Donovan Community Unit 3 School District

2017-2018 Student Internet / Chromebook Acceptable Use Policy

"Home of the Bobcats & Wildcats"

Donovan School is pleased to offer our students individual access to desktop computers in grades K-12 and individual Chromebooks in 5th grade for the 2017-2018 school year, as well as access to classroom computers, the Internet, and other electronic networks. The advantages afforded by the rich, digital resources available today through the Internet outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved.

Internet safety is an important concern. All use of electronic network devices must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Chromebooks and other devices are used as tools for research and education, and, like any other school property, must be used for the educational purposes for which they are intended. The Chromebooks issued to students are the property of the Donovan Community Unit School District #3 until such a time they are paid in full and ownership is given to students at the end of the 4-year Chromebook cycle. The distribution of a Chromebook to each student is a privilege, not a right, which may be revoked at any time for inappropriate conduct.

Policy Coverage

The policies, procedures, and information within this document apply to all technology used at the Donovan Schools by students, staff, or guests (herein, all users referred to as "students") including any other device or technology considered by the Administration to fall under this policy. Teachers may set additional requirements for Chromebook use in their classroom.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own

risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Internet Safety

a) *Inappropriate Content.* Despite the best efforts of supervision and Internet filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and Internet and avoid these sites.

b) *Personal Safety*. In using the network and Internet, users should not reveal personal information such as names, home address, telephone number, school name, location, etc. Users should never arrange a face to-face meeting with someone "met" on the Internet without a parent's permission. Students are to identify themselves only by their first name and/or student number.

c) *Confidentiality of Student Information*. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

d) *Active Restriction Measures*. Donovan CUSD3 uses filtering software and other technologies to prevent students from accessing websites that are obscene, pornographic, harmful to minors, antisocial, or promote illegal activity. The use of anonymous proxies to bypass content filters is strictly prohibited and will be considered a violation of the acceptable use policy. The school also monitors the online activities of students, through direct observation and/or technological means.

Children's Internet Protection Act (CIPA)

It is the policy of the Donovan CUSD 3 to

(a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of communications;

 (b) prevent unauthorized access and other unlawful online activity;

(c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors, and (d) comply with the Children's Internet Protection Act [Pub. L No. 106-554 and 47 USC 254(h)].

Children's Online Privacy Protection ACT (COPPA)

COPPA (Children's Online Privacy Protection Act) causes any website that collects information such as name and email address (the information needed to create a unique account) to prohibit use by children under 13 without parental consent. Because of these guidelines, parents must give authorization for Donovan students to create online accounts or have teacher created online accounts, which are carefully selected for age and subject appropriate classroom use. Students will be supervised during in-class use of all Internet tools.

Understanding Access

Before a Chromebook is issued for use or allowed to use any Donovan technology, students and parents or guardians must sign a Student Acceptable/ Chromebook Policy Agreement, and Insurance Form. With enrollment into Donovan School, parental permission is required to allow students to access the Internet. In recent times, Internet-based resources have become more interactive, allowing students to publish work visible to a wider, often global, audience through resources such as a classroom blog, presentations, and multimedia. Online communication is critical to our students' learning of 21st Century Skills. Tools such as blogging, podcasting, and video production offer an authentic, real-world vehicle for student expression. Publishing pictures and classroom work on websites promotes learning, collaboration, and provides an opportunity to share the achievements of students. Student images and work would only be included on websites without identifying captions or last names. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blogs, student protected e-mail, podcast projects, or other Web interactive use must follow all established Internet safety guidelines.

Use of Electronic Mail – The E-mail system is owned and controlled by the school district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool. Students should not use their school email accounts for personal correspondence or social situations. School issued email accounts are for educational purposes only.
   a. The school and district reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
   b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
   c. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
   d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
   e. Use of the electronic mail system constitutes consent to these regulations.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

   a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

   b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.

   c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

   d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
   Student work may only be published if there is written permission from both the parent/guardian and student.

