



## **Chromebook One-to-One Responsible Use Manual**

### PURPOSE

The focus of the technology device checkout program at Up Christian Academy (UCA) is to provide tools and resources to the 21st century scholar. Excellence in education requires that technology be seamlessly integrated throughout the educational program and increasing access to technology is essential for our future. The individual use of technology is a way to empower teachers to help scholars maximize their full potential and to prepare them for college and the workplace. Therefore, UCA is providing each scholar a chromebook to use at school and at home based upon the stipulations outlined in this manual.

Through rich and ample opportunities to use technology for learning in school and at home, it is our goal scholars will:

- access digital resources where and when they need them;
- proficiently and safely use information, media, and technology to succeed in a digital world;
- communicate with peers, teachers, and appropriate resources beyond the school building in support of learning;
- learn, share, collaborate and create to think and solve problems;
- manage work, equipment, resources, and time lines to lead to accomplishment; and
- take ownership of goals and apply resources to reach them.

The use of school-provided technology requires scholars to abide by all UCA policies and procedures related to the Procedures for Electronic Resources and Internet Safety (2024p), local, state, and federal laws. Scholars are expected to responsibly use school technology and network resources and to keep their school issued devices safe, secure and in good working order. The information in this Manual will assist scholars and parents in meeting these expectations:

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## **STUDENT RESPONSIBILITIES**

### **General Care**

- Always keep your device in its protective case. (\*Not Applicable to the Evolve III Chromebook\*)
- Place a nametag on the protective case.
- Leave asset tags displayed; do not tamper with or remove.
- Keep vents uncovered while in use.
- Clean the screen with a soft, dry microfiber cloth if needed.
- Use designated computer disinfectant wipes to clean other parts of the device including the keyboard. (Never clean an electronic device with water.)
- Use USB or Bluetooth headphones to prolong the life of the sound jack and improve sound quality.
- Report any damage to the device as soon as possible. This means no later than the next school day.

### **Classroom Habits**

- Center the device on the desk.
- Use two hands to open the lid and carry the device.
- Do not close the lid with anything inside the Chromebook (headphones, pencils, etc.).
- Follow all directions given by the teacher.
- Follow copyright laws and cite appropriately, sources used from electronic media.
- Convey to your teacher as quickly as possible, without discussing with other scholars, any identified security problems, or potential online safety issues. Traveling To, From, and Around School
- Completely shut down the device before traveling.
- Never leave the device unattended for any reason. Use lockers/PE lockers to lock up in school.
- Do not lean against the device or on your backpack with the device inside.
- Store device standing up on its side in a locker; do not pile other things on top of it in a locker.
- If ever in a situation where someone is threatening you for your device, give it to them and tell a staff member as soon as you arrive at school or parent/guardian when as soon as you arrive at home.

### **At Home**

- Take your device home every day.
- Charge the device fully each night; leave the power cord/charger at home.
- Use the device in a common room of the home (family room, kitchen, dining room).
- Store the device on a desk or table - never on the floor!
- Do not leave the device in a vehicle.
- Protect the device from:
  - o Extreme heat or cold and direct sunlight



- o Food, drinks, other liquids
- o Small children or pets

Following Procedures for Electronic Resources and Internet Safety (2022P)

Rules and guidelines are in effect before, during, and after school hours, for all UCA electronic devices whether on or off the school campus. All use of the network, whether on a school-provided or personal electronic device, must support education and research and be consistent with the mission of the school school. Remember these important do's and don'ts from our UCA procedures:

