

Lakeside Lutheran High School

Chromebook Procedures Handbook and Acceptable Use Policy (AUP)

2018-2019



Receiving and Returning Chromebooks

1.1 Receiving a Chromebook

1. Each student will receive a Chromebook and AC charger.
2. Parents/guardians and students signed the **Chromebook User Agreement** (Appendix A) during online registration.
3. The Chromebook is the property of Lakeside Lutheran and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook.
4. Students are not allowed to install other operating systems or alter the Chrome OS on the device. Students found breaking this rule may lose the rights to the device for a period of time. Students that persist in this may be reported to the assistant principal for further repercussions.
5. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school.
6. The student new to LLHS will receive Chromebook orientation within the first week of school.

1.2 Returning a Chromebook

1. Chromebooks must be returned immediately when a student transfers out, is suspended or expelled, or terminates enrollment for any reason from Lakeside Lutheran High School.
2. Seniors may return their Chromebook to the Director of Technology at graduation rehearsal, or take it with them.

1.3 Fines Related to a Chromebook

1. Chromebooks and AC charger will be turned in to the Computer Department staff, when requested, in satisfactory condition. Chromebooks will be inspected for damage.
2. In the case of damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The Lakeside Administration will make the final determination of any fees assessed.

Repairing or Replacing Chromebooks:

What are the replacement costs of the Chromebook and accessories?

Chromebook: current price of Chromebook

Replacement Screen: \$70

AC Charger: \$35

What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?

Lakeside Lutheran will be responsible for the repair of the Chromebook for normal wear of the unit that is covered by the warranty. If the Chromebook is damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit (approximately \$300). Lakeside regards the Chromebook as all other materials that are checked out to a student ex: library materials, sports equipment, etc.

What coverage does Lakeside provide for the Chromebooks?

Lakeside is allowing at home use for these Chromebooks and will generally assume the financial liability for Chromebook repairs or replacement due to normal and typical daily use covered under warranty. In the case where a Chromebook is damaged by means other than is covered by the warranty, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The Lakeside Administration will make the final determination of any fees assessed.

Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by Lakeside Lutheran.

Chromebooks that are broken or fail to work properly must be given to the Computer Department staff for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login.

Chromebooks are the property of the Lakeside Lutheran and all users will follow these procedures and the Lakeside Lutheran Acceptable Use Policy.

2.1 General Precautions

1. Avoid using any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs.
2. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook.
3. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
4. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the Computer Department staff.
5. Never throw or slide a Chromebook.
6. Always open the Chromebook from the center of the screen and not from the corners. Opening the device from the corners creates additional stress on the screen and may lead to the screen cracking.
7. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
8. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
9. Chromebooks must never be left in an unlocked locker, in an unlocked car, or in any unsupervised area.
10. Chromebooks should be placed vertically on a locker shelf or in a backpack/book bag to avoid putting any pressure on the screen.
11. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
12. Chromebooks must be charged for school each day. **This is the student's responsibility.**
13. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.
14. PLEASE DO NOT ATTEMPT TO CONTACT THE CHROMEBOOK MANUFACTURER DIRECTLY FOR SERVICE OR REPAIR QUESTIONS. PLEASE CONTACT THE LAKESIDE LUTHERAN COMPUTER DEPARTMENT.

2.2 Carrying Chromebooks

By providing a protective, padded cover, you will protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. It is recommended that the Acer Chromebook be protected by a cover. Nylon drawstring bags or school backpacks are insufficient protection for any Chromebook.

Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

3.1 Chromebooks Left at Home

If a student leaves the Chromebook at home or comes to school with an insufficiently charged Chromebook, the student is responsible for getting his/her coursework completed as if the Chromebook were present. The student may rent a working device from the Computer Department. The first five rentals the student will be charged \$5 per day. After the fifth time, the charge increases to \$10 a day and the parents may be contacted. A charger may be rented for \$2 per day

3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school at no charge. A limited number of "loaner" Chromebooks are available, so having a "loaner" is not guaranteed.

3.3 Charging a Chromebook's Battery

1. Chromebooks must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home. An additional charger may be purchased from the Computer Department.
2. In cases where the battery does run out, students may be able to connect their Chromebook to a power outlet in class at the teacher's discretion.

3.4 Screensavers/Background photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action. "So whether you eat or drink, or whatever you do, do it all for the glory of God." I Corinthians 10:31

3.5 Sound, Music, Games, Apps

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Students should provide their own headsets/earbuds. Students without their own headsets/earbuds must mute their Chromebook to not disturb the academic setting of the classroom.
3. **Music is only allowed on the Chromebook at the discretion of the teacher.**
4. Data storage will be through apps on the Chromebook, i.e., Google Docs, Notepad, etc. or flash media.

3.6 Printing

Students may print on printers listed on their Chromebooks. Students are not allowed to print personal photos, downloaded photos or non-academic content on Lakeside Lutheran printers. Students may lose printing rights if printers are misused.

