

Jefferson City School District

Inspiring Possibilities Defining Success

1:1 Student Technology Handbook 2023-2024

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Jefferson City School District ("JC Schools") is proud to provide our students the very best in 1:1 technology environments. These devices provide so much more by opening up a "World" of opportunities to our students. This handbook will outline the student responsibilities with these devices JC Schools is providing and all the supplemental equipment, Apps, and tools. By using or taking possession of a Chromebook owned by Jefferson City School District ("JC Schools"), a user and their parents/guardians are agreeing to comply with the JC Schools District Technology Usage Policies EHB, EHB-AP1, and EHBA which can be found at (<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=117>), as well as the Student Handbook for your child's school and the expectations detailed in the 1:1 Student Technology Handbook.

Student Expectations

By taking possession of the District-owned Chromebook, the Jefferson City School District expects students to adhere to the following 4 guidelines:

1. **Be empowered.** Do to awesome things with this technology. Share with us your ideas and what you can do. Amaze us.
2. **Be nice.** Help foster a school community that is respectful and kind.
3. **Be smart and safe.** If you are uncertain, talk with us.
4. **Be careful and gentle.** Our resources are limited. Help us take care of our devices and network.

Parent/Guardian Expectations

By your student taking possession of the District-owned Chromebook, the Jefferson City School District expects parents/guardians to adhere to the following responsibilities;

1. Must agree to monitor student use at home and away from school.
2. The parents/guardians are responsible for the cost of repair or replacement at the date of loss if the property is:
 - a. Not returned
 - b. Intentionally damaged
 - c. Lost
 - d. Stolen, but not reported to school and/or police in a timely manner
3. Must complete the online and in-person 1:1 Student Technology Orientation prior to the delivery of the device to the student.
4. Parent/Guardian must purchase the JC Schools Insurance Plan before their child can take their issued Chromebooks out of the school. If the JC Schools Insurance Plan is not purchased, the students will have to check out their Chromebook before school starts each morning and check it back in before they leave school for the day.
5. Parent/Student understand that the Chromebook and its' accessory equipment is the property of the Jefferson City School District, and will remain JC Schools property after the student graduates.
6. Parent/Guardian and Student understand that the student, with support of parent/guardian, is responsible for the daily care and maintenance of the Chromebook.
7. Parent/Guardian and Student understand and agree to follow the rules and regulations of the Jefferson City School District Acceptable Use Policy and 1:1 Student Technology Handbook policies. Failure to follow the Acceptable Use Policy will result in disciplinary action.
8. Parent/Guardian and Student understand that the Chromebook will be returned at the school's discretion for maintenance and upgrades.
9. Parent/Guardian and Student understand that I/We must report all Chromebook damage

or the theft/loss of the Chromebook to the building administrator within one school day. In the event the Chromebook is stolen, a police report must be filed.

10. Parent/Guardian and Student understand that all students must have their Chromebooks fully charged at the start of each day.
11. Parent/Guardian and Student understand that Jefferson City School District has offered insurance for all student Chromebooks. If a Chromebook is damaged, parents/student are responsible for all costs and deductible per event. If a Chromebook is found in an unsecured area, it will be taken to the Helpdesk and disciplinary action may be taken.

If the parent/student opts out of the JC Schools Insurance Plan, the student will not be allowed to take their Chromebook off school grounds and must be checked into the school before leaving each day.

12. Parent/Guardian and Student understand that the school may install apps or programs on the Chromebook to comply with the needs of the Jefferson City School District educational requirements.
13. Parent/Guardian and Student understand that if we do not purchase the District offered Chromebook insurance, I/we are responsible for the entire cost of repairing the Chromebook in the event of a breakage. This amount will be up to the cost of replacing the Chromebook (\$300).

