

North Union High School Technology Policies

Using and Caring for your Chromebook

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

Taking care of your 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 taken to the NUHS Technology Department. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- No food or drink should be next to your Chromebook while it is in use.
- Chromebooks should not be left unattended.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should not be taken into the restrooms or locker rooms.
- Chromebooks and cases must remain free of any writing, drawing, stickers, or labels.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks.
- 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 Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.
- Do not disassemble any part of the Chromebook or attempt any repairs.

Device Protection:

- Each student who is issued a Chromebook will also receive a protective case that should remain on at all times.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and to protect his/her device.

Carrying Chromebooks:

- Always transport Chromebooks with care and in NUHS-issued protective cases. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care:

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, **dry** microfiber cloth or anti-static cloth.

Charging Chromebooks:

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.

Email:

- Students will have access to Gmail through the school domain issued account.
- Email will only be available within the nuwarriors.org domain. (Students will not be able to send or receive outside emails.)
- This email will **ONLY** be used to communicate with teachers and other students regarding school related information, projects and assignments. Any inappropriate communication will be turned over to administration for disciplinary action.

Printing:

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may print to school provided printer for school related purposes only. Excessive printing will result in disciplinary actions by principal and/or technology personnel.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained at: <http://www.google.com/cloudprint/learn/>.

Logging into a Chromebook:

- Students will log-in using their school-issued Google Apps for Education (@nuwarriors.org) account.
- Students should never share their account passwords with others. In the event of a compromised account the North Union CSD Technology Department reserves the right to disable your account.

Using Your Chromebook Outside of School:

- Students are encouraged to use their Chromebooks at home and other locations outside of school for school use.
- A WiFi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the NUCSD Use of Technology Policy, Administrative Procedures, acceptable use agreement, and Board Policy wherever they use their Chromebooks.

Operating System and Security

Students will not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

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.

Returning Your Chromebook

1. End of Year

At the end of the school year, students will turn in their Chromebooks and all issued accessories. Failure to turn in a Chromebook will result in the student being charged the full \$300.00 replacement cost. The district may also file a report of stolen property with the local Police Department.

2. Transferring/Withdrawing Students

Students who transfer out of or withdraw from the North Union CSD must turn in their Chromebooks and cases to the Media Center on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. The district may also file a report of stolen property with the Police Department.

Chromebook Loss/Damage/Repair

In the event of damage not covered by the District's electronic device warranty, the student and parent will be fined for each incident. The student will be fined according to the following schedule in the case of accidental damage, theft, loss, or damage by fire:

- First incident - up to \$75
- Second incident - up to \$150
- Third incident - up to full cost of repair or replacement

The table below outlines costs and repairs for 1st, 2nd and 3rd offenses.

Damaged Part	1st Offense	2nd Offense	3rd Offense
Keyboard or Palmrest	\$15.00	\$30.00	Full cost of repair (approx. \$80 + labor \$163)
Screen	\$25.00	\$50.00	Full cost of repair (approx. \$199 + labor \$163)
Charging Cord	\$20.00	\$20.00	Full cost of replacement (approx. \$20)
Other (determined by tech support team)	TBD	TBD	TBD

****Fines are subject to change based on model & availability.*

With 3rd offense, device remains in school. Full cost of repair includes parts and labor.

Internet

Students will be able to access the Internet through North Union High School’s server system on a daily basis. This privilege will allow students the ability to research, collaborate, and share documents with teachers and fellow students. If a student misuses the internet/network with a school issued device, their internet privileges can be denied. If a student misuses the internet/network with a personal device, their device may be blocked from our server.

Restricted Material

Students should not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harrasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations. Doing so may cause the student to lose technology privileges and/or notification of law enforcement.

Media Release

North Union High School attempts to acknowledge the great academic, athletic, and fine arts accomplishments of students as much as possible. Throughout the year, the student’s image, name and work as part of presentations, programs or publications, transmissions or other educational endeavors may be published on the web and/or released to the news media.

Review and initial each statement below. Students will not be issued a Chromebook until this has been signed and returned to the school.

<i>The following items review some of the most important points covered in the Computer Handbook.</i>	<i>Student Initials</i>	<i>Parent Initials</i>
The district is implementing a 1-to-1 program for students in grades 9-12 and my child will be loaned a Chromebook for educational purposes.		
I understand I must follow the rules for taking care of my Chromebook as listed above.		
I understand it is my responsibility to bring my fully-charged Chromebook to school everyday.		
I understand my parents and I are fully responsible for costs associated with the repair and/or replacement of my Chromebook.		
I understand that teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on my Chromebooks.		
I understand I must follow the Internet usage acceptable use policies as listed above and in School Board policy.		
I understand that students’ images, names, and work may be published on the web and/or released to the news media, it is my responsibility to notify the school if this an issue.		

I have read the Technology Policy and agree with their stated conditions.

Student Name Printed	Student Signature and Date
Parent Name Printed	Parent Signature and Date

For Office Use Only:

Damaged Part	1st Offense	2nd Offense	3rd Offense
Keyboard and/or Palmrest (\$15, \$30, approx. \$243) <i>*depending on type of chromebook these may be charged out separately</i>			
Screen (\$25, \$50, approx. \$362)			
Charging Cord (\$20, \$20, approx. \$20)			
Other (determined by tech support team)			