

TSD Student Issued Chromebook Expectations and Use Handbook

Thanks to the generosity of the voters in the Tumwater community, all students have access to technology to assist in preparation for college and careers, while helping in understanding how to be safe, healthy and responsible global digital citizens. Technology use will be routine, transparent, and encourage innovative teaching methods to ensure students' success.

TSD understands that issuing student devices also comes with a new set of challenges and responsibilities. The extended use of district owned technology is a privilege that requires responsible use. This privilege may be revoked for failure to abide by these guidelines. The information within this document applies to the individual assignment of Chromebooks to students in the Tumwater School District. It includes any other device considered by the Administration to come under this program.

With the passage of the 2020 Capital Levy, the district will not be collecting an annual Chromebook Fee.

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1. Distribution and Return of Chromebooks

1.1 Receiving Your Chromebook

Chromebooks will be distributed in the fall to students who complete the TSD Chromebook Orientation activities. Families must complete and return the following:

- ❑ TSD Chromebook Expectations and Use Handbook Acknowledgement Form, through Skyward Family Access or in print.

1.2 Chromebook Return

Chromebooks will be examined for damage and serviceability during the final weeks of school. Only High School Students may be given the option to keep the Chromebook over the summer, provided that they will be returning to the same school in the fall. Students who will be moving from middle school to the high school will return their Chromebooks to the middle school.

1.2.1 Student Transfers within District

If a student transfers within district during the school year, their Chromebook will be returned at that time. Students transferring to another school within the Tumwater School District will be issued a Chromebook at their new school.

1.2.2 Extended absences

Students leaving TSD for more than 20 consecutive school days will be required to return the device before leaving. After the 20th day, the Chromebook and associated student accounts will be deactivated and unusable.

1.2.3 Student Transfers out of District

Students who withdraw, complete graduation coursework early, or terminate enrollment at Tumwater School District for any reason must return their Chromebook on the date of termination. The student must return the device and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook. If a student fails to return the Chromebook, that student will be subject to fines (replacement cost of the Chromebook), criminal prosecution, and/or civil liability. Failure to return the Chromebook will also result in a theft report being filed with the Tumwater Police Department and may delay access to public school records.

1.2.4 Partial FTE Enrollment

Students who are enrolled at a District school on a less than full-time basis (reduced schedule, New Market, Running Start) are eligible to be assigned a Chromebook when the classes the student enrolled in requires the device and not available by other means. The building librarian will handle the decision for checkout.

1.3 Chromebook Identification

Chromebooks are tagged and inventoried by the district. Any attempt to modify, hide, and/or remove TSD identification tags will be subject to disciplinary action.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook the district has issued them. Chromebooks that are damaged, broken, or fail to work properly must be taken to the library for equipment evaluation/review.

2.1 Carrying your Chromebook

You are responsible for protecting your Chromebook from damage. Use common sense. When carrying your Chromebook within the classroom, close the Chromebook, and carry it securely. The Chromebook must remain inside the protective case. Care must be taken when placing the Chromebook into your backpack to avoid putting pressure and/or weight on the Chromebook screen. Do not store papers, pencils, or other materials inside of the Chromebook or case. Keep food and liquids away from your Chromebook, including in your backpack.

2.2 Screen Care

The Chromebook screens may be damaged if treated roughly. The screens are particularly sensitive to excessive pressure.

- Do not lean on the top of the Chromebook when it is open or closed.
- No objects should be placed on the keyboard.
- Do not put anything in the carrying case.
- Clean the screen with a soft, dry cloth or anti-static cloth. The cloth may be slightly moistened with plain water.
- Do not bump or drop the Chromebook against lockers, walls, car doors, floors, etc., as it could possibly break the screen.

2.3 Storing Your Chromebook

When students are not using their Chromebooks, they should be stored securely or kept with the student. Students are required to take their Chromebooks home every day after school, regardless of whether or not they are needed for homework. Chromebooks should never be visible in a vehicle due to the possibility of theft. Avoid extreme heat or cold (i.e., car in summer or winter) as it may damage the device.

2.3.1 Chromebooks Left in Unsecured Areas

Every effort should be made to secure your Chromebook at all times. Any Chromebook left unsecured is in danger of being stolen or damaged. If a Chromebook is found in an unsecured area, it will be taken to the office.

2.3.2 Chromebook Use During Extracurricular Activities

Students are responsible for their district devices both in and out of school, including extracurricular events. Costs associated with a lost, stolen, or damaged device, as stated in this document also apply to extracurricular events. It is not the responsibility of the coach, bus driver, etc. to protect and/or store the device during extracurricular activities.

3. Chromebook Damage/Loss and Deductible Schedule

The educational program for your student includes a Chromebook that will be issued for their use at school and home. We are very excited to be able to make these powerful tools available to our students. We also understand that both students and parents are concerned about keeping these tools secure and in good working order.

Like textbooks, team uniforms, and other school property issued to your student, there is a responsibility to take appropriate care of these valuable resources. The Chromebook is no different, but it does represent an increased cost to the district and liability to students and parents.

