

# Southern Middle School

## 2024-2025 Chromebook Guidelines

### Receiving Your Chromebook

- **Parent(s)/Guardian(s)**
  - Required paperwork must be completed before a Chromebook will be distributed to the student.
    - Chromebook Guidelines Signature page
    - Chromebook Insurance Signature page
    - Children's Online Privacy and Protection Act (COPPA) Consent - Required for students under the age of 13.
- **Distribution**
  - Each student will receive a Chromebook, power cord and a case.
  - Students must sign the Southern York County School District Chromebook Agreement prior to the time they pick up their Chromebooks.
- **Transfer/New Student Distribution**
  - All transfers/new students will be able to pick up their Chromebook from the SMS library.
  - Both students and their parents/guardians must sign the Southern York County School District Chromebook Agreement prior to picking up a Chromebook.

### Returning Your Chromebook

- **End of Year**
  - **All 7th and 8th grade returning students will keep their Chromebooks at home over the summer.**
- **Transferring/Withdrawing Students**
  - Students that transfer out of or withdraw from the Southern York County School District must turn in their Chromebooks, cases, and power cords to the guidance office on their last day of attendance.
  - Failure to turn in the Chromebook will result in the student being charged the full replacement cost.
  - Unpaid fines and fees of students leaving SYCSD may be turned over to a collection agency.
  - The district may also file a report of stolen property with the police.

### Taking Care of Your Chromebook

- Students are responsible for the general care of the Chromebook that they have been issued by SYCSD.
- Chromebooks that are broken or fail to work properly must be taken to the SMS Library as soon as possible so they can be evaluated for service or repair.
- District owned Chromebooks should **never** be taken to an outside computer service provider for repair or maintenance.
- Students should never leave their Chromebooks unattended.

### General Precautions

- No food or drink should be used with Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

### **Carrying Chromebooks**

- Southern York County School District has issued protective cases for all students to use in conjunction with Chromebooks. Always transport Chromebooks with care. Failure to use the protective case may result in disciplinary action.
- Never lift Chromebooks by the screen. Lifting Chromebooks by the screen has been found to be one of the main causes of cracked screens in Chromebooks.
- Never carry Chromebooks with the screen open.

### **Screen Care**

- The Chromebook screen may be damaged if subjected to heavy objects, rough treatment, cleaning solvents, and liquids. The screens are particularly sensitive to damage from excessive pressure.
- Each student will be issued a protective case for their Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and to protect their device.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or antistatic cloth.

### **Asset Tags**

- All Chromebooks will be labeled with a district asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a district asset tag or turning in a Chromebook without a district asset tag.

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

- Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

### **Charging Chromebooks**

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.

### **Backgrounds and Themes**

- Inappropriate media may not be used as Chromebook backgrounds or themes.
- The presence of such media may result in disciplinary action.

### **Sound**

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

### **Logging into a Chromebook**

- Students will log into their Chromebooks using their school issued Google for Education (Google Workspace) account.
- Students should never share their account passwords with others.
- In the event your school issued password is compromised, students must notify the SMS Library Tech Shed immediately.

### **Managing and Saving Your Digital Work With a Chromebook**

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.

- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage locations.

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

- Students are encouraged to use their Chromebooks at home and other locations outside of school.
- A WiFi Internet connection will be required for the Chromebook use; however, some applications can be used while not connected to the Internet.
- Students are bound by the Southern York County School District Use of Technology Policy (815), Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks.
- Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

### **Internet Usage**

- The Chromebooks connect to the internet wirelessly.
- While on campus, students will utilize the SYCSD filtered wireless infrastructure to access the internet.
- For home and other off-campus use, students will need to use public wireless sites such as those found in restaurants or use their personal home wireless network.
- When accessing the internet off-campus, students will still be subject to the SYCSD filter.
- Given the variety of public and private connections, the Southern York County School District will not be able to provide support for connectivity issues outside of the school buildings.

### **Software**

#### **Google for Education (Google Workspace)**

- Chromebooks seamlessly integrate with the Google for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Reader, Sites, Gmail, Groups, Voice, and Blogger.
- All work is stored either on Google or district servers.

#### **Chrome Web Apps and Extensions**

- The Chromebook operating system, Chrome OS, updates automatically. Students do not need to manually update their Chromebooks.
- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome web store.
- Students are responsible for the web apps and extensions they install on their Chromebooks.
- Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

### **Repairing/Replacing Your Chromebook**

#### **Tech Support**

- All Chromebooks in need of repair must be brought to the SMS Library Tech Shed as soon as possible.

