

Freeport School District

1:1 Initiative

Parent/Student Handbook



The mission of the 1:1 Chromebook initiative in Freeport School District is to help propel our personalized learning initiatives and establish the foundation for a seamless program that supports individualized instruction in our classrooms. It supports anytime access to online resources for learning, by providing portable devices for all students in grades 5-12. This ensures that students can access what they need from wherever they are.

The focus of the Chromebook program at FSD145 is to provide tools and resources for the 21st Century learner. Excellence in education requires that technology is integrated seamlessly throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning is a result of the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime and anywhere.

The policies, procedures, and information within this document apply to all Chromebooks and other technology-able devices used at Freeport School District 145 with the understanding that Teachers may set additional requirements for Chromebook use in their classroom.

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1. GENERAL INFORMATION

A. Receiving Your Chromebook

- i. Unless other arrangements are considered more appropriate, each student in grades 5-12 will be issued a Chromebook. This device is intended to support schoolwork in and out of the classroom.
- ii. Chromebooks will only be distributed after parents and students have signed and returned the **Agreement for the Appropriate Use of District Issued Technology Equipment and Freeport School District #145 Authorization for Electronic Network Access Form**.
- iii. An optional insurance plan will be offered to students and parents. For details, please see the **FSD145 Student Use of District Issued Technology** information located at the end of this Handbook.

B. Chromebook Check-in

- i. Chromebooks must be returned before the end of the school year, on dates to be provided, so that devices can be updated and stored for the summer.
- ii. If a student transfers out of Freeport School District during the school year, the Chromebook and charger must be returned at that time.
- iii. If a student fails to return the Chromebook and charger at the end of the school year or upon ending enrollment in Freeport High School, the equipment may be considered stolen and prosecuted appropriately. The student/parent will also be required to pay the replacement cost of the missing equipment.

C. Check-in Fines

- i. Any hardware/software repairs that are not caused by misuse or damage will be covered without cost. Accidental or intentional damage to the device will incur the cost of repair as explained in the **Agreement for the Appropriate Use of District Issued Technology Equipment**.
- ii. Misuse of any district equipment may result in the student losing privileges of the Chromebook 1:1 program and may result in appropriate disciplinary action. At any time, FSD Administration and FSD145 Technology Staff may restrict or remove access to FSD145 equipment or network services and may revoke a student's permission to take the device home.

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2. TAKING CARE OF YOUR CHROMEBOOK

A. General Precautions

The Chromebook is school property and all users will follow this policy and the Freeport School District Appropriate Use Policy.

- i. No food or drink is allowed next to your Chromebook while it is in use.
- ii. Cords and cables must be carefully inserted into and carefully removed from the Chromebook to prevent damage.
- iii. Chromebook and Chromebook accessories must remain free of any writing, drawing, or labels that are not the property of the Freeport School District.
- iv. Chromebooks must never be left in an unlocked locker, unlocked car, or in any unsupervised area.
- v. Keep your Chromebook's battery charged for school each day.
- vi. Chromebooks are very sensitive to extreme heat and extreme cold. Leaving the devices in cars, direct sunlight, etc. is potentially harmful to the device and should be avoided.
- vii. Do not stack any books, heavy materials, etc. on top of the Chromebook as it could damage the device.
- viii. Lock your screen when you leave your Chromebook unattended for ANY amount of time.
- ix. Take care to protect your password. Do not share your password.
- x. If, at any point during the school year, there is damage, loss, or theft of a Chromebook, you must contact administration immediately.

B. Screen Care

The Chromebook screens can be damaged if subject to rough treatment. The screens are extremely sensitive to damage from excessive pressure.

- i. Chromebooks should never be carried while the screen is open
- ii. Do not lean on top of the Chromebook when it is closed.
- lii. Do not place anything near the Chromebook that could put pressure on the screen front or back.
- iv. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or notebooks).
- v. Use a clean, soft cloth to clean the screen. Don't use cleansers of any type.
- vi. Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually cause damage to the Chromebook.