District policies, regulations, and practices require a fine to be levied to cover the repair or replacement cost of District property. With computing devices, like Chromebooks, the cost of damage or loss can be significant. Accidental breakage or damage will be repaired and billed by the district according to the schedule. Responsibility for repair costs associated with intentional damage or gross negligence will be determined by the district and building administration.

3.1 Accidental Damage and Loss Deductible Schedule*

Accidental Damage and Loss Deductible

Deductibles	Damaged Chromebook**	Lost or Stolen Chromebook***
1st Incident	\$0	\$50
2nd Incident	Cost of Repair	Replacement Cost

*The Damage and Loss Deductible Schedule renews every school year.

****Intentional and/or negligent damage by the student is not covered by this plan and is subject to the full cost of repair or replacement.**

Loss of charging components, case, and/or keys are not covered.

In some cases, the school administrator may revoke take-home privileges and require the student to “check out” a Chromebook from the library or designated school area.

***Lost or stolen Chromebooks will be disabled. If the Chromebook is stolen, the Tumwater School District requires a police report be submitted. Fraudulent reporting of theft will be turned over to the police for investigation. A student making a false report will also be subject to disciplinary action.

If a lost or stolen Chromebook is recovered in working condition within 12 months of reporting, the fine will be refunded.

If a student leaves the district but does not return the Chromebook, they will be fined for the full replacement cost, and standard rules for the restriction of student records and transcripts apply (See Section 1.2).

3.2 Chromebook Fine Schedule

Damaged Screen	\$40
Damaged Keyboard	\$60
Damaged Touchpad	\$55
Damaged Keys	\$5 to \$15 depending on the keyboard
Damaged Device Chassis	\$80
Lost Charger	\$30
Lost Case	\$20
Chromebook Replacement	\$200

3.3 Accidental damage, fire, flood or natural disaster.

The district will cover costs due to accidental damage and loss resulting from fire, flood, or natural disaster.

4. Using Your Chromebook at School

Chromebooks are intended for use at school each day. As such, students are responsible for bringing their Chromebook to all classes unless directed otherwise by the classroom teacher. **STUDENTS MUST COME TO SCHOOL DAILY WITH A FULLY CHARGED CHROMEBOOK.**

4.1 Chromebooks Left at Home

If students leave their Chromebook at home, they are responsible for getting course work completed as if they had their Chromebook present. If classroom loaner is available, they may be able to check out a device from the classroom teacher for that period. If a student repeatedly (two or more times as determined by any teacher) comes to class without their Chromebook, they may lose their take-home privileges and be required to “check out” a Chromebook from the library or designated school area. The classroom teacher or school administrators will handle violations. Repeat violators may be subject to additional disciplinary action.

4.2 Chromebook Repair

Any mechanical or physical problems with the Chromebook should be immediately reported to the library. Loaner Chromebooks may be issued to students when they leave their Chromebook for repair. Please note, loaner Chromebooks are subject to availability, but the district will make every attempt to reduce downtime for students.

4.3 Charging Your Chromebook's Battery

Chromebooks must be brought to school each day fully charged. If a student repeatedly brings their device uncharged, the school administrator may revoke their take-home privileges and require the student to "check out" a Chromebook from the library or designated school area. Only charge your Chromebook with the TSD provided charger.

4.4 Screensavers and Backgrounds

Inappropriate media may not be used as a screensaver, background photo, or profile pic on district Chromebooks. Installed images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, tobacco, gang-related symbols, or other material deemed inappropriate will result in disciplinary action.

4.5 Sound, Music, Games or Programs

The use of apps/games, music, and/or sound must be approved by the classroom teacher and be for educational purposes only. Taking pictures or recording (audio or visual) teachers and/or students without their explicit consent is strictly prohibited.

4.6 Internet Access Off Campus

In compliance with district policies and the Children's Internet Protection Act (CIPA), internet access is filtered when using TSD Chromebooks off-campus. In addition, TSD Chromebooks may only be accessed with TSD login credentials. Students may connect their district Chromebook to their home or other wireless networks when they are off-campus.

5. Managing Your Files & Saving Your Work

5.1 Saving Your Work

It is recommended that students store their files in their TSD Google Drive which is available at any time from any web-connected device. 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 late or incomplete assignments.

5.2 Network Connectivity

Tumwater School District makes no guarantee that the network will be up and running 100% of the time. In the case that the network is down, the district will not be responsible for lost or missing data.

6. Apps and Operating Systems on Chromebooks

6.1 District Installation of Software

The TSD Technology Department installs educational and administrative apps and extensions on student accounts. These apps and extensions must remain activated at all times.

6.2 Additional Apps and Extensions

The use of the student's school provided Chromebook is for educational purposes only. Students may install additional classroom-appropriate apps and extensions from the Chrome Store or Google Play Store that have been pre-approved by the district.

6.3 Inspection

Students may be selected at random to provide their Chromebook for inspection. This may include an inspection of all materials saved on or accessed by the Chromebook as well as the physical condition of the Chromebook (i.e. ID tags, barcodes, and/or additional stickers/marks on the outside of the device).

6.4 Operating System (OS) Updates

The TSD Technology Department will deploy updated versions of apps and the Chrome OS. Updates to the Chrome OS require a system restart. Students should power off and restart their devices on a regular basis.