#### **Estimated Costs (subject to change)**

- The following are estimated itemized costs of Chromebook parts and replacements:
  - Chromebook Replacement \$275.00
  - Screen \$100.00
  - Keyboard/touchpad \$50.00
  - Power cord \$25.00
  - Protective Case \$30.00
- **Full Replacement Cost (Chromebook, Charger, Case) \$330.00**
- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
- Additionally, the school will provide optional insurance for any student interested in purchasing it (see below).
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### **School Program**

- SYCSD will provide optional insurance coverage to offset the cost incurred by accidental damage to the Chromebook. Loss, intentional damage, or damage due to negligence will not be covered.
- The cost of the insurance is \$15 annually, which is nonrefundable. Payment may be made at the school office (cash or check, or via MySchoolBucks.com website). The insurance payment is **due by September 30, 2024, or within 30 days of enrollment at SMS.**
- Chromebook Insurance will cover the full cost of covered damages, minus the deductible.
- Insurance claims for damages are outlined below.
  - Deductible for all accidental damage claims during the school year is \$0.
  - Deductibles for any damages deemed to be purposeful and/or intentional or due to a lack of responsible care will result in full payment of repairs.
  - Deductible if the Chromebook is lost or stolen is \$150.
- Insurance premiums will be refunded to students who are claim free and that withdraw within 30 calendar days of payment date. Refunds will not be issued for other reasons.

### **No Expectation of Privacy**

- Students have no expectation of confidentiality or privacy with respect to usage of a Chromebook, regardless of whether use is for district related or personal purposes, other than as specifically provided by law.
- The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason.
- By using a Chromebook, students agree to such access, monitoring, and recording of their use.
- The use of the internet is allowed only for school-related purposes. Downloading or accessing any content for non school-related purposes is a violation of the Acceptable Use Policy.
- Email (or any other computer communication) should be for school-related purposes.

### **Monitoring Software**

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

### **Appropriate Uses and Digital Citizenship**

- School issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use of Technology (815) and all of its corresponding administrative procedures at all times.
- While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

#### **Respect Yourself**

- I will show respect for myself through my actions.
- I will select online names that are appropriate.
- I will use caution with the information, images, and other media that I post online.
- I will carefully consider what personal information about my life, experiences, or relationships.
- I will post appropriate comments, act with integrity and not be obscene.

#### **Protect Yourself**

- I will ensure that the information, images, and materials I post online will not put me at risk.
- I will not publish my personal details, contact details, or a schedule of my activities.
- I will report any attacks or inappropriate behavior directed at me while online.
- I will protect passwords, accounts, and resources.

#### **Respect Others**

- I will show respect to others.
- I will not use electronic mediums to antagonize, bully, harass, or stalk people.
- I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
- I will not enter other people's private spaces or areas.

### **Protect Others**

- I will protect others by reporting abuse and not forward inappropriate materials/communications.
- I will avoid unacceptable materials and conversations.

### **Respect Intellectual Property**

- I will request permission to use copyrighted or otherwise protected materials.
- I will suitably cite all use of websites, books, media, etc.
- I will acknowledge all primary sources.
- I will validate information.
- I will use and abide by the fair use rules.

### **Protect Intellectual Property**

- I will request to use the software and media others produce.
- I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software.
- I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

# **Southern York County School District**

## **2024-2025 Chromebook Insurance Policy**

The value of the Lenovo 300e Chromebooks students are receiving is **\$330.00** (Chromebook - \$275, case - \$30, charger - \$25). In an effort to reduce the cost to our families, the Southern York County School District will provide an insurance option that is self-funded by the District. The benefit of this policy is that it will insure the student and any Chromebook issued to them above and beyond the warranty offered by the manufacturer. A vital component to this self-funded insurance program decision is a reliance on both students and parents to work collaboratively with the District to follow the appropriate precautions outlined in the Southern York County School District Chromebook Guidelines to maintain the device in good working order. Please read this policy carefully to understand your family's rights and responsibilities and what is covered.

### **Costs**

- Annual premium is \$15.00. This premium is for the 2024-2025 school year and is **due by September 30, 2024**, or **within 30 days of enrollment at SMS**.
- The insurance will be effective starting the day the premium is paid and this form is turned in to the school. The insurance can be purchased after this date, but coverage will still expire on the day prior to the first day of next school year and the premium will not be prorated.
- Insurance claims for damages are outlined below.
  - Deductible for all accidental damage claims during the school year is \$0.
  - Deductibles for any damages deemed to be purposeful and/or intentional or due to a lack of responsible care will result in full payment of repairs.
  - Deductible if the Chromebook is lost or stolen is \$150.
- Insurance premiums will be refunded to students who are claim free and that withdraw within 30 calendar days of payment date. Refunds will not be issued for other reasons.