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3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use during school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. **Students are responsible for bringing their Chromebook to all classes, unless instructed otherwise by their teacher.**

A. Chromebooks Left at Home

If a student leaves their Chromebook at home, they will have the opportunity to use a replacement Chromebook from the School Technology Center if one is available. Students may stop by their school Technology Center before school to check out a Chromebook to use for the day and return the Chromebook to the Technology Center at the end of the same day. When a student needs a replacement Chromebook after the start of the school day, their teacher may email the technology requesting a replacement for that student. Students are NOT to leave class to get a replacement Chromebook. Replacement Chromebooks are not available for overnight checkout.

- i. If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
- ii. If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to “check out” their Chromebook for a period of 5 school days. “Checking out” identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning and returned at the end of the school day to a Technology employee.
- iii. After the first “check out” period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred to the Assistant Principal.
- iv. If a student leaves their Chromebook at home for two consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

B. Chromebook Undergoing Repair

- i. A replacement Chromebook may be used by students when they leave their Chromebook for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- ii. Replacement Chromebooks must remain at the school.
- iii. Replacement Chromebooks will only be issued for use in school until all costs of replacement have been paid.

C. Charging your Chromebook's Battery

- i. Chromebooks must be brought to school each day in a fully charged condition.
- ii. Repeat violations (Minimum of three days, not consecutively) of this policy will result in a phone call home and a referral to the school administration. Additional offenses will result in consequences(s).
- iii. In cases where the use of the Chromebook has caused batteries to become discharged, students will be allowed to connect their Chromebooks to a power outlet in class.

D. Photo Library, Screensavers, Background Photos

- i. Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- ii. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- iii. Photos/Videos require a large amount of storage space on the devices. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

E. Sound, Music, Games, or Programs

- i. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- ii. Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored.
- iii. Students may be directed by school personnel to remove apps, music, videos, etc. if the storage of instructional materials is compromised.
- iv. Only Music/Sound files that are obtained legally for educational purposes are allowed.

- v. Headphones may be used at the discretion of the teacher.

F. Printing

- i. Printing will not be available with the Chromebooks. The nature of the device minimizes the need to print.

G. Home Internet Access

- i. Students are allowed to setup access to their home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- ii. Students may also setup home printing capabilities for their Chromebook. This will require a compatible printer and proper settings on the Chromebook using Google Cloud Print. (Home printers will not be supported by the district technology department).
- iii. If parents/ guardians are interested in providing additional content filtering at home, it is suggested that the parents/guardians contact their Internet provider for details and support.

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4. MANAGING YOUR FILES & SAVING YOUR WORK

A. Saving to your Chromebook

- i. Students will save work to their Google accounts via the Chromebook.
- ii. Storage space will be available on the Chromebook, but since the device has storage limitations, it is vital that the storage space be privileged for educational use only. It is also important to note that in case of resetting the district will not backup the Chromebooks.
- iii. It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- iv. Chromebook malfunctions are not an acceptable excuse for not submitting work on time.

B. Network Connectivity

- i. Freeport School District makes no guarantee that their network will be up and running 100% of the time. In the case that the network is down, the district will not be responsible for lost or missing data. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

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5. SOFTWARE ON CHROMEBOOKS

A. Originally Installed Software

- i. The Extensions/Apps originally installed by Freeport School District must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

B. Additional Software

- i. Students are not allowed to load extra Extensions/Apps on their Chromebook. Students are responsible for the content on their Chromebook. Apps and other media must be appropriate per Freeport High School Appropriate Use Policy and Code of Conduct. Students will be asked to remove apps and media if deemed inappropriate. These Apps/Extensions will be available upon logging into the device using the official school approved email address.
- ii. Any attempt to modify, or “Jailbreak”, the Chromebook or change the configuration will result in immediate disciplinary action.
- iii. Any software that breaks the Appropriate Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, eBooks, and apps as noted in section 3-E above. Immediate

removal of material (or full reset of the device), contact with parents/guardians, and disciplinary action will take place.