NON-SCHOOL-SPONSORED PUBLICATIONS/WEBSITES

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

   1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;

   2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;

   3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;

   4. Is primarily intended for the immediate solicitation of funds; or

   5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

School Responsibilities

a) Provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the school curriculum.

b) Use networked resources in support of educational goals. c) Treat student infractions of the Computer and Internet Use Policy according to the school discipline policy. d) Provide alternate activities for students who do not have permission to use the Internet.

Student Use of Internet Tools

The use of blogs, podcasts, or other Internet tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of email, blogs, podcasts, or other Internet tools. This includes but is not limited to profanity, racist, sexist, bullying, or discriminatory remarks. Students contributing to the class blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their content. A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers). Students who do not abide by these terms and conditions may lose their Internet access privileges as specified in the School Discipline Policy.

Education, Supervision, and Monitoring

 It shall be the responsibility of all members of the Donovan staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Education for minors shall include appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

Responsibility for Electronic Data

The students are solely responsible for any data, apps or extensions on their Chromebooks that are not installed by a member of the Donovan technology staff. Students are responsible for backing up their data to protect from loss. Users of Donovan Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Access to Inappropriate Material

To the extent practical technology protection measures (or "Internet filters") shall be used to block or filter Internet access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the network in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the network to be private property.

Inappropriate Network Usage

To the extent practical steps shall be taken to promote the safety and security of users of the Donovan School District online computer network when using electronic mail and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

a. 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;
b. Unauthorized downloading of software;
c. Downloading copyrighted material for other than personal use;
d. Using the network for private financial or commercial gain;
e. Wastefully using resources, such as file space;
f. Hacking or gaining unauthorized access to files, resources, or entities;
g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
h. Using another user's account or password;
i. Posting material authored or created by another without his/her consent;
j. Posting anonymous messages;
k. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
l. Accessing materials/communications, or sending, creating, or posting materials that are damaging to another person's reputation
m. Committing actions contrary to the school's policy on harassment
n. Harassing / Cyberbullying
o. Gaining unauthorized access to wired or wireless network resources.
p. Using the school's computers or network for illegal activity such as copying software or other violation of copyright laws.
q. Using the school's network for private financial or commercial gain.
r. Loading or using games, public domain, shareware, or any other unauthorized programs on any of the school's computers or computer systems.
s. Purposely infecting any school computer or network with a virus or program designed to damage, alter, or destroy data.
t. Using or attempting to use another person's user name or password.
u. Posting or plagiarizing work created by another person without his or her consent.
v. Using the network for commercial or private advertising.
w. Forging electronic mail messages.
x. Attempting to read, alter, delete, or copy the electronic mail of other system users.
y. Using the school's computer hardware, network, or Internet link while access privileges are suspended.
z. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.

Cyberbullying

Please see Cyberbullying in student handbook Table of Contents.

Cyber Safety

All students participate in cyber safety classes each year, with a focus on keeping students safe online. Some of the main points include:

a) Never post or share your personal information online (this includes your full name, address, telephone number, school name, parents' names, or Social Security number).

b) Never share your passwords with anyone, except your parents.

c) Never meet anyone face to face whom you only know online.

Digital Citizenship for Students

In the first nine weeks of school, students receiving their Chromebooks create an account, log in, and complete their grade level course material, pass the corresponding test and earn their online badge/ certificate for digital citizenship on the www.commonsense.org website. The Common Sense website has interactive games and activities that empower students to use technology responsibly, safely and effectively.

Students must submit proof of having received their digital citizenship badge /certificate to their 1st hour teacher no later than the last day of the first nine weeks of school in order to remain having the privileged of accessing and using the Chromebooks for daily activities at school.

Any student not completing the online Digital Citizenship course material in the allotted timeframe will be required to report to Mrs. Legan with their Chromebook during study hall on a daily basis until such a time the Digital Citizenship online course is complete. During this time the student may or not be allowed to continue Chromebook use at home depending on the circumstances. The building administration will decide if Chromebook home use is warranted.

Chromebook Distribution

Chromebooks will be distributed each fall during the first two weeks of school. Parents & Students must sign and return the Student Internet/Chromebook Acceptable Use Policy, Student and Parent Chromebook Pledge document along with payment of the mandatory Chromebook One, Two, or Four year insurance policy before the Chromebook can be issued to their student.

