

Kingston K-14 School District



1:1 Chromebook Handbook & User Agreement

July 26th, 2022

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Introduction

Vision

The Kingston K-14 School District believes that it is our responsibility to prepare students to function in a world of ever-changing technologies. We believe that to be successful, we must provide both students and teachers opportunities to integrate technology into the educational environment to serve as a tool for problem-solving, exploration, analysis, decision making, and learning within the classroom. We believe a Chromebook for each student will lead to an overall enhanced educational experience, better student organizational skills, and learning and sharing beyond the conventional classroom walls.

Goals

The Kingston K-14 School District is applying the 1:1 Chromebook initiative to allow greater access to technology and to provide students an opportunity to develop a sense of responsibility for their own devices. Availability at their fingertips will allow for higher-level integration and generate excitement to empower learning both at school and home.

Our 1:1 Chromebook initiative will:

- Increase student engagement, motivation, and self-directed learning.
- Teach students how to use technology with greater intention and a healthy balance.
- Provide anytime, anywhere learning with real-time access to technology and information.
- Break down cultural and socioeconomic barriers and provide greater equity for students.
- Increase student proficiency and confidence in creating, collaborating, and communicating.
- Facilitate growth of our students to become creative and problem-solving digital leaders.
- Provide greater access to learning opportunities for differentiated instruction.
- Provide students and teachers more opportunities to collaborate and personalize learning.
- Equip students to become lifelong learners.
- Encourage students to become responsible digital citizens.
- Improve productivity and increase student achievement.

Terms of Chromebook Use

Receiving Your Chromebook

Chromebooks will be distributed at the beginning of the year for the student to use for educational purposes during the school year. Parents/guardians and the student must have agreed to and signed the device agreements before the device can be issued. The **Device Protection Plan** outlines two options to protect the device investment for the district. The **Kingston K-14's 1:1 Chromebook Handbook and User Agreement** outlines the acceptable use policies expected in order to continue using a school-issued device. With the privilege of being issued a Chromebook comes responsibilities for the parent/guardian and the student.

Ownership

Kingston K-14 School District purchases and owns the Chromebook devices. The devices will be assigned and loaned in the same manner as library books and are the property of the Kingston K-14 School District. The right of possession and use is limited to and conditioned upon compliance with the 1:1 Chromebook Handbook and User Agreement, including the responsibility to keep the device in good working order. The District may conduct searches based on reasonable suspicion, and devices may be periodically examined.

Insurance Protection

Insurance Protection cost per device is **\$20** annually* and covers one claim in full for accidental damage or breakage of any Chromebook parts. The second claim within a year will require a \$10.00 deductible. The third claim within a year will require a \$15.00 deductible, and the fourth claim within a year will require a \$20.00 deductible. Payment of each deductible is required in full before the until will be repaired. Subsequent claims beyond the fourth claim within a year will be at the total cost to the student.

- Insurance Protection must be paid in full before the District can process the first claim.
- Insurance Protection will not be offered after damages or breakage occurs.
- If Insurance Protection is not purchased and the Chromebook is lost, stolen, or damaged, the parent/guardian is financially responsible for all repair or replacement costs.
- No repairs are to be made by the student, parent, or outside source. If this happens, this could result in the full payment of the Chromebook.

**From the first of the school year distribution until the end of the regular school year or end of the summer school session of which the student is enrolled.*

Terms of Chromebook Use

Lost or Stolen Chromebooks

Students or parents/guardians must report lost or stolen Chromebooks to the District within 24 hours of the occurrence by contacting the Chromebook designee and completing a lost/stolen Chromebook form. Along with the form, parents/guardians must also file a police report with the School Resource Officer for Chromebooks reported as stolen. The District will investigate each incident. If there is no clear evidence of theft, the student and parent/guardian will be responsible for the cost of replacing the Chromebook.

Incidents happening off-campus must be reported to the local police department or sheriff, depending on the location of the incident, and a copy of the report must be brought to the school within ten school days by the parent or guardian.

