



Northwest Area School District  
Chromebook Technology Guide

The policies, procedures, and information within this document apply to all Chromebooks used at Northwest Area.

All students enrolled in grades K-12 at the Northwest Area School District will receive a Chromebook. This equipment is the property of The Northwest Area School District and is on loan to the student for the 2018-2019 academic school year. In order to receive this equipment, the following conditions must be met:

1. The student will complete the technology orientation program provided by Northwest Area School District staff prior to the Chromebook being issued.
2. The parent/guardian should complete the technology orientation program provided by Northwest Area High School staff.
3. The student and parent/guardian must read the terms and conditions outlined in the Acceptable Use Policy and then sign all forms as they pertain to it, and the loan of the equipment.

### ***Using Your Chromebook***

#### *At School*

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, students have access to the school website where they are able to find information including grades, upcoming events, teacher websites and helpful information about classes and school. Students are responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their Chromebooks.

If a student leaves the Chromebook at home, he/she is responsible for getting the coursework completed as if the Chromebook were present. Other district computers may be available for student use.

### *At Home*

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection may be required to access some content, however, the Chromebook is functional without an internet connection. Students are bound by the Northwest Area School District Acceptable Use of Internet Policy (815) and the NASD "Internet and Computer Network Use Agreement" regardless of where they use their Chromebook and regardless of the source of the Internet connection.

### *Printing*

- At School: At this time printing from Chromebooks is available on a limited basis at school and students may print at teacher's discretion.

### **General Terms of Use:**

- The student must have his/her laptop daily, and it must be charged and ready for work.
- As per Northwest Area Policy #208, if a student withdraws from NASD before the end of the school year, all equipment must be returned to NASD at the time of withdraw. Failure to do so will result in the student/parent/guardian being charged full replacement cost of the equipment.

- Do not lend the equipment to anyone. The equipment should remain in the student's possession at all times.
- Students are required to make any computer, equipment, messages, files, etc. sent or received available for inspection by school personnel upon request. The district has the right to review these items for appropriateness and for evidence in cases requiring disciplinary action.
- Use of technology for commercial activities ( including, but not limited to activities requiring the exchange of money/credit card information, charging the school for fees, purchases or sales of any kind, solicitations/donation, advertising, and/or political lobbying) is strictly prohibited.

## ***Managing Your Files and Saving Your Work***

Students are encouraged to save files to their H:\ drive or their Google Docs account. Saving to Google Drive will make the file accessible from any computer with internet access. Some files may be stored on the Chromebook's hard drive.

- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of important work.
- Make sure there is nothing on the keyboard before closing the lid.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### *District/Vendor Applied Tags*

- All Chromebooks will be labeled with a District asset tag as well as vendor tags.
- Applied tags may not be modified or tampered with in any way while the student is enrolled in the Northwest Area School District.
- Students in Grades K-6 will follow the procedures established by the Building Administrator and/or the classroom teacher.

### *Storing your Chromebook*

- When students in Grades 7-12 are not monitoring their Chromebooks, they should be stored on the top shelf of their lockers with the locks securely fastened. Nothing should be placed on top of the Chromebook when stored in the locker.
- Chromebooks should never be stored in a vehicle (due to extreme temperatures).
- Students are responsible for securely storing their Chromebook during extra-curricular activities and events.
- Under NO circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas might include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, in a car, or any other area that is not securely locked or in which there is no supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the homeroom.
- The District is not responsible for safekeeping and protection of Chromebooks.

### ***Software and Security***

All Chromebooks are installed with District provided APPS. Updates to the software will be completed on an as need basis. Students are prohibited from disabling, modifying, circumventing or altering management settings, content filters, or virus protection software.

### *Content Filter*

The District utilizes an Internet Content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school) and Internet connection, will

have internet activity filtered. Despite the filter, the District cannot guarantee that all controversial or inappropriate materials will be blocked.

Repeated issues/damage that are deemed to be a result of misuse, negligence, intentional damage or loss will be processed via the school discipline policy. Parents/Guardians will be held financially responsible for damage due to such misuse.

## ***Digital Citizenship***

District-issued Chromebooks should be used for educational purposes and students must adhere to the Northwest Area School District *Acceptable Use of Internet* policy as well as related policies and procedures at all times when using laptops, on or off campus. Students are expected to understand and comply with this Guide and the Internet and Computer Network Use Agreement at all times when using Chromebooks.

While working in digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- *Respect Yourself* - Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.
- *Protect Yourself* – Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.
- *Respect Others* – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.

- *Respect Intellectual Property* – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
- *Protect Intellectual Property* – Do not use pirated software or distribute music or media in a manner that violates license agreements.

**Care, Service, and Repair:**

- In accordance with NASD Policy #224 (Care of School Property), “It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child.”
- Do not eat or drink when using the equipment. Crumbs, spills, and other messes will damage the equipment.
- Additional stickers, labels, tags, or other markings should not be added to the equipment.
- Avoid getting the equipment wet or damp.
- Do not leave the equipment outdoors or inside a car in extreme temperatures

## ***Related Documents***

*Appendix A: Chromebook Agreement*

*Appendix B: Internet and Computer Network Use Agreement*

### **Appendix A: Northwest Area School District Chromebook Agreement**

I acknowledge that we have received the following documents with my child's Chromebook and will ensure that we have read and understood them, in full, prior to my child bringing their Chromebook to school for the first time.