Chromebook Collection

Student Chromebooks and all district accessories (AC adaptor) will be collected at the end of each school year for maintenance over summer vacation. Donovan CUSD3 will attempt to assure that students retain their original Chromebook each year. Any student who transfers out of the school district will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. (Not more than $200.00, less amount paid toward purchase). If payment is not received by the parent or guardian, the matter will be turned over to a collection agency or law enforcement.

Care of the Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or reported to the Donovan IT

staff. If a loaner Chromebook is warranted, one will be issued to the student until their Chromebook can be repaired or replaced.

a) No food or drink is allowed next to your Chromebook while it is in use.

b) Chromebooks must be shut down properly at the end of each day.

c) Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

d) Students should never carry their Chromebook while the screen is open unless directed to do so.

e) Chromebooks should be shut down when not in use to conserve battery life.

f) Chromebooks should never be shoved into a locker or book bag as this may break the screen.

g) Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.

h) Always bring your laptop to room temperature prior to turning it on.

 i) Never leave the Chromebook in an unsecure location

j) Students may not remove or interfere with the serial number or other identification tags.

k) Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic case.

Transporting the Chromebook

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. When carrying outside of the bag, carry with two hands.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

a) Do not lean on top of the Chromebook.

b) Do not place anything near the Chromebook that could put pressure on the screen.

c) Do not place anything in a backpack that will press against the cover.

d) Do not poke the screen with any object, including fingers.

e) Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

f) Clean the screen with a soft, dry anti-static, micro-fiber cloth or pre-moistened eye glass cloth.

g) Do not use window cleaner or any type of liquid or water on the Chromebook.

Chromebooks at School

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

Chromebooks at Home-with Special Permission

If a situation allows for the Chromebooks to go home, Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeated violations of this policy will result in referral to administration and possible disciplinary action. **If a Chromebook is missing from school for two consecutive days, the Chromebook will be considered stolen and a police report will be filed.**

Working "Offline"

Students without Internet access at home, or students in special situations have several options for working "offline", including a) Google Drive (Docs and Sheets) allows students to switch to offline editing functionality, where preloaded documents can still be viewed and edited.

b) Students may read and answer email offline, with changes being synchronized back to their online account when the Chromebook is re-connected to an Internet connection.

Accessing the Internet at Home / Elsewhere

Students are allowed to connect to wireless networks when their Chromebooks are in other locations where connectivity is offered (such as at home, on school trips, etc.). Note that Donovan CUSD 3 cannot provide any assistance, troubleshooting, or advice on such off site connectivity. Students should not connect Chromebook to individual hot spots. Rogue devices such as this are discoverable and can be confiscated. When connecting from home, students and parents should be aware that a Donovan account is still being used, so website monitoring is still being done. No matter the location, students are always using their account assigned by the school.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds may be used with teacher permission. Donovan CUSD3 will not provide earbuds for students use. A student may choose to provide their own small, wired, earbud type head phones for personal use (no headsets with bands, no headsets that cover the ears, no Bluetooth connectivity allowed.)

Printing

a) At School: Printing functionality will not be available at school except as required by a teacher. Teaching strategies will facilitate digital copies of homework.

b) At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this.

Managing & Saving Files

Students may save documents to their Google Drive, or they may save to an external memory device such as a SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Chromebook Identification

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

a) Record of serial number and Donovan CUSD3 asset tag.
b) Barcode for inventory tracking.
c) Individual's Google Account username (Students Name)
d) Under no circumstances are students to modify, remove, or destroy identification labels.

Personalizing your Chromebook

Students will initially be issued a school Chromebook with an asset tag for district inventory purposes as well as a barcode for tracking purposes and a label with the student's name on it. Otherwise, Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Donovan CUSD3 School District. Spot checks for compliance will be done by administration, teachers or Donovan Technicians at any time.

Network Connectivity

The Donovan CUSD3 School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, Donovan will not be responsible for lost or missing data.