Insurance will cover 50% of the replacement cost. The student is responsible for the remaining 50% of the replacement cost only with evidence of a filed police report with the School Resource Officer.

Damage or Neglect

In the event the Chromebook becomes damaged, students must immediately notify the school's Chromebook designee. If the Chromebook is not working properly or for some reason has an issue unrelated to misuse, the District will handle the repair of the device.

It is recognized that accidents do happen. There is a difference between accidents and negligence. After an investigation by the school administration and determination by the repair company, if the Chromebook is deemed to be intentionally damaged by the student, the student may be subject to discipline and assessed the cost of repair or replacement.

Negligence is defined as:

- Intentional damage or leaving the Chromebook unattended.
- Exposing the Chromebook to unacceptable weight conditions such as heavy books.
- Exposing the Chromebook to weather conditions, such as rain or extreme heat, or cold.
- Placing objects like pens, pencils, papers, or books between the keyboard and screen.

The Chromebooks checked out to students will be labeled with a technology department label. These labels are **not** to be removed or covered under any circumstance. Students should refrain from placing any stickers on their Chromebooks. A fee will be incurred for removal and if there is permanent damage due to the student's personalization of their device.

Terms of Chromebook Use

Estimated Repair and Replacement Costs for Loss, Theft, Deliberate Damage, and/or Neglect.

All prices are based on the current cost the District must pay to replace damaged parts and are subject to change. The costs of any other parts needed for repairs will be based on the manufacturer's current price list.

The table below outlines the current replacement costs* of the equipment.

Item	Replacement Cost
Chromebook	\$260
Power Adapter / Charging Cord	\$25
Battery	\$40
Screen	\$115
Keyboard / Touchpad	\$80
Main System Board	\$100
Backing Plate	\$30
Outside Shell	\$30
Camera / Camera Cable	\$20
Hinge Set / Covers	\$20

* All costs are subject to change.

Repossession

Failure to comply with all terms of the 1:1 Chromebook Handbook and User Agreement may result in loss of use and/or disciplinary action. Failure to return the District property in a timely fashion may result in a fee assessed by the District for its replacement. Equipment must be returned upon request for any reason and must be returned before graduating or leaving the District.

Terms of Chromebook Use

Due Process

The District will cooperate with local, state, and federal officials in any investigation related to any illegal activities conducted through the district network or with district devices.

In the event there is an allegation that a student has violated the District's acceptable use agreement, The District will provide written notice of the alleged violation along with the opportunity to present an explanation before a neutral administrator.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use policy and agreement may result in loss of access and other disciplinary or legal action.

If the violation also involves a violation of other provisions of school rules, it will be handled in a manner described in the school handbook. The District may place additional restrictions on a student's use of his/her network account.

Transferring Students / Long-Term Suspension

If leaving the Kingston K-14 School District for any reason, students will have 48 hours to return the Chromebook and charger/power adapter to the District. If the items are not returned within 48 hours, the property will be considered stolen and reported to the proper authorities. The District reserves the right to press criminal charges in association with failure to return equipment. Seniors must clear ALL records and pay all fees before graduating.

Terms of the Agreement

Your right to use and possess the property terminates no later than the last day of the regular school year or the end of the summer school session enrolled in unless earlier terminated by the District or upon withdrawal from the District or summer school. The Chromebook must be returned in original condition.

Terms of Chromebook Use

Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect and will not be responsible for any damage suffered, including but not limited to loss of data, privacy, or interruptions of service.

The District is not responsible for the accuracy or quality of the information obtained or stored on the network. It will not be responsible for financial obligations arising through the unauthorized use of the network, nor will the District be responsible for goods and/or services purchased or sold through district technology resources.

The district provides content filtering, but no algorithm is perfect at impeding all malicious activity.