Issuing of Chromebooks

1.1 Receiving a Chromebook

- a. Qualifications: A student who is actively enrolled in grades 6th-12th in JC Schools qualifies for use of a District-owned Chromebook tablet (dependent upon the class grade of the student). In order to possess and use the borrowed device, one must comply at all times with JC Schools District Technology Usage Policy EHB (<http://policy.msbanet.org/jeffersoncity/showpolicy.php?file=EHB-C.1F>) the Secondary Student Handbook (<http://www.jcschools.us/domain/2871>) and the expectations detailed in the 1:1 Student Technology Handbook. There is a financial obligation to the student due to loss or damage of the borrowed device if it occurs as the result of handling, storage, transport, use, or reporting of loss / damage that is not in complete compliance with JC Schools procedures. The purchase of JC Schools sponsored Chromebook Insurance will help mitigate these potential costs (see the JC Schools Insurance Plan section for more details).
- b. Students will be expected to attend an orientation session to receive their equipment. Each student will receive a Chromebook and AC charger.
- c. Parents/guardians and students must acknowledge the JC Schools Acceptable Use Policy (AUP).
- d. Students must electronically complete the Chromebook User Agreement before a Chromebook is issued to the student.
- e. Chromebooks will be checked out to the student through the Library Media Center circulation system.
- f. The Chromebook is the property of the Jefferson City School District and as a result may be subject to inspection 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.

1.2 Returning a Chromebook

- a. Chromebooks must be returned immediately when a student transfers out of JC Schools, is expelled, no longer qualifies for the program, or terminates enrollment for any reason. The Chromebook is property of JC Schools, even if the student graduates.
- b. Students are expected to return the following items with the Chromebook:
 - AC charger.

1.3 Fines related to a Chromebook

- a. By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, care and proper use of the borrowed property. Chromebooks, & AC adapter will be turned in to the Library Media Center (LMC) when requested in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. JC Schools Administration will make the final determination of any fees assessed.

- b. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook.
- c. Fines will be charged at the following amounts:

Chromebook tablet Replacement	\$280 minus \$70 for each year in CB age
AC Charger	\$25.00
Damaged Screen	Up to \$165.00

1.4 Loss or Theft of a Chromebook

- a. In the case of loss or theft occurring at school, the borrower must report the incident to a school resource officer and the Library Media Specialist within one day of the occurrence.
- b. In the case of loss or theft occurring away from school, the borrower must report the incident to law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the aforementioned law enforcement report to the Library Media Specialist or School Administration within one day of the occurrence. Failing to report loss of theft in the manner described here will result in the missing property being categorized as lost rather than stolen and the student / parent / guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the replacement costs of the lost property.

2. Taking Care of a Chromebook.

Students are responsible for the general care of the Chromebook they have been issued by JC Schools. Chromebooks that are broken or fail to work properly must be given to the Library Media Specialist for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login. Chromebooks are the property of JC Schools and all users will follow these procedures and the JC Schools Acceptable Use Policy.

2.1 General Precautions

- a. Students should always place the device on a flat surface, away from table edges. Never throw a bag with a Chromebook inside or place a Chromebook in a bag with liquids, sharp or heavy objects.
- b. While the Chromebook is considered scratch resistant, the Chromebook will scratch. Avoid using any sharp object(s) on the Chromebook.
- c. Food or drink should not be near Chromebook or consumed while using the device. Chromebooks should never be placed on the floor. Do not expose Chromebooks to extreme temperature or direct sunlight for extended periods of time. Never throw, slide, or drop the Chromebook. Never lean on or place heavy objects on top of your Chromebook. Do not poke or use sharp objects on the Chromebook. Do not place anything on the keyboard before closing the lid (e.g. pencils, earbuds).
- d. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.
- e. The protective shell of the Chromebook will provide basic protection from

everyday use, but it is not designed to prevent damage from drops or abusive handling. Students should always carry the Chromebook with two hands while the lid is closed.

- f. Do not attempt to gain access to the internal electronics or repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to a Library Media Specialist.
- g. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- h. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Jefferson City School District.
- i. Students may not purchase their own cover or case for the Chromebook, unless pre-approved by the building Library Media Specialist, and building administrator.
- j. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- k. Chromebooks must never be left in an unlocked locker, on top of a locker, in an unlocked car, or in any unsupervised area.
- l. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- m. Chromebooks must be charged for school each day. This is the student's responsibility.
- n. There is no "jail breaking" of this device.
- o. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebook to another person. The Chromebook should be kept out of reach of younger siblings, family pets, or anyone else capable of careless handling or inadvertent damage of the property.
- p. Please do not attempt to contact Dell or other service facility directly for repair questions. Please contact a Library Media Specialist.

3. Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Printing from a Chromebook to JC Schools printers is not allowed. Any files needing to be printed should be coordinated through the proper JC Schools faculty member. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

Students are to be respectful while using their Chromebook. Chromebooks should only be used in the classroom, for specific class related activities, and with teacher permission. Students should always place the Chromebook in the assigned location during class when not in use. Students are to pause work and lower lid when the teacher is talking. Students should use only the school issued email/Google account. Students should not delete Google Search history. Any activities occurring on the Chromebook may be tracked and could result in disciplinary action if it violates the policies or procedures outlined by the Jefferson City School District.

