



# Riverside

Local Schools

## Chromebook Procedures and Information

*In order for a student to receive a chromebook, pages 10, 11, 12  
and 13 need to be signed and returned to school.*

# Table of Contents

## INTRODUCTION

### 1. RECEIVING AND RETURNING A CHROMEBOOK

1.1 Receiving a Chromebook

1.2 Returning a Chromebook

1.3 Fines Related to a Chromebook

### 2. TAKING CARE OF A CHROMEBOOK

2.1 General Precautions

2.2 Screen Care

### 3. USING YOUR CHROMEBOOK AT SCHOOL

3.1 Chromebooks Left At Home

3.2 Chromebook Undergoing Repair

3.3 Charging Your Chromebook's Battery

3.4 Screensavers/Background Photos

3.5 Sound, Music, Games, and Apps

3.6 Home Internet Access

### 4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving To The Chromebook/Cloud Storage

### 5. SOFTWARE ON Chromebooks/Student Google Accounts

5.1 Originally Installed Software

5.2 Additional Software

5.3 Inspection

5.4 Procedure For Reloading Software

5.5 Mobile Device Management (MDM) Profiles

## COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT

I. Personal Responsibility

II. Term of the Permitted Use.

III. Purpose and Use.

IV. Privacy

V. Failure to Follow Policy and Breach of Agreement

VI. Disclaimer of Liability

VII. Updates

RLSD Student Agreement for Chromebook Use

Student's Agreement of Acceptable Use Policy Every student, regardless of age, must read and sign below:

RLSD Student Acknowledgement of Online Handbook

RLSD Parent Agreement for Chromebook Use

Parent or Guardian Network Usage Agreement

To be read and signed by parents or guardians of students who are under 18:

RLSD Parent Acknowledgement of Online Handbook

# INTRODUCTION

The focus of the 1-1 Chromebook initiative is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these 21st century students is a Chromebook. 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. According to educational research, students who use a computing device in a 1-1 education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Chromebook is a next generation device that makes learning more engaging and accessible.

Learning results from 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 the sole purveyor of knowledge to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum any time, any place.



# 1. RECEIVING AND RETURNING A CHROMEBOOK

## 1.1 Receiving a Chromebook

- a. Each student will receive a Chromebook, case, and charger.
- b. Parents /guardians and students must sign and return the Student Computer Use Policy and Student Pledge documents before a Chromebook is issued to the student.
- c. Chromebooks will be labeled in a manner specified by the School District; this will include the tag number.
- d. The Chromebook is the property of the Riverside Local School District, and as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported cloud service.

## 1.2 Returning a Chromebook

- a. Chromebooks and all School District accessories will be returned during the final week of school so they can be checked for serviceability.
- b. Chromebooks must be returned immediately when a student transfers out of the School District, is expelled, or terminates enrollment for any reason.

## 1.3 Fines Related to a Chromebook

- a. Chromebooks, cases, and chargers will be turned in to the RLSD staff when requested in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, a minimum of \$50.00, but not to exceed the replacement cost of the Chromebook. The IT Department will make the final determination of any fees assessed.
- b. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook. Failure to return the Chromebook will result in a theft report filed with the Lake County Sheriff's Department.
- c. In the case of damage to the Chromebook throughout the year, the student/parent/guardian will be charged a \$50.00 damage fee.

# 2. TAKING CARE OF A CHROMEBOOK

## 2.1 General Precautions

- a. Chromebooks must be charged for school each day. This is the student's responsibility.
- b. Avoid applying liquids to the Chromebook. The Chromebook screen can be cleaned with a soft, slightly water-dampened, lint-free, cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- c. Do not lift, carry, or otherwise grab the Chromebook by the screen.

- d. Do not attempt to gain access to the internal electronics or repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the LaMuth Office.
- e. There is no altering of system software (known as “jail breaking”) of this device.
- f. Never throw or slide a Chromebook.
- g. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- h. Chromebooks and district provided cover must remain free of any writing, drawing, stickers, or labels that are not the property of the School District.
- i. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- j. Chromebooks should be placed vertically in the top locker compartment or in a backpack/book bag to avoid putting any pressure on the screen.
- k. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- l. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebook to another person.