DO...	DON'T...
<ul style="list-style-type: none"> <li>● Keep your school login and password safe and private.</li> <li>● Create files, digital projects, and videos using network resources in support of education and research.</li> <li>● Cite appropriately sources used from the Internet or other electronic media.</li> <li>● Keep personal information private, including your full name, home address, and phone numbers, on websites, blogs, podcasts, videos, social networking sites, wikis, email, or as content on any other electronic medium.</li> <li>● Keep other individuals' personal information private on any electronic medium unless first obtaining permission to share.</li> <li>● Notify a school authority if dangerous or inappropriate information or messages are encountered online.</li> </ul>	<ul style="list-style-type: none"> <li>× Use other users' accounts.</li> <li>× Cyberbully, harass, or distribute hate mail of any kind, including discriminatory jokes and remarks.</li> <li>× Post, send, or store information that could endanger or embarrass yourself or others.</li> <li>× Demonstrate actions that are unethical, illegal or result in liability or cost to UCA.</li> <li>× Copy or make copies of electronic works or software programs "Pirating"; this is the same as stealing.</li> <li>× Hack, vandalize, or introduce viruses, worms, or other changes to hardware, software, and monitoring tools.</li> <li>× Access, upload, download, store, or distribute obscene, pornographic, or sexually explicit material.</li> <li>× Use UCA technology for personal gain, commercial solicitation, or compensation of any kind.</li> <li>× Physically alter parts or components of school technology devices.</li> </ul>

Remember that files, including email, stored on UCA equipment, the UCA network, or the UCA Google Suite are the property of UCA and are subject to regular review and monitoring. Any failure to comply with these responsibilities may result in disciplinary action. UCA staff may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity. UCA staff reserves the right to confiscate the Chromebook at any time. School staff will retain the final authority in deciding when and how scholars may use personal electronic devices on school grounds



## **PARENT/GUARDIAN RESPONSIBILITIES**

The parent/guardian may be responsible for the cost of repair or replacement if the device is:

- Damaged
- Not returned
- Lost
- Stolen\*

### **Monitoring scholar Use**

UCA makes every effort to equip families with the necessary tools and information to ensure safe use of the digital devices in the home. Filtering services provided in our schools in compliance with minimum federal regulations for protection of scholars are extended to Chromebooks when they are used away from school.

Parent involvement is key for keeping scholars safe online.

Parents may elect to have scholars not take home the Chromebook and have it checked in and out at the school each day.

### **Suggestions**

- Communicate expectations for the types of resources your scholar accesses online and for interacting with others online in a kind, respectful, and safe manner.
- Only allow electronic device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Develop a set of rules/expectations for electronic device use at home. Some websites provide parent/child agreements for you to sign.
- Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request to see their work often.
- Investigate and apply parental controls available through your Internet Service Provider and/or your wireless router.
- Put all electronic devices “to bed” for the night at a designated time. This is a great way to ensure the Chromebook is charged nightly, and;
- Turn off your home WiFi at appropriate times. Many of the Chromebook and other device features require an Internet connection to function. When offline, the Chromebook can access the Office application suite and not much more. Turning off your home WiFi at night can prevent late night YouTube sessions, or chatting with friends at inappropriate times.



## CHROMEBOOK LOSS, REPAIRS, & FEES

Chromebook devices are loaned to scholars and remain the property of the UCA. Just like textbooks, team uniforms, and other school property issued to scholars for school purposes, there is a responsibility to care for and return the property in good condition. However, we understand that accidents or loss may happen, even when scholars are doing their best to take care of their devices.

### Service

Unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.). UCA Information Technology Department is available to assist scholars with getting such issues resolved. scholars or their Parent/Guardian should call the family technical support phone line at (414) 544-4092 to have a work order created. At no time should a scholar or Parent/Guardian attempt repairs on their own, or take the device to an outside computer service for repair.

### Loaner Devices

Temporary replacements (sometimes called “hot swaps” or “Loaners”) are available at the school so that learning may continue during any repair process. scholars are responsible for the care of the loaner device. The same rules and regulations apply to loaner devices.

### Repairs

Costs of accidental damage and theft are covered as follows. (Accidental damage, fire, flood or natural disaster.)

### Examples costs

<u>Accidental Damage</u>	<u>Stolen*</u> <i>*Police Report is required.</i>	<u>Not Covered</u>
1st Incident: \$0 •2nd Incident: \$50 •3rd Incident: Full Cost  •Example: Screen Replacement: \$63  1st Incident: \$0 2nd Incident: \$50 3rd Incident: \$63	1st Occurrence: \$50 •2nd Occurrence: Full Cost  •Example: Chromebook cost: \$323.40  1st Occurrence: \$50 2nd Occurrence: \$323.40	•Cords •Charger •Protective Case •Missing keys (they do not just fall off) •Negligent/willful damage •Theft without police report/failure to return •Lost devices

- All above examples are tracked per school year and are reset at start of the next school year.
- The family will be financially responsible for replacement/repair costs associated with any damage or loss to subsequently issued Chromebooks (e.g. Loaners).
- If a lost or stolen device is later recovered in working condition, the fine will be refunded.