Loaner Chromebooks

The Kingston K-14 School District is committed to the importance of students continuing their work when their Chromebook is experiencing problems. Students chronically unprepared (forgetting to bring and/or charge their Chromebook) will be limited in their access to loaner Chromebooks.

To assist, the District is providing the following:

- Loaner Chromebooks will be available through checkout at the Library Resource Center on a 24-hour basis or until the Technology Department has successfully repaired the unit.
- Students will be required to sign a Loaner Agreement before the loaner unit is assigned.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to students under the age of 17. To comply with the Children's Internet Protection Act (CIPA), these sites are blocked while students are logged on to the District network. The District is committed to extending this protection no matter where the student uses their Chromebook; therefore, the District enforces the same Internet filtering away from the District network through a proxy. This filtering is not perfect. We ask that parents and guardians monitor their child's Internet activity as an additional precaution.

Chromebook User Agreement

Rules and Guidelines for Acceptable Use

The rules and guidelines are provided here so that students and parents/guardians know the responsibilities students accept when they use a school-owned Chromebook. Violations of these rules and guidelines may result in disciplinary action.

Each student will be responsible for:

- Arriving at school with their fully charged Chromebook.
- Attending each class with their Chromebook (teacher discretion).
- Agreeing to and signing the Chromebook User Agreement.
- Logging in under their assigned @gapps.kingston.k12.mo.us username and password
- Not sharing their password with other students.

All use of Chromebook technology must:

- Be school-appropriate.
- Follow local, state, and federal laws.
- Support learning.

Security reminders:

- Do not share logins or passwords with classmates/peers.
- Do share logins and passwords with parents/guardians.
- Do not do anything that others could interpret as cyberbullying or harassment.
- No hacking of other accounts.
- Follow the Internet safety guidelines and Kingston K-14's Internet Acceptable Use Policy.
- Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

Activities requiring Teacher permission:

The classroom teacher will advise students on the device usage necessary.

- Using headphones in class.
- Speakers should be muted.
- Chromebooks should **not** be used to take pictures or videos.
- Playing games.
- Instant messaging or Chat.

Chromebook User Agreement

Care and Maintenance Expectations

Chromebooks require very little maintenance. However, making sure the Chromebook is in great shape will ensure that it runs quickly and properly with little need for repairs.

Maintenance expectations:

- Students are not allowed to modify or reset Chromebooks to the factory default.
- Students are required to sign out and shut down the Chromebook when not in use.
- The Chromebook should be stored in a safe location when not being utilized.
- Students are not allowed to download extensions or apps on the Chromebook. The District will install all educational applications needed to support the student's current curriculum.

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Care expectations:

- When opening/closing your Chromebook, grasp the center of the lid.
- Avoid putting anything heavy on the lid of the Chromebook
- Make sure the Chromebook is closed before putting it in your bag.
- If you leave your Chromebook in a locker, do not pile anything on top and lock the locker.
- Make sure there are no pencils, pens, papers, or earbuds inside the Chromebook when you close it. The number one repair for Chromebooks is a cracked screen.
- Be gentle when plugging/unplugging the charger. Do not pull on it.
- Do not stretch the charger across an area to cause a tripping hazard, making the Chromebook fall.
- Keep the Chromebook off of the edge of tables and desks.
- Never leave the Chromebook unattended. While at school, keep it with you at all times.
- It is not recommended to place the Chromebook where it can be sat on or stepped on.
- Keep food and drinks away from the device.
- Do not allow the Chromebook to get wet.
- Keep the Chromebook out of extreme weather such as rain and temperature change.
- Do not leave the Chromebook in your vehicle where it could be too hot or too cold.
- To clean your Chromebook screen, use only wipes designed for computer screens, i.e., microfiber cloth. Never spray cleaners directly on your Chromebook.
- The trackpad will be damaged if not used properly -- never use a pencil, eraser, or other objects on the trackpad or keyboard.
- The Chromebooks do not have touch screens; therefore, avoid excessive touching of the screen. Do not use pens, pencils, or other objects on the screen.
- Stickers are allowed to be placed directly on the Chromebook.