## **2.2 Screen Care**

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

- a. Do not place anything near the Chromebook that could put pressure on the screen.
- b. Do not place anything in the carrying case that will press against the cover.
- c. Clean the screen with a soft, dry cloth or antistatic cloth.
- d. Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

## **3. USING YOUR CHROMEBOOK AT SCHOOL**

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students should bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher. When not being carried to class, the Chromebook should always be stored in a secure (locked) location.

### **3.1 Chromebooks Left At Home**

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present.

### **3.2 Chromebook Undergoing Repair**

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of “loaner” Chromebooks are available, so having a “loaner” is not guaranteed.

### **3.3 Charging Your Chromebook's Battery**

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Repeat violations will result in students losing at-home privileges.

### **3.4 Screensavers/Background Photos**

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions.

### **3.5 Sound, Music, Games, and Apps**

Each student will have a Google for Education account managed by the Riverside Local School District. This account will be the conduit through which apps are downloaded to the Chromebook. Google Play cards are the simplest way to add money to your account if students want to add music and personal apps to their account.

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds or headphones must be purchased by the student and use is subject to individual classroom rules.
- b. Appropriate music is allowed on the Chromebook. Ear buds/headphones may be used in the classroom based upon individual teacher approval. The use of streaming music apps is prohibited. During passing periods, students may not use earbuds/headphones.

### **3.6 Home Internet Access**

THE CHROMEBOOK DOES NOT HAVE A FILTER FOR THE INTERNET! Parents/guardians, please take the necessary precautions for internet safety with your student! Reminder: The School District provides internet filtering on the district's network. These filters do not apply in any other location. It is the family's responsibility to monitor the student's use of the internet outside of the school setting.

- a. While at school students are required to be connected to "RLSCHROME" for filtered internet access.
- b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

#### **4.1 Saving To The Chromebook/Cloud Storage**

Students should save work to the district provided Google Drive account. In the event an Chromebook has to be reimaged or restored to factory settings. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

### **5. SOFTWARE ON Chromebooks/Student Google Accounts**

#### **5.1 Originally Installed Software**

The apps and operating system originally installed by the School District must remain on the Chromebook/Student Google Account in usable condition and be easily accessible at all times. From time to time the school may add additional apps and upgrades. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps or installed inappropriate material.

#### **5.2 Additional Software**

Other apps may be added by the school or the student throughout the school year.

#### **5.3 Inspection**

Students will be selected at random to provide their Chromebook for inspection. Chromebook use and contents will also be monitored remotely.

#### **5.4 Procedure For Reloading Software**

If technical difficulties occur, the Chromebook will be reset to factory settings. The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a reformat and/or reimage.

#### **5.5 Mobile Device Management (MDM) Profiles**

Mobile Device Management (MDM) Profiles Installed by the District MDM Profiles installed on Chromebooks are not to be removed. Students who do not have active profiles on their machines or who removed profiles will be subject to appropriate disciplinary consequences.

## **COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT**

*NOTE: SIGNATURE(S) REQUIRED. RETURN SIGNED PAGES TO SCHOOL.*

***The Riverside Local School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.***

In order for the district to be able to make its computer network and the Internet available to students, all students must take responsibility for the appropriate and lawful use of these services. While the district's teachers and other staff will make every reasonable effort to supervise student use of the network and Internet access, student cooperation is essential in exercising and promoting responsible use of this access.

The following is the Computer Network and Internet Acceptable Use Policy and Agreement ("Policy") for students of the Riverside Local School District. Upon reviewing, signing, and returning this Policy and Agreement as directed, each student will be given the opportunity to enjoy and benefit from network and Internet access and is agreeing to follow this Policy. If a student is under 18 years of age, s/he must also have his or her parent or guardian read and sign the Policy. The school district cannot provide network/Internet access to any student who, if 18 or older, fails to sign and submit the Policy to the school as directed or, if less than 18, does not return the Policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of this policy regarding computer network and Internet use. If you have any questions about these provisions, you should contact your principal or the person that your school has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and s/he may be subject to additional disciplinary action.

## **I. Personal Responsibility**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any obvious misuse of the network to your principal or a person designated by the school for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

## **II. Term of the Permitted Use.**

A student who submits to the school, as directed, a properly signed Policy and follows the Policy to which s/he has agreed will have computer network and Internet access during the course of the current school year only. Students will need to sign a new Policy yearly while they are students to receive future access.