C. Inspection

- i. Students may be selected at random to provide their Chromebook for inspection.
- ii. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

D. Procedure for Reloading Software

- i. If technical difficulties occur or illegal software are discovered, the Chromebook may be restored from backup. The district does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or reimage any device.
- ii. Students are highly encouraged to create a backup of all Chromebook documents and work as identified in section 4 above.
- iii. Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

E. Software Upgrades

- i. Upgrade versions of licensed software/apps may become available from time to time. Students may be required to check in their Chromebook for periodic updates.
- ii. Students are encouraged to periodically upgrade the apps on the Chromebook as prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

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6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

A. Parent/Guardian Responsibilities

- i. Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- ii. Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- iii. The following resources will assist in promoting positive conversations between you and your child/children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette:
 - a) NetSmartz: <Http://www.netsmartz.org/Parents>
 - b) CommonSense Media:
<http://www.commonsensemedia.org/blog/digitalcitizenship>
- iv. Ensure that siblings and other family members are not using the device for personal use.

B. School Responsibilities:

- i. Provide Internet and Online Course Material access to students
- ii. Provide Internet filtering and blocking of inappropriate materials as able.
- iii. Chromebooks will be treated similar to the policy surrounding school lockers. Freeport School District reserves the right to review, monitor, and restrict information stored on or transmitted by Freeport School District owned equipment and to investigate inappropriate use of resources.
- iv. Provide staff guidance to aid students in doing research and help ensure student compliance with the Acceptable Use Policy.

C. Student Responsibilities:

- i. Use computers/devices in a responsible and ethical manner.
- ii. Obey general school rules concerning behavior and communication that apply to technology use.
- iii. Use all technology resources in an appropriate manner so as to not damage school equipment. Take a proactive role to aid Freeport School District in the protection of our computer system/devices by contacting an administrator about any security problems that they may encounter.

- iv. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- v. Plagiarism is a violation of the Freeport School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- vi. Use or possession of hacking software is strictly prohibited and violators will be subject to the Freeport School District Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the district.
- vii. If a student should receive messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- viii. Return Chromebooks to the FHS Technology Center at the end of each school year. Students who graduate early, withdraw, are expelled, or terminate enrollment at Freeport School District for any other reason must return their individual school Chromebook and other peripherals on, or before, the date of termination.
- ix. Monitor all activity on their account(s).

D. Student Activities Strictly Prohibited - Unacceptable Use:

The user is responsible for his or her actions and activities involving the network (including access to web sites, e-mail, chat rooms, discussion boards, and instant messaging). Some examples of unacceptable uses include:

- i. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law.
- ii. Downloading or installing of software without consent of the Director of Technology, regardless of whether the software is properly copyrighted or de-virused
- iii. Using the network for private financial or commercial gain;
- iv. Wastefully using resources, such as file space and bandwidth
- v. Hacking or gaining unauthorized access to websites, files, resources, entities and/or highly sensitive information sources to which explicit authorization has not been granted, including, but not limited to, information obtained in violation of the Illinois School Student Records Act (105 ILCS 10/);

- vi. Invading the privacy of individuals, this includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph
- vii. Using another user's account information or otherwise circumventing the login process. With the exception of Technology staff troubleshooting or configuring a user's account access, users should never be required to divulge their account credentials (username or password)
- viii. Providing access to unauthorized users
- ix. Posting material authored or created by another without his/her consent;
- x. Posting anonymous messages;
- xi. Using the network for purposes of financial gain or for the transaction of any business or commercial activities
- xii. Disclosing the contents or existence of FSD145 computer files, electronic mail, or other information to anyone other than authorized recipients
- xiii. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
- xiv. Using the network while access privileges are suspended or revoked

E. Chromebook Care

Students will be held responsible for maintaining their individual Chromebook and peripherals, and keeping them in good working order.

- i. Chromebook batteries must be charged and ready for school each day.
- ii. Only labels or stickers approved by Freeport School District may be applied to the device.
- iii. Chromebooks that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect, or are intentionally damaged will be repaired with cost being paid by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- iv. Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- v. Chromebooks that are stolen must be reported immediately to the School Resource Officer (the police report must be submitted) and to school administration.

F. Legal Propriety

- i. Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- ii. Plagiarism is a violation of the Freeport School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- iii. Use or possession of hacking software is strictly prohibited and violators will be subject to Freeport School District Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

G. Student Discipline

- i. If a student violates any part of the policies, procedures or expectations outlined in this document, the student handbook, or district policies, he/she will be disciplined in accordance with our discipline policy (outlined in the Student Handbook and the Appropriate Use Policy).