Chromebook Software

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. Chromebook software apps are delivered via the Chrome Web Store and controlled by Donovan IT Staff. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. From time to time, the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Additional Software

Students are unable to install additional software or apps on their Chromebook other than what has been approved by Donovan CUSD3 School District.

Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. All Chromebooks will be inspected at the end of the year to identify damage and arrange for repair under Donovan CUSD3 district Chromebook Insurance Policy.

Monitoring

In compliance with state and federal regulations, the Donovan utilizes CIPA (Children's Internet Protection Act) compliant filtering. The school also uses third party solutions to monitor content for threats, violence, illegal activity, etc. Notifications come to Donovan tech support and administration regarding suspicious activity and, when concerns are identified, disciplinary action and/or parent contact may occur. Students should be aware that there should be no expectation of privacy when using Donovan network or equipment.

Restoring a Chromebook OS (5 Minute Repair Rule)

If technical difficulties occur, the technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment, it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student-created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored. **Each user is explicitly responsible for their data. The school district and its employees are not responsible for lost data at any time.**

Storage of the Chromebook

When students are not monitoring their Chromebook, they should be stored in the Chromebook cart located in their classroom or in their lockers with the lock securely fastened. Nothing should ever be placed on top of the Chromebook. The Chromebook is not to be stored in student lockers or anywhere else at school outside of school hours except in the student's homeroom Chromebook Cart. Chromebooks should never be stored in a vehicle

Storage at Extra Curricular Events

If students are taking the Chromebooks home under special circumstances, they are responsible for securely storing their Chromebook during extra-curricular events. Students should check with teachers, directors or coaches

regarding a secure locker when off site. It is each student's responsibility to assure that the Chromebook is properly secured.

Unsupervised/Unsecured areas and Chromebook Storage

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, school bus, in a car, or any other entity that is not securely locked or in which there is not supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location. See Chromebook disciplinary policy and subsequent offences.

Repairing & Replacing the Chromebook

Students or parents must complete an Insurance Claim form to obtain repair or replacement for their Chromebook. Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with the IT Coordinator or IT Administrator. If repair is needed due to malicious damage or any other misuse, the school may refuse to provide a loaner Chromebook. Repaired Chromebooks will end up with the original factory image as first received. 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. Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. The annual insurance plan is to be used for accidental damage. Parents will be billed for parts and labor if misuse of the Chromebook is determined by district administration.

Chromebook Technical Support

Students should report any breach of password, or Chromebook operation issues by submitting an email to help@donovanschools.org, complete a help request from the Donovan Website, or contact the technology teacher for password resets.

Chromebook Insurance Details

The Donovan CUSD3 School District requires that insurance at the very least be purchased by parents prior to the distribution of the Chromebook to your child. Chromebook insurance cost is $25.00 annually. The maximum out of pocket expense for any one family living under the same roof regardless of the number of children is $75 annually.

Chromebook Insurance Coverage

Donovan's Insurance Plan will cover accidental damage due to drops, spills, or submersion or acts of nature, including cracked screens and broken keyboards or other unintentional damage to the Chromebook, enclosure, or Charging Cord. The Donovan CUSD3 School District will repair or replace the device at their discretion. The deductibles will be the same whether repaired or replaced.

Items NOT Covered by Insurance

a) Plastic Protective Cases, Handled Carry Bags, Earbuds

b) Lost, Stolen or Intentionally Damaged Device and Accessories

    i)   A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. Device Insurance outlined in the previous section will not apply when it is determined that the device was lost, stolen or damaged as the result of intentional or careless use.

    ii)   ii) EXCEPTION: If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property, establishing potential eligibility for insurance coverage. Loss or theft of the property must be reported to Donovan CUSD3 School District It or Office staff by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution. This is the only way that loss will be covered under the Donovan Insurance Plan.

Refunds

Students who transfer out of the Donovan school district during the first two weeks after starting school at Donovan may apply for a refund if the Chromebook is returned in perfect working/cosmetic condition. The maximum amount of a Chromebook refund is $50.00. Provided the initial Chromebook Charge has been received and cleared the districts bank account prior to the students last day of attendance.
********All Insurance premiums are non-refundable.

