

Newton Community School District Chromebook HANDBOOK

I. General Information

- Students will have access to all available forms of electronic media and communication that is in support of the educational goals and objectives of the Newton Community School District.
- Students are responsible for the ethical and educational use of the technology resources.
- Access to Newton CSD technology resources is a privilege and not a right. The Chromebook is the property of Newton Community School District and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.
- Cyberbullying will not be tolerated and appropriate disciplinary action will be taken immediately by administration.
- The Chromebook is equipped with recording capabilities. It is expected that students will ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school related activity.
- Teachers may set additional reasonable requirements for Chromebook use in their classroom.

II. Parent/Guardian Responsibilities

- Talk to your student about values and the standards that your student should follow on the use of the Internet, apps, music, videos, etc. just as you would on the use of all media information sources such as TV, telephones, movies, and radio.
- Understand and communicate internet safety. As a parent/guardian it is best to be aware of what's out there. The best filter out there is the one between your student's ears. Talk to your student about the following dangers:
 - Sexting: a sexually explicit message or picture via text, email, or social networking. Sending or receiving such a photo is considered creating and distributing pornography. These messages are often shared with students beyond the original recipient. Once a message is sent, there is no option to "unsubscribe."
 - Social Networking: communicating through posts, pictures, and videos via Facebook, Twitter, Vine, SnapChat, Instagram, Google+, Tumblr, Pinterest, etc. Nothing is considered private on the school issued Chromebook. Inappropriate

posts made with the Chromebook can not only be damaging to your student's reputation, but may also result in disciplinary action. What your student posts today can impact their chances of getting a job, getting admitted to college, being selected for a scholarship, etc. Every post leaves a digital footprint and never truly is deleted.

- Cyberbullying: sending hurtful text messages or images, posting cruel comments online, creating snide opinion polls, defaming other students through anonymous posts, etc. Public humiliation can cause a lifetime of emotional damage. While the school will not tolerate this behavior, parents are also encouraged to establish an online code of conduct and consequences.
- Parents are encouraged to visit these websites for more information on cyber safety: www.netismartz.org, www.commonssensemedia.org, www.iaicac.org

III. Distribution and Return of Chromebooks

- Each student will receive a Chromebook and an available charge cart slot to charge their Chromebook overnight.
- **Chromebooks will be distributed & returned daily to each student based on the student's homeroom class/teacher. These devices will not be allowed to leave their building campus.**
- Chromebooks will be collected before the last day of school. Any Chromebook not returned will be treated as stolen and will result in legal action.

IV. Cost of Chromebook and Accessories

- There will be no additional fee or deposit for students to use the school issued Chromebook. School registration fees will remain unchanged.
- There will be a structured replacement fee schedule for any damage incurred on the Chromebook. The replacement cost of the Chromebook includes: the Chromebook, Chromebook lid/screen, Chromebook charger, and apps. In the event damage occurs to the Chromebook the student will be billed in accordance with the fee schedule below:
 - Broken/Cracked screen - \$90.00
 - Keyboard replacement - \$50.00
 - Power adapter + cord - \$40
- In the event the Chromebook is damaged due to negligence as defined by the administration, the student will be responsible for the entire replacement cost of the Chromebook and accessories. Negligence would include but not be limited to: Loss, theft, setting heavy objects on the Chromebook, leaving the Chromebook in extreme heat or cold, placing a pencil in the crease of the lid & closing the lid, stepping on or hitting the Chromebook, throwing the Chromebook.

V. Care and Maintenance of Chromebooks

- Students are responsible for their Chromebook at all times. Never leave a Chromebook unattended.
- No personalization by means of covers, sleeves, stickers, etc. is allowed.
- Students are responsible for charging their Chromebooks by plugging them into the provided charger cart in their assigned homeroom.
- Chromebooks that malfunction or are damaged must be reported to the main office. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired by the school district, but the student will be responsible for the costs of repair.