## Accidental damage vs. Negligence

Accidents do happen. However, there is a difference between an accident and negligence. If the device is deemed to be intentionally or willfully damaged, the student may be subject to discipline and the cost of repair or replacement. Willful damage includes damage caused by removal of the case, writing on the machine, willful destruction, prying off keys/trackpad, spilling liquid in the machine, etc.

Repair costs are for parts; no labor charges are assessed. Representative costs are provided here:

Damage	Estimated Cost (incl. WA sales tax)
Chromebook Screen Replacement	\$59
Chromebook Keyboard Replacement (Includes Individual Key)	\$25
Chromebook Touchpad - Torn or Inoperable Internal Components	\$72
Chromebook Headphone Jack - Repair/Replace	\$120
Chromebook Charging Port - Repair/Replace	\$85
Chromebook Hinge Replacement	\$60

Replacement Item	Replacement Cost
Chromebook Protective Case	\$49
Charger w/ cord	\$20
Chromebook	\$225-\$250



### **Payment Timeline**

Parents/guardians/scholars have 30 days to pay any fees or fines. If fines are not cleared within 30 days, scholars/parents will be billed for the full cost of repairs, and a claim will be filed by the school. The school may set up payment plans to clear fines, if needed. Lost Equipment If any equipment is lost, the scholar or parent must immediately report it to the main office . When a device is reported as lost or stolen, the Information Technology Department will remotely turn off all device functionality so the device is unusable. Equipment Return All school owned devices must be returned at the end of each school year. scholars leaving UCA midyear must return the device to the school main office. As a part of the return procedure, the device will be inspected to assure that it is functioning properly and is not damaged. If a scholar leaves UCA without returning the device, they will be fined for the full replacement cost and standard rules for the restriction of records and transcripts would apply. Law enforcement may be involved for the purpose of recovering UCA property.



## Parent/Scholar Technology Device Checkout Agreement

Up Christian Academy is providing each scholar a Chromebook to use at school and at home based upon the stipulations outlined below:

- I understand that this device is not my property, but the sole property of the school and that the school has the right, at its sole discretion, to retrieve this device from me at any time, with or without cause and with or without prior notice to me. An example cause for retrieval would be a lack of instructional participation by scholar.
- I understand that the intended sole use of the device is for educational purposes only and that all use of the device must abide by the Up Christian Academy Policy (P) – Electronic Resources and Internet Safety, Responsible Use Policy, and is subject to review by the school at any time.
- I understand there is no reasonable expectation of privacy in the use of the device and the contents of this device may be subject to the Washington State Public Information Act.
- If the technology device is damaged or stolen, I understand I may be financially responsible for the repair or replacement costs, determined upon an investigation of the incident that resulted in the damage.
- If the device is stolen, then:
  - o File a police report within 24 hours; and
  - o Provide a hard copy of the police report to the main school office within 24 hours of filing the police report.
- Return the device to the school for check in as determined by school administration or the scholar’s last day of school each year, whichever is first.

Repair costs are for parts; no labor charges are assessed. Representative costs are provided here:

Damage	Estimated Cost (incl. WA sales tax)
Chromebook Screen Replacement	\$59
Chromebook Keyboard Replacement (Includes Individual Key)	\$25
Chromebook Touchpad - Torn or Inoperable Internal Components	\$72
Chromebook Headphone Jack - Repair/Replace	\$120
Chromebook Charging Port - Repair/Replace	\$85
Chromebook Hinge Replacement	\$60





Replacement Item	Replacement Cost
Chromebook Protective Case	\$49
Charger w/ cord	\$20
Chromebook	\$225-\$250

Scholar Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Scholar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_