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7. PROTECTING & STORING YOUR CHROMEBOOK

A. Chromebook Identification

- i. The District will maintain a log of all Chromebooks including: Chromebook serial number, asset tag code, name and ID number of the student assigned to the device. Each student will be assigned the same Chromebook for the duration of his/her time at Freeport School District. They will be collected at the end of each school year.

B. Storing Your Chromebook

- i. When students are not using their Chromebooks, they should be stored in their lockers. During gym periods, Freeport School District recommends students use either their gym locker provided by the school district or place them in their student lockers.
- ii. To prevent damage, nothing should be placed on top of the Chromebook.

C. Chromebooks Left in Unsupervised Areas

- i. Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, locker rooms, library (IMC), unlocked classrooms, dressing rooms, hallways, and any place outside of school that is not the student's home.
- ii. Any Chromebooks left in these areas are in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Technology Center or the main office and may result in disciplinary action.

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8. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, **misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, parent contact, restitution, removal of chromebook, loss of chromebook rights, removal of unauthorized files, restriction of internet privileges, after school detentions, in school suspensions, out of school suspensions, notification to police if appropriate, and expulsion.** Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading inappropriate apps and media.
- Leaving Chromebook unattended.
- Deleting school installed settings from a Chromebook.
- Bringing Chromebook to gym unless directed by PE teacher.
- Lack of adequate care for Chromebook and peripherals.
- Resetting Chromebook to factory defaults.
- Placing the Chromebook in developer mode.
- Adjusting settings on someone else's Chromebook.
- Adding a credit/debit card to a Google Account (Google Wallet) to purchase music/videos/unapproved apps.
- Logging in under personal Google Account to download purchased apps for yourself or another student(s).
- Leaving Chromebook at home.
- Lack of preparation for classes.
- Loaning of student device to other students inside and outside of school.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.

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9. DIGITAL CITIZENSHIP

School issued Chromebooks should be used for educational purposes and students are to adhere to the FSD145 Appropriate Use Policy 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:

- 1. 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 post. I will not be obscene. I will act with integrity.
- 2. 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.
- 3. 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.
- 4. Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- 5. Respect Intellectual Property.** I will properly 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.
- 6. 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.

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10. Chromebook Repair Process/Insurance

A. Vendor Warranty

- i. The equipment vendor has a one year hardware warranty on the Chromebook.
- ii. The vendor warrants the Chromebooks from defects in materials and workmanship.
- iii. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- iv. The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses/spyware.
- v. Please report all Chromebook problems to the Freeport School Technology staff.

B. Chromebook Technical Support

- i. ALL REPAIRS must be completed by Freeport School District Tech Staff.
- ii. The staff will coordinate with District Tech Staff should your Chromebook need repair.
- iii. A replacement Chromebook may be used by students when they leave their Chromebook for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- iv. Replacement Chromebooks must remain at the school.
- v. Replacement Chromebooks will only be issued for use in school until all cost of replacement have been paid.
- vi. Chromebook Insurance will be offered as optional, but recommended to all parents. It will be a self-insured setup where the funds stay in-house and will be used to purchase replacement parts as needed. The cost to enroll is \$25/year. The first incident (like non-negligent breaking the screen) will be covered with cost of enrollment. \$25 deductible for the second incident. Full replacement part price for third incident-on for the year. Loss of charger is NOT covered by insurance.

FREEPORT SCHOOL DISTRICT CHROMEBOOK PROTECTION PLAN

What is the Chromebook Protection Plan? This plan is being offered directly from Freeport School District. This coverage will protect you from paying the full cost of repairs or replacement of your student's Chromebook due to drops, surges, and accidental breakage. The plan begins when payment is made and ends on the last day of school.

What is covered? Drops, falls and collisions; electrical surges; damages or broken LCD panel due to drop, fall, or pressure; accidental breakage; liquid spills.

What is NOT covered? Damaged in a fire (home or auto insurance coverage), intentional damages (student is responsible), power cord loss (student is responsible), normal wear that does not affect performance (student is responsible).

How much does this protection plan cost? \$25 to enroll. The first incident is covered with cost of enrollment. \$25 deductible for the second incident. Full replacement part price for third incident-on for the year. How much do the Chromebooks and replacement parts cost? Dell Chromebook - \$250; Power Supply - \$50; Keyboard and Touchpad - \$50; and Screen \$50.