Chromebook User Agreement

Care and Maintenance Expectations, continued

Expectations for charging the Chromebook:

- It is the student's responsibility to arrive at school with the Chromebook charged.
- Charging stations will be available in the school for emergencies.
- It is recommended that you use a surge protector when charging your device.
- Occasionally let the battery run all the way down before charging completely to maximize battery life.

Headphones & mice expectations:

- Students may use their own headphones with teacher permission.
- Students may bring their own mouse if preferred over trackpad.

Music, videos, and game expectations:

The classroom teacher will advise students on the device usage necessary.

- Streaming music from the Internet is not allowed.
- YouTube should not be accessed to listen to music or view videos.
- Online gaming on a Chromebook is not permitted.

Device personalization expectations:

- Inappropriate media may not be used as a background, theme, or screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug and/or gang related symbols or pictures will result in disciplinary actions.
- The district reserves the right to monitor all activity on its network and its devices.

Internet safety and digital citizenship expectations:

- Students are to be reminded that everything they send out via message, email, or social media leaves a digital footprint, much like a digital tattoo -- nearly impossible to remove.
- Nothing should be posted online about a student that would not meet the approval of parents/guardians, teachers, and administrators.
- Students are to be reminded that they should never send, share, or post private information about themselves or others on the Internet, including full names, age, location, or address.
- Students are to be encouraged to pause and think about their online activities before deciding to search, post, share, or private message.

Chromebook User Agreement

Using the Chromebook Off-Campus

Students are encouraged to use their Chromebooks at home and other locations outside of school. Chromebooks require a Wi-Fi connection for web browsing and cloud storage; however, some applications can be used while not connected to the internet. After adjusting the correct [Google Drive settings](#), Google Docs, Sheets, Slides, and Drawings may become accessible to the students without an internet connection. This enables students to work on documents offline at home. Any changes made while offline will then be uploaded once the student connects back to an internet connection. Students are bound by the User Agreement and acceptable use policies and guidelines while using their Chromebook off-campus.

Strictly Prohibited Use

If a student encounters inappropriate information or content while using their Chromebook, the student should immediately terminate access to the information and notify school personnel of what occurred. Failure to do so will result in disciplinary action.

Prohibited activities include:

- Illegal installation or transmission of copyrighted material.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, or distributing offensive, profane, threatening, political, pornographic, obscene, or sexually explicit materials.
- Spamming - sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/email accounts for financial or commercial gain or any illegal activity.
- Students are not allowed to give out private information over the internet, except for teacher-directed instances.
- Vandalism or any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or programs that can infiltrate computer systems and/or damage software components of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass, demean, or bully recipients.
- Students must not attempt to bypass the Cipafilter through a web proxy.

Violations of the User Agreement

Chromebook Violations

Students are expected to bring their Chromebooks to school every day and to class every hour, fully charged, so they are ready to participate in the learning process. If a student has to get a loaner because of intentional damage, forgetfulness, or a dead battery, the student will receive a Chromebook Violation. Leaving class to get a Chromebook will also be considered a Chromebook violation unless the student needs a loaner due to malfunction.

Chromebook-Related Behavior Violations:

- Off-task use of technology without teacher permission, including but not limited to:
 - Email
 - Instant Messaging
 - Internet Surfing
 - Gaming
 - Streaming
 - YouTube
- Cyber-bullying or harassment.
- Damaging, defacing Chromebooks (vandalism).
- Inappropriate language.
- Access inappropriate web content.
- Using another student's account without authorization.
- Unauthorized downloading of content, apps, extensions, etc.

Any disciplinary infractions regarding the use of technology will be at the discretion of the school administration and will be per the 1:1 Chromebook Handbook and User Agreement and Kingston K-14's Student Handbooks.