7. Responsible Use

The purpose of this document is to augment existing Electronic Resources Policy (2022) and details guidelines and expectations for the responsible use of technology for students at the TSD to provide a safe, appropriate, and effective learning environment for all. As members of the TSD community, students are required to follow the district's policies, procedures, and guidelines.

7.1 System Security

- Students must protect access to their own devices through the use of passwords and privacy settings at all times.
- Students will log on to the network only as themselves.
- Students are responsible for their individual accounts and will take all reasonable precautions to prevent others from being able to use their accounts and should never share account information with others.
- Students will immediately notify a faculty or staff member if they have identified a possible security problem.
- Any electronic devices brought on the TSD campus are subject to search without notice.
- Students will refrain from using any device or software that masks the use of the school resources. This includes, but is not limited to, anonymizers, VPNs, and any application or hardware device that circumvents network security, logging, or tracking procedures. Failure to comply will result in loss of computer/network privileges and possible disciplinary action.

7.2 Intellectual Property and Privacy

- Students will not copy or transfer any copyrighted material(s) to or from computers on the Tumwater School District network without permission.
- Students will not plagiarize words or phrases found in books, on the internet, or other online resources.
- Students will respect the rights of copyright owners, including those who have created music, images, video, software, etc.
- If a student encounters an inappropriate image, site, or video online, he/she will immediately minimize the screen and inform a teacher.
- Students should not expect privacy when using online resources since materials are owned by the site and can be redistributed without an author's permission. Students should check each site's privacy and security policies carefully before posting or adding content that may be viewed by others presently or in the future.

7.3 Inappropriate Language and Harassment

- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language on any devices at Tumwater School District, whether in public or private messages.
- Students will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- Students should be respectful and polite in all online communication when using the district network. This includes, but is not limited to, email, chat, instant messaging, texting, gaming, and social networking sites.
- Students will not share, forward, or post a message, image, or video sent without the permission of the person who sent the message.
- Students will not post private or false information about another person.

8 Summary of Student Expectations

- Students represent the Tumwater School District whenever and wherever they use district computing resources. Student actions reflect on the district in all online communication.
 - Students will be held responsible for any online behavior or content that connects them to the district or implicates the district in their behavior.
 - If students knowingly enable others to violate these rules, students may lose their access to TSD computer resources that include their device, district network, email, or internet access.
 - The district has software and systems in place that monitor and record all activities and traffic on the district computing resources. Students should expect only limited privacy in the contents of all personal files on the district network.
 - Tampering with the district technology tools or another person's work is unacceptable, and students may lose all rights to use computers and/or personal devices at school, including their user accounts, and network access.
- Violations of the district policy and Responsible Use Plan are subject to disciplinary action ranging from loss of computing privileges up to and including suspension and/or expulsion.

8.1 Students Expectations:

1. Students will follow teacher/building/district policies and instructions when using technology.
2. Students will be polite and considerate and use appropriate language.
3. Students will report and/or help prevent any bullying, abuse, or harm of others.
4. Students will tell an adult if they read, see, or access something inappropriate or if they witness improper use of technology.
5. Students will comply with all district filters and security measures.
6. Students will use technology carefully and conserve district resources.
7. Students will not share passwords, except with their parents/guardians.
8. Students will use only their own files and folders. They will not access another individual's files and folders without his/her permission.
9. Students will not reveal or post personal information about themselves or another person (i.e., passwords, addresses, locations, or telephone numbers).
10. Students will follow copyright laws.
11. Students agree to return the Chromebook, case, and power cords in good working condition.
12. Students will not loan their Chromebook to other individuals.

Following Federal, State and, local laws, The Tumwater School District will protect student and employee data. However, student use of any district technology (computer, network, internet, resources, etc.) will be monitored and is neither private nor confidential to district/authorized personnel. If students violate this agreement, the district's policies and procedures, or the student handbook, they may not be allowed to continue to use technology or they may receive other appropriate consequences.

Individual student Chromebooks and accessories may be examined by the Tumwater School District at the end of each school year, before summer checkout. Students who withdraw or terminate enrollment at Tumwater School District for any reason must return their school Chromebook on the date of termination.

Tumwater School District Chromebook Acknowledgement

Parents/Guardians, please use Skyward Family Access to acknowledge that you have read and understood the expectations of use for TSD Chromebooks.

Only print and sign this page if you do not use Skyward Family Access. Your student's school office can provide a printed copy if desired.

Parent/Guardian Acknowledgement

- I have read the Tumwater School District's Chromebook Responsible Use Guidelines and Procedures
- I understand the procedures and requirements to which my student must comply
- I understand the potential responsibility for any damage or neglect that may result from my student while the Chromebook is in his/her possession or control, which may result in monetary charges.
- I understand that my student may lose his/her Chromebook privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any District Chromebook.
- I understand my student must return the Chromebook and power adapter when requested. I understand that I will be charged for any missing equipment and/or accessories.

Student(s) first and last name (all my students receiving TSD Chromebooks)	
Parent/guardian first and last name	
Parent/guardian signature	
Date	