

Spring Lake Public Schools Parent/Student Chromebook Handbook

As part of our continuing effort to integrate 21st century tools, concepts, and learning; Spring Lake Intermediate School will require that all students maintain and bring an approved computing device to all classes.

Spring Lake Intermediate School will make available and require a Chromebook for all enrolled students.

Spring Lake Intermediate School administrators reserve the right to deny any personal device and require the use of a school provided Chromebook if the device is deemed unreliable, a distraction, or not sufficient to meet the instructional needs of the student or class. Use of any other personal device (i.e. iPad, smart phone, etc.) will be at the discretion of the supervising staff member. Phone usage during the school day without the permission of a staff member is prohibited.

Parents and students that receive a school provided Chromebook must agree to the policies and requirements outlined in this handbook and associated agreement.

The following policies refer to the use of an individual student computing device, a Chromebook. Students are also required to follow all the guidelines outlined in the current Spring Lake Public Schools' "Technology Acceptable Use Policy". As Spring Lake's technology initiative centers on new devices, software, and educational methodologies, additional policies will be periodically reviewed and this set of policies updated. Please refer to the Spring Lake Public Schools' website for the most up-to-date information, <http://www.spring-lake.k12.mi.us/>

CARE AND MAINTENANCE OF THE CHROMEBOOK

1. Do not attempt to gain access to the internal electronics or repair your Chromebook. If your Chromebook fails to work or is damaged, report the problem to one of your child's teachers as soon as possible. Chromebook repair/replacement options will be determined by school administration. You may be issued a temporary Chromebook or other materials until your Chromebook is working properly or replaced.
2. Never leave a Chromebook unattended. When not in your personal possession, the Chromebook should be in a secure, locked environment.
3. Never expose a Chromebook to long term extremes in temperature or direct sunlight. An automobile is not a good place to store a Chromebook.
4. Chromebooks should not be around liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.
5. While the Chromebook is scratch resistant, the Chromebook will scratch. Avoid using any sharp object(s) on the Chromebook.
6. Avoid placing weight on the Chromebook.
7. Never throw or slide a Chromebook.
8. Your Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued Chromebook accessories are the responsibility of the student. At the end of the school year, adapters and cords will be returned. If any adapters and cords are lost or damaged, parents will be responsible for paying for a new adapter and/or cord. The charge will be \$55.

9. Each Chromebook has a unique identification number, and at no time should the numbers or labels be modified or removed. Removing these labels/decals will result in fines and or/disciplinary action. Each Chromebook must also remain free of stickers, writing, painting, or any other forms of student adornment.
10. Do not lend your Chromebook to another person. Each Chromebook is assigned to a student and the responsibility for the care of the Chromebook rests with that student and his/her parents.
11. Never throw a book bag that contains a Chromebook. The Chromebook should never be placed in direct contact with food, liquids, heavy objects, or sharp objects. Placing the Chromebook in a separate pocket will help protect it.
12. The Chromebook is designed for daily use; therefore, each Chromebook must be charged and ready for use each school day. Chromebooks should be charged at home.

COST OF CHROMEBOOK, APPS, ACCESSORIES, AND INSURANCE

1. The replacement cost of the Chromebook is \$380 and includes: the Chromebook, Chromebook charger, software applications (apps) including assorted programs/accessories specific to individual classes.
2. Insurance costs will be covered by families and will be purchased through Spring Lake Public Schools. There will be a yearly cost of \$10 per Chromebook. \$30 for multi-family rate.
 - In the event of theft or unintentional damage, the insurance policy will cover replacement or repair of the Chromebook.
 - In the event that a district-issued Chromebook is **stolen**, the student and parent/guardian should immediately notify the school administrator. Parents/Guardians are required to file a police report at the time of the incident. Spring Lake Public Schools may aid the police in recovering the Chromebook.
 - In the event of a Chromebook being **lost**, parent/students are responsible for the full cost of \$380 for replacement.
 - Insurance does not cover unexplained loss or intentional neglect. Replacement and repairs will be paid for by parent or responsible party.
3. A fee reduction for Chromebooks is provided for students with financial need. The Elementary and Secondary Education Act defines financial need as a student who:
 - Qualifies for the Federal Free or Reduced Price Lunch Program
 - Receives assistance under Part A of Title IV of the Social Security Act
 - Receives medical assistance under the Medicaid program under Title XIX of the Social Security Act