3.1 Chromebooks Left at Home

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed by alternate means. The Chromebook is similar to any instructional material necessary for daily classwork. If leaving the Chromebook at home is a frequent occurrence, the student may be subject to disciplinary action.

3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of “loaner” Chromebooks are available and is not guaranteed. These “loaners” are available through the Library Media Center.

3.3 Charging a Chromebook’s Battery

- a. Chromebooks must be brought to school each day in a fully charged condition. A sync cable/AC charger will be issued to the student for charging at home. If it is lost or damaged, it must be replaced, another one will not be issued unless a \$25.00 replacement charge has been paid. Chromebooks should never be stored in lockers.
- b. In cases where the battery does “run out,” students may be able to connect their Chromebook to a power outlet in class or at designated charging stations in the building.

3.4 Home Internet Access

Jefferson City School District provides Internet filtering on the District’s internal network. These filters do apply in other locations. JC Schools 1:1 Chromebooks are filtered outside JC Schools access. Parents/ guardians, please take the necessary precautions for internet safety with your student.

- a. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require an appropriately configured printer, proper settings on the Chromebook and the correct app.
- b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

3.5 Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Chromebook cameras may never be used in a locker room or restrooms.

4. Managing files and saving work

4.1 Saving to the Chromebook/Home Directory

- a. The Chromebook affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent

storage space.

b. Storage space will be available on the Chromebook—BUT will NOT be backed up in case of re-imaging. Chromebooks will save to Google Drive.

5. Software/apps on the Chromebooks

5.1 Originally Installed Software/apps

a. The software/apps originally installed by the Jefferson City School District must remain on the Chromebook in usable condition and be easily accessible at all times.

b. From time to time the school may add software/apps for use in a particular course.

5.2 Additional Software/apps

Students are allowed to load extra apps on their Chromebooks insofar as they do not interfere with academic need.

5.4 Procedure for Reloading Software/apps

If technical difficulties occur or illegal software/apps are discovered, the Chromebook will be restored to factory settings. JC Schools does not accept responsibility for the loss of any software/apps or documents deleted due to a re-format or re-image.

5.5. Software/app upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebook for periodic updates and synching.

5.6. JC Schools Chromebook Insurance Plan

Jefferson City School District is partnering with One2One Risk Solutions (www.one2onerisk.com) to provide risk management services for our 1:1 Technology program.

Students will be responsible for protecting their assigned device from loss or damage. If an accident or loss should occur, Jefferson City School District will waive your responsibility for the financial loss subject to a deductible as outlined below. In exchange for this damage waiver, JC Schools requires an annual fee of \$30.00 (\$15.00 for students in the free or reduced lunch program). For families with multiple children, there is a maximum annual fee of \$100 per family (\$50 for families in the free or reduced lunch program).

Payment of the \$30.00 (or \$15.00 if applicable) damage waiver fee may be made with a debit card, major credit card, or ACH using your bank routing and account numbers. After payment is authorized, you will receive confirmation of your payment and you will be allowed to use the device at home. Payment via cash or check may be made in person during parent orientation or student Chromebook distribution.

If Chromebook insurance is not purchased by a family, they are responsible for the entire cost of repair of their student's Chromebook in the event of a breakage up to the cost of replacing the Chromebook (\$300).

I/We understand that if we do not purchase the District offered Chromebook

insurance, I/we are responsible for the entire cost of repairing the Chromebook in the event of a breakage. This amount will be up to the cost of replacing the Chromebook (\$300).

If a student has a covered claim, they must pay a deductible according to the table below. Students will not be allowed take their device home while there is an unpaid deductible on their account.

Incident		Deductible
1 st Occurrence		\$25
2 nd Occurrence		\$50
3 rd Occurrence		\$100

The Chromebook Insurance program only covers the Chromebook. It does not cover replacement of the Chromebook charging adapter or cable.

Certain conditions not covered by this damage waiver include: 1) any dishonest, fraudulent, malicious or criminal acts, 2) any loss to software, data, documents, music, videos, recordings or other personal information that had been placed on the device, 3) additional loss caused by the failure to use all reasonable means to protect the device after it has been damaged, 4) disappearance of the device not reported to local law enforcement, and 5) any use not in accordance with District policies and procedures.