### III. Purpose and Use.

A. The school district is providing access to its computer networks and the Internet only for educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with your teacher or another designated person to help you decide if a use is appropriate.

B. Netiquette. All users must abide by rules of network etiquette. When using computers...

**1. Be Polite and Courteous.** Always use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language. Don't engage in defamation (harming another's reputation by lies). Never make ethnic, sexual preference, or gender-related slurs or jokes while on a computer or online. Do not transmit offensive or harassing messages.

**2. Be safe.** *When using the computer network and Internet, do not reveal personal information such as your home address and telephone number to others online. Do not arrange a face-to-face meeting with someone you meet on the computer network or Internet, if you are under 18, without parental permission, and regardless of age, in a secluded place or in a private setting. (Parents...please stress this issue with your student.)* Also, never disclose to others your own network user name or password.

**3. Be Honest.** Do not employ another's password or some other user identifier that misleads others into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet. Also, to prevent someone else from pretending to be you, do not disclose to others your own network user name or password.

**4. Be Lawful.** Never offer for sale or use any substance the possession or use of which is prohibited by the school district's Pupil Conduct Code. Never view, transmit or download pornographic, vulgar or otherwise inappropriate materials or materials that encourage others to violate the law. Do not intrude into the networks or computers of others or download or transmit confidential, trade secret information, or copyrighted materials. *Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.* Never upload or download computer worms, virus', trojans, time bombs, or other harmful programming. Do not damage/vandalize the school's technology resources.

**5. Be Aware.** It is unlawful to circumvent or attempt to circumvent any district network or Internet *security, controls, and/or internet filtering* features. Computer, network, and Internet services are intentionally limited and controlled at school and any attempt to infiltrate any unauthorized programs, files, features, and/or services will result in disciplinary action against the student.

**6. Be Responsible.** 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 pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the principal or the person designated by the School.

**7. Be On Task.** Access to school computers is provided to enhance educational opportunities. Students are not allowed to sell or buy anything over the Internet while at school. You should never give others

private information about you or others, including credit card numbers and social security numbers. *Students are not permitted to play online computer games on district-owned computers.*

#### **IV. Privacy**

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access, including student-created files residing on school computers, and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

#### **V. Failure to Follow Policy and Breach of Agreement**

*The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's tenure in the district. Other disciplinary action may also follow. Further, a user violates this Policy and Agreement if s/he permits another use to use his/her account or password to access the computer network and Internet, including a user whose access has been denied or terminated.*

#### **VI. Disclaimer of Liability**

The District makes no guarantee that the functions or services provided by or through the computer network and Internet will be error free or without defect. The District will not be responsible for any damage you may suffer including but not limited to loss of data, interruptions of service, or exposure to offensive material. The District is not responsible for the accuracy or quality of the information obtained through or stored on the computer network or Internet. The District will not be responsible for financial obligations arising from the unauthorized use of the system. Due to the nature of electronic communications, it is not possible for the District to guarantee the confidentiality of email sent and received over the computer network and the Internet.

#### **VII. Updates**

Users, and if appropriate, the user's parents/guardians, may be asked in the future to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided if the user wishes to continue to receive service.



## RLSD Student Agreement for Chromebook Use

I understand my Chromebook is the property of the Riverside Local School District and as a result may be subject to inspection at any time. I should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported Google Account. I agree to the following in order to properly care for my Chromebook as intended.

- This Chromebook will not be left unattended and its whereabouts will be known at all times.
- The use of this Chromebook is solely for my use. The device will not be loaned to other individuals.
- I will take care of my Chromebook in the following ways:
  - ensure the battery is charged daily
  - keep food and beverages away from the device
  - use the case provided at all times
- As this is an instructional tool to enhance my learning, and should be used accordingly.
- In the event my Chromebook is stolen or vandalized, a police report will be filed.
- In the event the Chromebook breaks or is not functioning properly, I will not attempt to fix or repair it.
- I understand that my family is financially responsible in the event I lose my Chromebook and for all damages caused by abuse or neglect.
- At the end of the school year, the Chromebook, case, and power cord will be returned in good, working condition. I understand and agree to the stipulations set forth in the Riverside Local Schools Chromebook Procedures and Information Guide; the School District's Acceptable Use Policy, and the student handbook.
- Repair costs for the 2018-2019 school year are:
  - Screen \$50.00
  - Keyboard Repair \$50.00
  - Repair Chromebook exterior \$50.00
  - Replace Charger \$30.00
  - Replace carrying case \$35.00
  - All other damage require replacement \$225.00