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, students must agree to the above statements in writing and abide by the Donovan Chromebook Policy and the Donovan CUSD3 School District Acceptable Use Policy Guidelines as stated in this document.

Parent Agreement

In consideration of the privileges and opportunities afforded by the use of the Donovan CUSD3 School technology and computer resources, parents and guardians must agree in writing to release the Donovan CUSD3 School District and its agents from any and all claims of any nature arising from my student's use or inability to use the Donovan CUSD3 School District technology and computer resources. Parents must also agree to the above statements and agree in writing that the student(s) will abide by the Donovan CUSD3 Chromebook Policy and the Donovan CUSD3 Student Acceptable Use Policy guidelines as stated in this document.

Student Chromebook Pledge

Students must pledge the following:

 I will take good care of my Chromebook and know that I will be issued the same Chromebook each year. I will never leave my Chromebook unattended in an unsecured or unsupervised location.
 I will never loan out my Chromebook to other individuals.
 I will know where my Chromebook is at all times.
 I will charge my Chromebook's battery to full capacity each night.
 I will keep food and beverages away from my Chromebook since they may cause damage to the device.
 I will not disassemble any part of my Chromebook or attempt any repairs.
 I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
 I will use my Chromebook in ways that are appropriate for education.
 I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
 I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Donovan School District.
 I will follow the policies outlined in the Chromebook Policy Handbook and the Donovan Student / Chromebook Acceptable Use Policy while at school as well as outside the school day.
 I will file a police report in case of theft or damage caused by fire.
 I will be responsible for all damage or loss caused by neglect or abuse.
 I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or stolen.
 I agree to pay the full replacement cost of my Chromebook, power cord/charger, or purchase insurance to mitigate the costs, in the event that any of these items are damaged
 I understand that not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to my place of residence or other location of the Chromebook to take possession.
 I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.
 I understand that failure to timely return the device and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of public school property.

Mandatory Chromebook Forms (Signed & Returned Prior to Chromebook Distribution)

Please read the Donovan CUSD# Student Acceptable Use Policy and Chromebook policy carefully and review with your child (ren). Each student must: please insure that you and your child sign and return the following forms as soon as possible. These forms are needed prior to granting access to Donovan CUSD3 School Districts internet or Chromebooks.

1) Student Internet/ Chromebook Acceptable Use Policy – Must be signed by each student and his/her parent/guardian annually.

2) Donovan Chromebook Option Selection – Must be signed by each student and his/her parent/guardian annually.

Student Chromebook Take-Home Policy

Donovan Elementary

Students in Grades 3-5-Chromebooks will remain at school at all times unless written permission to take the Chromebook home is given to students by their classroom teacher. The classroom teacher is responsible for logging the Chromebook serial number and asset tag number of the Chromebooks before going home with students. In this case students will adhere to the Student/Chromebook Acceptable Use Policy in regards to working offline and transporting the Chromebook. (3rd & 4th grade students will follow this same rule after Chromebooks have been issued to them beginning in August of the school year 2018-2019).

Donovan Jr. / Sr. High School

Students in Grades 6-12-Chromebooks will be taken home by students on a daily basis for charging and daily assignments beginning in August of the 2018-2019 school year. Students will be required to transport their Chromebook back and forth to school on a daily basis. In this case students will adhere to the Student/Chromebook Acceptable Use Policy in regards to working offline and transporting the Chromebook.

Ownership of the Chromebook

Donovan CUSD3 retains sole right of possession of each Chromebook until such a time that the Chromebook has been released to the student following the 4 year DCO purchase option. The Chromebooks are loaned to the students for educational purposes only. Moreover, Donovan Schools' administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add or delete installed software or hardware.

Chromebook Options for Parents

Option #1-Donovan Chromebook Ownership Program: (DCOP)

Parents will pay $50.00 a year for their child to use of the Chromebook on a daily basis from August to May of each school year. After paying $50.00 a year for four years (Starting at any grade level) the student will own their Chromebook outright. At such time a new Chromebook will be issued if the student enrolls in the DCOP option again.