Violations shall be subject to consequences which may include but are not limited to:

- Verbal warnings
- Office referrals
- Parent or guardian contacts
- Use of district resources only under the direct supervision of staff
- Suspension of network privileges, computer privileges, or taking the device home.
- Financial reimbursement
- Legal action and prosecution by the authorities

Parent/Guardian Responsibilities

Partnership Agreement

The Kingston K-14 School District is committed to equipping all parents/guardians with the necessary tools and information to ensure the safe use of the Chromebook in the home. There are several responsibilities assumed by the parent/guardian as outlined below:

Sign the 1:1 Chromebook User Agreement

For students to be allowed to take their Chromebooks home, both the student and the parent/guardian must sign the Student/Parent Loan of Technology form and adhere to the guidelines in the form.

Accept Liability

The parent/guardian/student is responsible for the cost of repair or replacement at the date of the loss if:

- Property is not returned.
- Property is intentionally damaged.
- Property is lost due to negligence.
- Property is stolen but not reported to the school and/or police promptly.

Monitor Student Use

The parent/guardian must agree to monitor student use at home and away from school.

Some suggestions:

- Develop a set of rules/expectations for Chromebook use at home, including charging the device and not using the device after the bedtime hour.
- Know your child's password/login information for the Chromebook and any email/social media they use.
- Periodically and randomly check the Chrome browser history.
- Demonstrate interest in what your child is doing on the Chromebook. Ask questions and request that they show you the work they are doing.
- Daily conversation over dinner can include information you learn from visiting teacher websites, including Google Classroom.
- Assist your student with making sure the Chromebook is charged and ready for the next school day, and assist your student with making sure the Chromebook is brought to school.
- Supervise the safe storage of the Chromebook at home.

Support Student Internet Safety and Digital Citizenship

Both the school and parents/guardians share the responsibility of educating students about Internet safety and digital citizenship—practice and model internet safety at home.

Kingston K-14 Chromebook Protection Plan

The Kingston K-14 School District offers each family the opportunity to insure district-owned Chromebooks issued to students as part of the One-to-One Program. This insurance program protects the Chromebook against accidental damage (drops/spills), loss, theft, fire, flood, and natural disasters. This insurance policy will provide replacement cost coverage and protect the Chromebook on and off school grounds.

Insurance protection cost per device is \$20.00 annually* and covers one claim in full for accidental damage or breakage of any Chromebook parts. Second claim within a year will require a \$10.00 deductible. Third claim within a year will require a \$15.00 deductible and fourth claim within a year will require a \$20.00 deductible. Payment of each deductible is required before the unit will be repaired. Subsequent claims beyond the fourth claim within a year will be at a total cost to the student. Insurance protection must be paid in full before the first claim can be processed and will not be offered after breakage or damages have occurred.

All prices are based on the current cost the district must pay to replace damaged parts and are subject to change. The costs of any other parts needed for repairs will be based on the manufacturer's current price list. The use of stickers, altering, or writing on the protective covering or computers is not allowed and will be charged for removal.

Program Premium/Coverage

- Non-refundable premium: \$20.00
- Maximum of \$40 per family
- Co-pay: \$10 for second claim, \$15 for third claim, \$20 for fourth claim, and subsequent claims will be at total cost to the student.

Effective Coverage/Expiration Date

- Effective Date: Date of full premium payment.
- Expiration Date: End of the current school year / summer school session or date of equipment return & un-enrollment.

Fees Without Insurance

- | | |
|--------------------------|-------|
| • Chromebook replacement | \$260 |
| • Charger | \$25 |
| • Battery | \$40 |
| • Screen | \$115 |
| • Keyboard / Touchpad | \$80 |
| • Main Systems Board | \$100 |
| • Backing Plate | \$30 |
| • Outside Shell | \$30 |
| • Camera / Camera Cable | \$20 |
| • Hinge Set / Covers | \$20 |