### **Covered Equipment**

- The insurance provided applies to any Chromebook issued to your child by the Southern York County School District, whether it is an originally issued Chromebook, a loaner, or a replacement.
- The deductible is the same, whether the machine is the original, a loaner, or a replacement Chromebook.
- There will not be an additional premium for the use of a Chromebook loaner. Your child's annual \$15.00 premium covers their original Chromebook and any other Chromebook issued to your child for the current school year.
- Batteries are consumables and covered by insurance.
- Chargers and/or stylus that stop working and show no damage.

### **Limitations**

- The District will make the final determination with regard to warranty, and repair situations.
- Two 'total losses' whether lost, damaged or stolen, will result in immediate loss of coverage.

### **Exclusions**

- Southern York County School District will not pay for loss or damage caused by or resulting from the following:
  - Failing to immediately report damage to the SMS Library Tech Shed which results in more extensive damage. Examples include, but are limited to: damage from a liquid spill, dropping of the device that may expose internal parts.
  - Damage caused by failure to carry or store the device in a protective sleeve or case.
  - Loss caused by inappropriate electrical use by using an inappropriate charger.
  - Dishonest, deliberate, fraudulent, or criminal acts.
  - Theft not accompanied by a police report.

- Damage (intentional and/or lack of care) or loss of charger and/or stylus.
- Removal of the protective case will void this insurance policy.
- Students should not place stickers on any part of the Chromebook, case or charger. If a Chromebook is turned in with stickers on it, parents/guardians will be billed \$10 as a cleaning fee.

### **Claim Procedures**

- Take the device to the SMS Library Tech Shed.
- A loaner device will be provided to the students and the damaged devices sent to the IT department for evaluation and repair.
- The Technology Department will examine the Chromebook to determine if there is a qualified claim.
- A letter and invoice for the deductible will be sent to the parent/guardian.
- In case of theft or disappearance, a copy of a police report must be supplied before a loaner device is issued. The police report must also directly mention the theft of the Chromebook and the circumstances surrounding the theft. Failure to pay deductible(s) will result in the loss of Chromebook take home privileges and may result in disciplinary action for having an outstanding obligation.

# Southern Middle School

## 2024-2025 Chromebook Guidelines & Insurance Policy Signature Page

By signing below, I (parent/guardian) acknowledge that I have reviewed this information with my child and they agree to follow and accept:

### CHROMEBOOK GUIDELINES

- We acknowledge awareness of the provisions of the Southern York County School District Policy 815 (Acceptable Use of Internet, Computers and Network Resources), and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.
- We reviewed and acknowledged the 1 to 1 Chromebook Guidelines and the Insurance Policy provided in the student schedule mailing as well as posted on the middle school page of the district's website at [www.sycsd.org](http://www.sycsd.org).
- We acknowledge Southern York County School District's ownership of the Chromebook, software and issued peripherals.
- If the student ceases to be enrolled in Southern Middle School, we acknowledge the student/parent(s)/guardian(s) will return the Chromebook, power cord and case in good working order or pay the **full \$330.00 replacement cost of the Chromebook, power cord and case**. In no event shall the Southern York County School District be held liable for any claim of damage, negligence, or breach of duty resulting from the misuse of the Chromebook.

### INSURANCE POLICY – check below all that apply (or acknowledge in Sapphire)

\_\_\_\_\_ Yes, we wish to purchase the District Insurance Policy for \$15.00, and we have read the Insurance Policy. Due September 30, 2024. Cash is enclosed.

\_\_\_\_\_ Yes, we wish to purchase the District Insurance Policy for \$15.00, and we have read the Insurance Policy. A \$15.00 check (made payable to SMS) is attached. **Payment due September 30, 2024.**  
Check # \_\_\_\_\_

\_\_\_\_\_ Paid Online using [MySchoolBucks.com](http://MySchoolBucks.com) on Date: \_\_\_\_\_ [Due September 30, 2024].

\_\_\_\_\_ No, I do not want to participate in the District Insurance Policy and I agree to pay for all costs associated with repairs to my child's Chromebook. Due September 30, 2024.

Our signatures below indicate that we have read and understand all aspects outlined within the Southern York County School District Chromebook Guidelines and Insurance Policy that was provided to us in the Back-to-School Packet.

Student's Printed Full Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Full Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please complete this form on-line or print and return to the middle school's Main Office, attention Mrs. Patty Valentin, prior to the start of school or turn it into your child's homeroom teacher on the first day of school, August 20, 2024.**