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Student Use of District Issued Technology

The following agreement must be completed prior to any student being assigned FSD145 owned electronic equipment (Chromebook, laptop, iPad, etc). Each student must agree that the equipment will be used only for classwork and school purposes. Failure to abide by this rule may prohibit the student from using FSD145 equipment in the future, and subject him or her to disciplinary action. FSD145 will continue to own the equipment while students are trusted with its care and use.

Responsibility:

Each student is ultimately responsible for the equipment he/she has been assigned. Should it become lost, stolen, or damaged, the student is required to reimburse the school district for the repair costs or replacement value of the equipment.

Warranty – Equipment purchased by FSD145 may have a variety of manufacturer’s warranty options. This coverage is purchased by FSD145 as part of the purchase price of the equipment. The manufacturer warrants the equipment from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide the FSD145 Technology Department with replacement parts necessary to repair the equipment. **The manufacturer’s warranty does not warrant against damage caused by misuse, abuse, or accidents.**

Repair of damages – If the equipment is damaged or is not working properly, the equipment must be returned to the FSD145 Technology Department. Students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the equipment. Every effort will be made to repair the equipment in a cost effective and timely manner. The student is responsible for the cost of all repairs not covered by the original manufacturer’s warranty.

Chromebooks Undergoing Repair –

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with FSD145 Technology Department staff. The student is responsible for the loaner Chromebook as if it were the student’s original equipment. Loaner Chromebooks must be returned by the time and date set by FSD145 Technology Department staff.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

Insurance for Accidental Damages –

FSD145 offers insurance to parents that can help minimize the cost of repairs due to accidental damages. FSD145 Equipment Insurance may be purchased prior to the deployment of the Chromebook to your child. The insurance cost is \$25.00 annually for each Chromebook, payable during student registration. Each claim covered by FSD145 Equipment Insurance will be assessed an incremental deductible within the current school year.

- Students are **always** responsible for deliberate damage to any FSD145 equipment, regardless of insurance.

- Insurance does not cover replacement of lost or stolen equipment. In cases of theft, vandalism and other criminal acts, a police report **MUST be filed by the student (or his/her parent or guardian)**. A copy of the police/fire report must be provided to the FSD145 Technology Department (815-232-0569) within 72 hours of the occurrence.
- For maximum benefit, parents are encouraged to purchase insurance during the registration process. If parents choose to join the insurance program later in the year, FSD145 Technology Staff must first certify that the student's Chromebook is in good working order and does not require any repairs or service.

Description of non-warranty repair/replacement charges as covered by FSD145 Equipment Insurance.	First occurrence of accidental damage with insurance.	Second occurrence of accidental damage with insurance.	Third occurrence of accidental damage, any occurrence of deliberate damage, or uninsured equipment repairs.
Deliberate damage, loss, or theft	\$250.00	\$250.00	\$250.00
Unrepairable Chromebook	\$25.00	\$50.00	\$250.00
Broken Screen	No charge	\$25.00	\$50.00
Damaged Keyboard	No charge	\$25.00	\$50.00
Damaged/Lost Power Supply	No charge	\$25.00	\$50.00

If the parent or guardian chooses not to insure the equipment, the parent or guardian agrees to pay the full cost of any replacement or repair of the device should the device be accidentally damaged.

Change in enrollment – A student who leaves FSD145 is required check in their District issued equipment prior to leaving the District. If the student refuses to turn in District owned equipment, the District will consider the equipment “stolen” and prosecute accordingly.

Use and Care of FSD145 Electronic Equipment:

The District issued device is considered part of the student's required school supplies. As such, the equipment is to be operated ONLY by the assigned student. Under no circumstance should any other individual be allowed to use the equipment at any time. All FSD145 policies and procedures apply to the use of FSD145 equipment. This includes all school board policies, Internet filtering policies, and acceptable use policies.