DISTRIBUTION OF CHROMEBOOKS

1. Each student will receive a Chromebook formatted by Spring Lake Public Schools.
2. A parent/guardian may choose not to have his/her child participate in the Chromebook take-home program by sending written notification to the building principal. In this event, students will be issued a Chromebook for school use, but will not be able to take the device home. A cart in the Intermediate School office will be provided where students will turn in their Chromebook at the end of the school day. Spring Lake Public Schools cannot guarantee equal access to materials and/or quality of materials to students opting out of the Chromebook take-home program.
3. Chromebooks will be distributed at the beginning of the school year and collected at the end of the school year. Chromebooks not turned in by the last day of school will be treated as lost or stolen Chromebooks, which may include additional fees and possible legal action. Full replacement charge will be the responsibility of the parent.
4. A student who leaves Spring Lake Public Schools during the school year must return his/her Chromebook, along with any other accessories when he/she leaves the district. Failure to return a

Chromebook in a timely fashion may result in legal action or payment in full (\$380).

STUDENT USE OF THE CHROMEBOOK

1. The Chromebook is the property of Spring Lake Public Schools and, as a result, may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
2. The Chromebook assigned to each student is for use by the assigned student. Family members and friends should not be given access or download apps, books, personal email accounts, or music for themselves.
3. Chromebooks are restricted from use on school buses.
4. The Chromebook comes equipped with a camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school related activity.
5. Each student is responsible for bringing his/her Chromebook to school **every day** unless otherwise directed by a staff member. Failure to bring a Chromebook or any other class material(s) does not release the student from his/her responsibility for class work. If a student repeatedly fails to bring materials to class, including a Chromebook, the student will be subject to disciplinary action.
6. Each student is responsible to bring his/her Chromebook to school **fully charged**. A student's repeated failure to bring his/her Chromebook charged may result in disciplinary action.
7. Adding personalized screensavers will be left to the discretion of the classroom teacher. Each student should follow the guidelines set by each of his/her teachers. Teachers will share this information with students.
8. No student should go into settings without permission of the classroom teacher.
9. Downloading non-explicit music and apps by students will be determined by the classroom teacher. Follow guidelines set by the classroom teacher and those listed in the Acceptable Use Policy.
10. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.
11. The Chromebook affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. Purchased apps can be deleted at any point throughout the school year. The school will not reimburse purchased products from a personal account if deleted.
12. District-issued software applications (apps) are needed for student learning and should not be deleted. Your teacher may delete apps at any time.
13. The district issued Chromebook is designed as a tool for learning; misuses of the Chromebook may result in disciplinary action.
14. The teacher/school personnel has the final say on what is "school appropriate" and "educational" and reserves the right to delete anything at anytime on a Chromebook. This includes photos, music, apps, and books.
15. 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.
16. A student should not share his/her personal passwords or usernames with anyone. Responsibility for the contents/actions of the Chromebook rests solely with that individual.
17. Spring Lake Public Schools expect each student to take his/her Chromebook home at night for class work and recharging. All care, handling and appropriate use that is in effect during the school day shall extend to the use of the Chromebook outside school hours.
18. Spring Lake Public Schools makes no guarantee, written or implied, that materials on the Chromebook, including student work, will be safe from deletion or corruption, accidental or otherwise.

COPPA AND VERIFIABLE PARENTAL CONSENT (CHILDREN UNDER THE AGE OF 13)

In order for Spring Lake Public Schools to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below. Spring Lake Public Schools utilizes several computer software applications and web-based services, operated not by Spring Lake Public Schools, but by third parties. These include Google Apps and Schoology.

In order for our students to use these programs and services, certain personally identifying information, generally the student's name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools such as Spring Lake Public Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator.

This form will constitute consent for Spring Lake Public Schools to provide personally identifying information for your child consisting of first name, last name, email address and username to the following web-operators: Google, Follett, DeMarque, B.E. Publishing, Apple, and to the operators of any additional web-based educational programs and services which SLPS may add during the upcoming academic year.

Please be advised that without receipt of this signed form, your enrollment package will not be considered complete as Spring Lake Public Schools will be unable to provide your student (s) with the resources, teaching and curriculum offered by our 1:1 Chromebook initiative.

Parents/guardians looking for help may contact our help dept at: parentsupport@springlakeschools.org.