyboard/Touchpad:	\$40.00
Power Cord:	\$20.00

### **Vandalized or Stolen Chromebooks:**

If a Chromebook is vandalized or stolen during the school day, the student should report the theft to building administration as soon as possible. If a student's Chromebook is stolen or vandalized outside of the school day, the student/family should contact local law enforcement. The student should also report the incident to building administration.

**No Expectation of Privacy:**

Students should have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether the use is for District-related or personal purposes. The District may, without prior notice or consent, access, view, monitor, and record use of student Chromebooks at any time and for any reason related to the operation of the District.

**Appropriate Uses and Digital Citizenship:**

It is an expectation that school-issued Chromebooks are to be used for educational purposes, and students are to adhere to the technology guidelines identified in the Computer Acceptable Use Agreement signed at the beginning of each school year. Students in violation of these guidelines or other procedures in this Chromebook Procedural Manual will be subject to disciplinary action. Students who do not adhere to these procedures could have their Chromebook confiscated, and network privileges at school could be turned off.

**Content Filter:**

The District utilizes a content filter (Rocket) that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks within the School District network will have Internet activity monitored by the District. If an educationally valuable site is blocked, a student should contact their teacher to request the site be unblocked. When a student is using the Chromebook out of the school network, the responsibility of internet usage is the responsibility of the student and the parent.



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## 1:1 Chromebook Parent Use Agreement

Student:	<b>Student's Name</b>
Grade:	<b>Student's Grade</b>

**Parents/Guardians Agree to:**

- Ensure your child understands appropriate care of a Chromebook in all locations.
- Support student learning and the exploration of personal interests that align with school policies.
- Ensure that any damage or loss is reported to the school immediately. Report vandalism or theft as identified in the 1:1 Chromebook Procedural Manual above.

<b>Parent Initials (indicates you have received/read the above manual):</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>
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