Coverage

- **Accidental Damage:** Pays for accidental damage caused by liquid spills, drops, or any other unintentional event
- **Theft:** Pays for loss due to theft; the claim requires a police report to be filed
- **Fire:** Pays for damage of the Chromebook due to fire; the claim must be accompanied by an official fire report from the investigating authority
- **Electrical Surge:** Pays for damage to the device due to an electrical surge
- **Natural Disaster:** Pays for loss or damage caused by natural disasters
- **Damage Caused by Other Students:** Pays for the repair or replacement caused by other students

Exclusions

- Dishonest, fraudulent, intentional, negligent (not stored in a secured manner or location, pushing off of a desk, dropping to the floor while getting into locker, cramming into the locker), or criminal
- Cosmetic damage that does not affect the functionality of the Chromebook; this includes, but is not limited to scratches, dents, and broken ports/parts, port covers
- Kingston K-14 School District is not liable for any loss or damage (including accidental, consequential, or punitive damages) for expense caused directly or indirectly by the equipment

**Annual is determined to be the first of the school year distribution until the end of the regular school year, or end of summer school session of which your student is enrolled.*

I understand if I do not take out the Chromebook Insurance Plan, I will be responsible for the costs associated with repairing or replacing my child's device.

I have read and understand the Insurance coverages and what I am responsible for whether I choose to take the insurance or not.

----- **YES!** I do wish to purchase the Chromebook Insurance Coverage at a cost of \$20 per child. If I have additional children, the second child is \$10 and each subsequent child is \$5 up to a max of \$40 dollars per family.

----- **NO** I do not wish to purchase the Chromebook Insurance Coverage. I understand I will be fully responsible for any damages or loss that occurs while the Chromebook is checked out to my child.

HS Student Name(s): _____

MS Student Name(s): _____

Parent Name (Print): _____

Parent Signature: _____ Date: _____

*****Failure to submit payment WITH this form will be considered rejection of insurance for the 2022-2023 school year.**

For Office Use:

1st Child	\$20
2nd Child	\$10
3rd Child	\$5
4th Child	\$5

Payment Method(circle): Cash Check - Number _____

Total Amount Paid: _____

Verified by: _____



KINGSTON K-14 SCHOOL DISTRICT

Chromebook User Agreement 2022-2023

Both signatures must be present and this form filled out completely.

In these Terms and Conditions, “we,” “us,” and “our” means Kingston K-14 School District. “You” and “your” means the parent/guardian and the student enrolled in Kingston K-14 School District. The “property” is the Chromebook owned by Kingston K-14 School District. Upon signing, you are eligible to receive coverage with the following terms and conditions:

TERMS

You will comply at all times with the Kingston K-14 School District Code of Conduct and Acceptable Use Agreement. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property.

TITLE

Legal title to the property is held by Kingston K-14 School District at all times. Your right of possession and use is limited to and conditioned upon your full and complete compliance with these terms. As there is no filtering software placed upon the property, your compliance of these terms may require parental and self-monitoring while using outside of Kingston K-14 School District facilities.

LOSS/ DAMAGE

If the property is damaged, lost, or stolen, you are responsible for the reasonable cost of repair or replacement value on the date of loss. Loss or theft of the property must be reported to school administration by the next school day following occurrence. Kingston K-14 School District is not responsible for assisting with the recovery of any lost or stolen devices. You may be required to file a police report.

THEFT

Your failure to return the property in a timely manner and the continued use of it for non-school purposes without the consent of Kingston K-14 School District may be considered theft of the District’s property.

INDEMNIFICATION

The student and parent/guardian release, hold harmless, defend, and indemnify the District from any claims, liability, or money damages (including attorney fees) brought by a third person, the student, or the parents/guardians against the District and related to the student’s use of the device or the students’ or parents’/guardians’ breach of these terms.

If a student is unenrolled from Kingston K-14 School District for any reason, the protection plan becomes null and void on that date.

I have read and understand the conditions of this agreement. The chromebook handbook is available online at <https://kingston.k12.mo.us/schools/high-school/>.

Printed Name of Student

Grade

Student Signature

Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date