**Lake County School District Chromebook Policy 2016-17**

In order to meet the rigorous expectations of Colorado’s State Standards, students need frequent and appropriate access to technology that allows them to learn, analyze, research and create. In order to facilitate this, the Lake County School District (LCSD) has implemented a 1:1 initiative in grades 7-12, meaning that the district equips each student with a Chromebook, or portable computer device. This initiative provides equitable access to learning experiences for all students as they now have the ability to take their devices to and from school, as well as to have access to technology whenever it is needed as part of instruction.

**Ownership**

**Chromebooks issued to LCHS students are the property of LCSD.** Chromebooks, power cords and sleeves will be loaned to LCHS students on a temporary basis, to be returned to LCSD at the end of each school year, upon graduation or upon withdrawing from school for any reason. The distribution of a Chromebook is a privilege that may be taken away at any time for inappropriate conduct. **Before a Chromebook is issued to a student, students and parents/guardians must sign and return the LCSD Student/Parent Chromebook Use Agreement (page 4 of this document).**

**Management**

As the owner of the Chromebooks, LCSD will manage and monitor the devices at all times. Students/parents agree to turn in their Chromebook to LCSD upon request for monitoring and/or maintenance at any time. All students will submit their Chromebook, power cord and sleeve at the end of each school year for routine maintenance over the summer. Requests for students to keep Chromebooks over the summer will be considered only for academic purposes, and will be addressed on a case-by-case basis by the LCHS Principal.

**Terms of Use**

While teachers and staff make every effort to monitor Internet access, students are ultimately responsible for appropriate behavior. The Chromebook is to be used for academic purposes and as a means of obtaining needed educational information. All students will participate in Chromebook training before being issued a device. Students are responsible for all content that is on or accessed through their assigned Chromebook, including media accessed via the Internet at home.

All use of LCSD Chromebooks is subject to the district’s Acceptable Use Policy, Code of Conduct and Student Handbook. Students and parents are reminded that there should be no expectation of privacy with regard to data stored on a district device or accessed using a district device.

LCSD Chromebooks are to be used only for educational purposes. This may include: participating in an online class; doing research; or other activities as directed by teachers and instructional staff. The following uses are prohibited:

* Any use prohibited in the district’s Acceptable Use Policy, Code of Conduct or LCHS Student Handbook.
* Changing, altering, bypassing or attempting to bypass any Chromebook security measures, including blocked Internet site.
* Using another student’s Chromebook.
* Loaning your Chromebook to another student.
* Sharing your password with another student.
* Downloading applications, music or games without the express permission of a faculty member.
* Streaming music, videos or games without the express permission of a faculty member.

**Expectations**

**Care**

Students are expected to take good care of their Chromebook. In addition to using common sense, please observe the following expectations:

* Store your Chromebook in its protective sleeve at all times when it is not in use.
* Never leave your Chromebook unattended. It should always be within your sight/possession or in your locker.
* Do not deface or alter your Chromebook in any way.
* Do not put stickers on any part of your Chromebook or its sleeve.
* Never use any cleaner (such as Windex) to clean the screen.
* Do not leave your Chromebook in an area where it may be exposed to extreme temperatures or moisture.
* Keep food and beverages safely away from your Chromebook.
* Protect your Chromebook from damage and theft.
* Be gentle with your Chromebook. Respect the privilege it represents.

**Appropriate Preparation**

Your Chromebook is a tool to enhance your academic education. Being prepared to learn includes the following expectations:

* Bring your fully charged Chromebook to school with you every day.
* Always have a backup method to complete your work or participate in class (i.e. paper and pen). Chromebooks and/or the network may experience downtime at any point.
* Charge the Chromebook every night.
* If your Chromebook battery runs out during the school day, you may or may not have the ability to charge it.
* Back up your files. Store your files in the cloud using Google Docs or on an external hard drive / jump drive. Students will not be able to access their local network share (H: drive) from Chromebooks. LCSD is not responsible for lost student work.

**Technical Support**

Chromebook technical support for students will be provided during published hours only. Students should not ask to be excused from class to seek technical support at any time. LCSD staff will not be available for technical support during non-school hours or on weekends, school vacations or holidays.

If students and parents choose to have the student connect to the Internet on his/her Chromebook via a wi-fi connection at home, students and parents are responsible for setting up this connection. LCSD is not able to provide technical support for home Internet connections.

**Loss or Damage**

Each student will be responsible for the device that has been assigned to them. If a Chromebook is stolen, a police report must be filed immediately. A copy of the police report must be turned in to the LCHS front office within 24 hours of the incident.

* In the event that the device, power cord or sleeve is permanently lost (stolen and not recovered, not returned, missing, etc.) the student/parent will be required to work with the LCHS administrative team to develop and implement an appropriate restorative consequence as/if needed.
* If the Chromebook is damaged and/or inoperable, the student will be responsible for returning the device to the school for repair and will be required to work with the LCHS administrative team to develop and implement an appropriate restorative consequence as/if needed. A replacement Chromebook will be issued upon return of the damaged device.

*Resources consulted / cited in the development of this policy:*

* *Perris Union High School District Chromebook Distribution Form 2014-15*
* *San Antonio Academy of Texas 2013-14 Chromebook Student User Agreement & Parent Permission Form*
* *Chromebook Handbook for MECHS Students and Parents*
* *International Leadership of Texas Student/Parent Chromebook Use Agreement 2014-15*

**LCSD Student/Parent Chromebook Use Agreement 2016-17**

STUDENT/PARENT RESPONSIBILITY

* Each student will be held responsible for the device that has been assigned to them.
* In the event that the device, power cord or sleeve is permanently lost (stolen and not recovered, not returned, missing, etc.) the student/parent will be required to work with the LCHS administrative team to develop and implement an appropriate restorative consequence as/if needed.
* If the Chromebook is damaged and/or inoperable, the student will be responsible for returning the device to the school for repair and will be required to work with the LCHS administrative team to develop and implement an appropriate restorative consequence as/if needed. A replacement Chromebook will be issued upon return of the damaged device.

ACKNOWLEDGEMENT OF RESPONSIBILITY

I acknowledge that I am responsible for the Chromebook, power cord and sleeve that have been issued to me/my student. I acknowledge that use of the Chromebook is subject to the LCHH/LCSD Chromebook Policy, Acceptable Use Policy, Student Handbook and Code of Conduct. If the unit is lost or damaged, I understand that I will be required to work with the LCHS administrative team to develop and implement an appropriate restorative consequence.

I have reviewed the LCSD Chromebook Policy and agree to its terms.

Student Name Parent or Guardian Name

Student Signature Parent or Guardian Signature

Date Date

Student’s Year of Graduation Student’s Seminar Teacher

LCSD Use Only:

Form received by: Date:

Serial Number/Asset # Assigned:

Acknowledgement of