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date \_\_\_\_\_

*In order for a student to receive a chromebook, pages 10, 11, 12 and 13 need to be signed and returned to school.*



## Student's Agreement of Acceptable Use Policy

Every student, regardless of age, must read and sign below:

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use Policy and Agreement. Should I commit any violation or in any way misuse my access to the Riverside Local School District computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

\_\_\_\_\_ Grade: \_\_\_\_\_ Home phone: \_\_\_\_\_  
Name (Print clearly)

User signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reference: Guideline 7540

School: \_\_\_\_\_

User (place an "X" in the correct blank): I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

If I am signing this Policy and Agreement when I am under 18, I understand that when I turn 18, this Policy and Agreement will continue to be in full force and effect and agree to abide by this Policy and Agreement.



## RLSD Student Acknowledgement of Online Handbook

This is to acknowledge that I have been made aware of the [2018-2019 LaMuth Middle School Student Handbook](#). I understand that I am responsible for knowing and adhering to the rules and procedures contained in the handbook as well as any other rules and procedures established by the school and Riverside Local School District.

User signature: \_\_\_\_\_ Date: \_\_\_\_\_



## RLSD Parent Agreement for Chromebook Use

As a parent/guardian of \_\_\_\_\_, I understand my child's Chromebook is the property of the Riverside Local School District and as a result may be subject to inspection at any time. My child should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported Google Account. I agree to the following in order to properly care for and assist my child with using their Chromebook as intended.

- This Chromebook will not be left unattended and its whereabouts will be known at all times.
- The use of my child's Chromebook is solely for their use. The device will not be loaned to other individuals.
- I will assist my child in caring for their Chromebook in the following ways:
  - ensuring the battery is charged daily
  - keeping food and beverages away from the device
  - monitoring that the case provided is used at all times
- As this is an instructional tool to enhance my child's learning, continuous monitoring of appropriate use will take place. I understand the Chromebook does not have a filter for the internet when connected to networks not controlled by the Riverside Local School District.
- In the event my child's Chromebook is stolen or vandalized, a police report will be filed under my overseeing.
- In the event the Chromebook breaks or is not functioning properly, I will not attempt to fix or repair it.
- I understand that I am financially responsible in the event my child loses their Chromebook and for all damages caused by abuse or neglect.
- At the end of the school year, the Chromebook, case, and power cords will be returned in good, working condition. I understand and agree to the stipulations set forth in the Riverside Local Schools Chromebook Procedures and Information Guide; the School District's Acceptable Use Policy, and the student handbook.
- Repair costs for the 2018-2019 school year are:
  - Screen \$50.00
  - Keyboard Repair \$50.00
  - Repair Chromebook exterior \$50.00
  - Replace Charger \$30.00
  - Replace carrying case \$35.00
  - All other damage require replacement \$225.00

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

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



## Parent or Guardian Network Usage Agreement

To be read and signed by parents or guardians of students who are under 18:

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward will comply with the terms of the Riverside Local School District Acceptable Use Policy and Agreement for student access to the district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the school, the school district and the Data Acquisition Site that provides the school district with *filtered* Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. I understand that I will be responsible for the costs associated with any physical damages caused by my student to school technology resources. Further, I agree to provide supervision of my child's or ward's use of his/her school access account if and when such access is available off campus. I hereby give permission for my child or ward to use the building-approved account to access the Riverside Local School District computer network and the Internet.

\_\_\_\_\_  
Parent/Guardian Name (Please print clearly) Phone: \_\_\_\_\_

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

Address: \_\_\_\_\_

Reference: Guideline 7540



## RLSD Parent Acknowledgement of Online Handbook

This is to acknowledge that I have been made aware of the [2018-2019 LaMuth Middle School Student Handbook](#). I understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, and procedures of the school and school district. I also understand that this handbook supersedes all prior handbooks and materials on the same subjects.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_