- Northwest Area School District Chromebook Guide
- Northwest Area School District Chromebook Agreement
- Northwest Area School District Internet and Computer Network Use Agreement

#### *Student Agreement:*

As a learner, I agree that I will:

- Use my Chromebook for educational purposes
- Follow the procedures and policies outlined in the Chromebook Guide.
- Never leave my laptop unattended in an unsecure or unsupervised location.
- Charge my Chromebook each night
- Bring the Chromebook to school each day
- Report all damages to or issues with my Chromebook to a teacher and the Technology department ([adam.sorber@nasdedu.com](mailto:adam.sorber@nasdedu.com))
- Not alter or attempt to change, disable, or circumvent the management settings, content filters, or virus protection software on my Chromebook.

- Never share my Chromebook with other students or individuals

I understand that any violation of this agreement may result in the suspension or loss of my Chromebook and school network privileges. Additionally, I may face disciplinary action for such violations up to and including suspension, expulsion and/or the cost of repair or replacement of the computer.

#### *Parent Agreement:*

I understand that my family's responsibilities include:

- Ensuring my child meets the expectations outlined in the Chromebook Guide.
- Protecting the Chromebook, within reason, against damage, loss or theft while it is at home or outside of school.

- Ensuring my child immediately reports damage to the Chromebook.

In consideration of the privileges and opportunities afforded by the use of NASD technology resources, I hereby release the NASD, its employees and directors from any and all claims of any nature arising from my child's use or inability to use these resources, including but not limited to claims that may arise from unauthorized use of a Chromebook.

I also understand that it is impossible for Northwest Area School District to restrict

access to all controversial materials and I will not hold the District responsible for materials accessed with a District Chromebook.

I accept full responsibility for my child's use of the Chromebook while not in a school setting and understand that my child's laptop use is subject to the same rules and requirements when used off-campus. I understand that my child's Chromebook privileges may be suspended or revoked for violation of this disciplinary action up to an including suspension, expulsion and/or the cost of repair or replacement of the computer.

**Technology Acceptable Use Signature Forms**

Student Name (Please Print): \_\_\_\_\_

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

I have reviewed the Chromebook Technology Guide with my child

Parent Name (Please Print): \_\_\_\_\_

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

-----FOR DISTRICT USE ONLY-----

Product:	S/N:	NASD Asset Tag ID#:
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**Northwest Area School District  
Internet and Computer Network Use Agreement**

1. All use of the Internet must be in support of education and research and consistent with the purpose of the Northwest Area School District.
2. Use of the Internet which results in any copyright violation is prohibited.
3. Use of the Internet to access or transmit materials likely to be considered obscene or pornographic is prohibited.
4. Hate mail, harassment, profane and/or foul language, abusive and/or discriminatory remarks, and other antisocial communications on the Internet are prohibited.
5. Personal information such as a name, address, or telephone number should not be revealed on the Internet.
6. Use of the internet for product advertisement or political lobbying is prohibited.
7. Malicious use of the Internet to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system is prohibited.
8. Use of the Internet for commercial or for-profit purposes is prohibited.
9. Loading or use of unauthorized games, programs, files, or other electronic media is prohibited.
10. The Internet shall not be used to disrupt the work of others; and the hardware or software of other users shall not be destroyed, modified or abused in any way.
11. Tampering, interfering, or intercepting another user's account or email is prohibited.
12. Use of the Internet to intentionally browse, see information about, obtain copies of, or modify files, passwords or data belonging to other users is prohibited.
13. Use of school technology or the Internet for fraudulent copying, communications or modification of materials in violation of law is prohibited and will be referred to appropriate authorities.
14. Use of the Internet to facilitate illegal activity is prohibited.

15. Use of the Internet for non-school work or non-school related communications is prohibited.
16. Use of the Internet to misrepresent other users on the Internet is prohibited.
17. It is not permitted to create, send, or forward electronic chain letters.
18. All encountered or observed problems in system or network security should be reported to an administrator in your building.
19. Users will not respond to unsolicited online contact on the network.
20. Users will not subscribe to news groups or servers.
21. Students are prohibited from sharing individual passwords.
22. Use of any email account other than a NASD assigned account is prohibited.
23. Use of school digital photographs for personal use is prohibited.
24. Students shall not change default setting of computer, Internet, and/or programs.
25. Students need to have close visual supervision at all times while accessing the school's Internet resources. The person in charge of that particular class or club will be responsible for proper Internet usage.

*Student:*

I have read and understand Northwest Area School District Internet and Computer Network Use Agreement. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. My signature acknowledges that I will abide to use agreement and should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

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Student Signature

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Date

*Parent(s)/Guardian(s):*

I have read and understand the Northwest Area School District Internet and Computer Network Use Agreement. My signature below means that I give permission for my child, \_\_\_\_\_, to use the Internet at Northwest Area School District. I also recognize it is impossible for Northwest Area School District to totally restrict access to all controversial materials, and I will not hold Northwest Area School District responsible for materials acquired on the network. Further, I agree to District discipline methods if my child's use is not in keeping with the Northwest Area School District Internet Ethics Code.

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Parent(s)/Guardian(s) Signature

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Date