General Use and Care of the Electronic Equipment

1. When transporting equipment to and from school, each student should always be sure it is placed in an appropriate carrying case/backpack, and the case is fully closed.
2. Any type of modification or defacement, to include writing or drawing on, engraving of the equipment is not allowed and may result in loss of privileges.
3. District equipment is not to be left in a car, even if the car is locked.
4. Students are responsible for saving and backing up their data. FSD145 will not be held responsible for lost data. FSD145 Technology Department staff reserve the right to restore the device to its default factory settings resulting in the deletion of all files stored on the device.
5. Equipment should be protected from the extreme heat and cold, water or other liquid, food, and pets. In the event that liquid is accidentally spilled on the equipment, do NOT touch any keys or the power button. Unplug the equipment, remove the battery (if possible), and contact the FSD145 Technology Department for further instructions.
6. The device is not to be used while walking, riding on the bus, or otherwise being transported. Devices should only be used while they are on a flat, stable surface such as a table or desk.

7. The device is to be turned off prior to being put in any carrying case. In addition, devices should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the device to overheat, and may result in damage.
8. ***Under no circumstances is equipment to be left in unsupervised areas. Unsupervised areas include the school cafeteria, locker rooms, library, unlocked classrooms, dressing rooms, hallways, and any place outside of school that is not the student's home. Any equipment left in unsupervised areas is in danger of being stolen. The student is responsible if the equipment is stolen.*** Unsupervised equipment will be confiscated by staff and returned to the FSD145 Technology Department.

Privacy

Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on FSD145 devices are not private to the student. The District has the right to review these items for appropriateness, and to limit or revoke access to them at any time, and for any reason.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their equipment in accordance with these Policies and Procedures, the District Acceptable Use Policy, and any applicable laws. Failure to use this equipment in an appropriate manner will result in consequences, as determined by the staff and administration of FSD145.

Possible consequences may include, but are not limited to the following:

1. Cancellation of use or access privileges, including the privilege of taking equipment home.
2. Disciplinary action according to the student code of conduct.
3. Civil or criminal liability under applicable laws.

Summer Storage

Chromebooks and all accessories (cables, charger, etc.) will be collected at the end of each school year. At the beginning of the following school year, every effort will be made to re-issue that same Chromebook to the student. Students will use the same Chromebook each year that they are enrolled.

Monitoring Compliance

FSD145 reserves the right to check Chromebooks for damages at any time and without prior warning. Any damages discovered during a Chromebook check will be repaired accordingly and the student will be fined for the cost of the repair (or deductible if the device is insured under the insurance program).

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Freeport School District #145
Agreement for the Appropriate Use of District Issued Technology Equipment

Students and parents must sign this *Agreement for the Appropriate Use of District Issued Technology Equipment* upon receiving District electronic equipment.

I understand that if my use/misuse of the District issued equipment results in loss or damage to the equipment, I accept personal financial responsibility for repairs or replacement according to the terms outlined above.

I understand that the District and/or its agents may access and monitor my use of the equipment, including my email, saved files, and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

In consideration for using the District’s electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

Equipment	Inventory ID	Replacement Cost
Dell Chromebook Power Adapter		\$250.00 + \$50.00 = \$300.00

Please check one of the following:

- I agree to the purchase of FSD145 Equipment Insurance and have included payment of \$25 for the 2020-21 school year.
- I do not require FSD145 Equipment Insurance and agree to pay any and all costs associated with accidental damages that may occur during the 2020-21 school year.

I understand and will agree to the above terms and conditions.

 Student Name (*please print*)

 Student ID Number

 Student Signature

 Date

 Parent/Guardian Signature

 Date

Staff Use Only: _____
 Inventory ID: _____

Agreement review presented by: _____ on _____

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FSD145 Chromebook Check-out / Check-in Form

I, (Print name) _____, have been given an electronic copy of the Freeport School District 1:1 Student/Parent Handbook. I agree to follow the rules and procedures set forth in the FSD 1:1 Student/Parent Handbook. I understand that, if I fail to abide by the rules and procedures in the FSD 1:1 Student/Parent Handbook, I will receive school consequences from the Administration and/or assigned fees in accordance with the terms set forth in the FSD 1:1 Student/Parent Handbook.

_____	_____	_____
(student signature)	(student ID)	(date issued chromebook)
_____	_____	_____
(staff signature)	(Inventory ID)	(date returned chromebook)

	(storage ID)	