If the student has not been enrolled for four full years, and the family is moving out of the district, the parents will have the option of paying off the remaining balance of the Chromebook and owning the Chromebook. The purchase price of each Chromebooks is $200.00. Parents must pay the full $200.00 prior to owning the students Chromebook. The DCOP option comes with the four year Accidental Damage Insurance Policy included in the overall cost. Please see the Master Warranty Agreement for policy coverage and details.

Chromebook Ownership Procedure:

Once payment is made in full for the purchase price (200.00)of the Chromebook, the Donovan   IT department will restore the Chromebook to the factory default settings and turnover all accessories including the AC adaptor to the student to take home. A Chromebook ownership form will be signed by the student and district office personnel for inventory and insurance purposes before the Chromebook can be released.

Option #2-Donovan Chromebook Insurance Program: (DCIP)

Parents will pay   annual insurance premium on their child's Chromebook. The annual cost is $25.00 per child. This cost is to ensure that during daily transport back and forth to school that the Chromebook is protected from accidental damage. With this option, students will not take ownership of the Chromebook after four years.
1 Year Insurance Premium Option-$25.00
2 Year Insurance Premium Option-$45.00
4 Year Insurance Premium Option-$80.00

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I understand and agree to the above statements and I will abide by the Donovan CUSD3 Student Acceptable Use Policy and Chromebook Policy as stated in this document. Should I commit any violation, I understand access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be initiated. I further understand that any violation of the regulations is unethical and may constitute a criminal offense.

Student Signature: _____ Date: _____

Grade Level: _____   DCO: _____   DCI: _____

Parent Agreement

In consideration of the privileges and opportunities afforded by the use of the Donovan CUSD3 technology and computer resources, I hereby release the Donovan CUSD3 and its agents from any and all claims of any nature arising from my student's use or inability to use the Donovan CUSD3 technology and computer resources. I agree to the above statements and that my child will abide by the Donovan CUSD3 Student Acceptable Use Policy guidelines as stated in this document. I understand and will help my student understand and abide by the Chromebook and Acceptable Use Policy Terms. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should a student commit any violation, access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be initiated. I understand that for my child to utilize Donovan's electronic equipment and participate in computer related classroom activities, I must provide the following permissions:
 a) Access the Internet (on Donovan owned computers or Chromebooks)
 b) Online publication of Schoolwork (such as Google Docs, Google Presentations, etc.)
 c) The creation of Unique Accounts for educational purposes (such as RazKids, Study Island, AR etc.)

I understand that unless I indicated otherwise, Donovan CUSD3 can use photographic images and videos of my student in the yearbook, online, and in the classroom. Exceptions can be listed below. Exceptions: No photos allowed (This may result in student's photo not appearing in Yearbook, as increasingly yearbooks are accessible online.)
Parent Printed Name: _____
Parent Signature: _____ Date: _____
Do Not Use my child's photo for any reason.

Donovan CUSD3 Chromebook Insurance Form

Ownership ☐ (DCO) Donovan Chromebook Own Option. $50.00 annually.

We wish to participate in the Donovan CUSD3 School District Ownership program. We understand that my child(s) will own their Chromebook after four years of a $50.00 annual payment.

Insurance ☐ (DCI) Donovan Insurance Only Option.

We wish to participate in the Donovan CUSD3 School District Insurance program for $25.00 annually per child. We understand the insurance policy and deductibles as outlined in the Acceptable Use Policy and the Chromebook Policy herein. **Please circle your coverage choice**

***$25.00 1 year coverage

***$45.00 Two year coverage

***$80.00 Four year coverage

Waiver ☐

We do not wish to purchase the insurance coverage for $25 per year and will assume the full costs incurred by the school for the repair or replacement (up to $200) of a damaged machine. Payment must be made within 14 days of billing or the school will no longer provide a loaner device or the repaired device to the student, and may pursue legal assistance.

User covered under this Insurance Selection or Waiver of Coverage Parent's Name:

(Please Print)

Parent's Signature Date: _____

Home Address: _____

City, State, Zip Code: _____

Home Phone: _____ - _____ - _____

Cell Phone: _____ - _____ - _____

Email Address: _____