3.7 Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.

Lakeside Lutheran High School Acceptable Use Policy (AUP) for School Computer Systems Information for Students and Parents

Lakeside Lutheran High School provides all enrolled students usage of a Chromebook as well as 50 PC computers in various locations around the school. Students are able to access information on both our local network and the Internet. This access is provided as a privilege to students—not as a right—to facilitate learning, to assist in conducting research, and to allow communication with others. Students must agree to act in a responsible, Christian manner when using these tools.

Lakeside Lutheran High School will use technology protection measures to block or filter content that is not safe, not educational, and not Christ-centered. Lakeside Lutheran High School reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. At any time, any of the computer administrators can review and/or delete any file from the network in order to maintain system integrity or to enforce this acceptable usage agreement. Users should have no expectation of privacy regarding their use of Lakeside Lutheran High School property, network, and/or Internet access or files, including email.

The following rules apply to all students who are allowed access to the computers and the computer network:

When using the school's network, I will...

1. PROTECT MY PASSWORD AND RESPECT OTHERS ACCOUNTS

- I will change my password to a more secure password to protect my account.
- I will not share my password for convenience with another student.
- I will not steal and use another student's password, a staff member's password, or a teacher's password to access the computer network, understanding that this could lead to disciplinary action.
- Any violation of this Acceptable Computer Use Agreement attributed to a student's user name will result in disciplinary action being taken against that student.

2. RESPECT OTHERS PROPERTY AND FILES

- I will not access or tamper with another student's files.
- I will not access or tamper with a faculty or staff member's files or hardware.
- I will not tamper with, damage or disrupt the school's network operating system files from on or off site, understanding that if I even attempt this, it could lead to a legal matter and/or expulsion.
- I will not attempt to circumvent or successfully circumvent any of the security measures installed on the computers or network, understanding that if I even attempt this, it could lead to a legal matter and/or expulsion.

3. CARE FOR LAKESIDE-OWNED DEVICES AND PERIPHERALS

- I will not dismantle, deface, or damage the computer or its various peripherals (mouse, keyboard, mouse pad, etc.), understanding that if I do, I will be held responsible to pay the full price for a replacement product.
- I will not add, delete, or alter files or install programs without specific prior permission from one of the computer administrators.
- I will not download executable files on school computers.
- I will not change settings or preferences on the computer.

I understand that if I break any of these aforementioned rules, I can lose my computer and/or Chromebook usage for a period of time decided by the computer administrators or the assistant principal.

When using the computers to communicate inside and outside of Lakeside, I will...

1. USE GOOD CHRIST-CENTERED JUDGEMENT WHEN USING THE COMPUTER TO COMMUNICATE

- I will be able to use the email provided from Lakeside at anytime at mail.llhs.org to communicate both within Lakeside as well as outside of Lakeside.
- I will remember that every letter on these emails should be Christ-centered. I will not use this email to send abusive or offensive messages to people within or outside of Lakeside.

2. UNDERSTAND THAT ALL COMMUNICATION IS MONITORED

- I understand that all of the e-mails, messages, and posts that I send and read are monitored for appropriate content and can be forwarded to the assistant principal if the need arises.
- I understand that any emails that relate to illegal activities must, by law, be reported to the proper authorities.

When using the Internet and resources on the Internet on the Lakeside network, I will...

1. GIVE CARE TO THE CONTENT THAT I BROWSE FOR AT LAKESIDE

- I understand that all my Internet requests are monitored, filtered, and documented and can be reviewed at any time by the computer administrators or school administration.
- I understand that computer administrators and school administration block access via the Internet to content that is considered not Christian or not educational. No permission will be given around this block at any time.
- I will not attempt or succeed at getting around the school's blocking software, understanding that even if I attempt it, the matter will be turned over to the assistant principal for review. This includes individuals that tether their devices to their cellular internet plans onsite to avoid the school's blocking software.

2. PUT MY FAITH AT THE FOREFRONT

- I understand that even though Lakeside aggressively blocks inappropriate sites, some material may be reached that is illegal, defamatory, inaccurate and blatantly sinful. Computer administrators will strive to block inappropriate sites when they are discovered.
- I will not search for inappropriate content on the Internet or post remarks on the Internet that defame Lakeside or my Savior.
- I will respect others' work and comply with Fair Use laws and other copyright regulations when accessing the Internet.

(Appendix A)

Lakeside Lutheran Chromebook User Agreement

This agreement must be signed by the student AND parent/guardian before a Chromebook will be issued to the student to remove from the classroom and to take off of Lakeside Lutheran High School's campus.

As a user of a Lakeside Lutheran High School-owned Chromebook, I acknowledge receipt of and hereby agree to comply with the user requirements contained in the Chromebook Procedures and Information Handbook. I also agree to abide by all guidelines as laid out in the Lakeside Lutheran Acceptable Use Policy.

Student Name (PRINT)

Student Signature __

Date__

As the parent or legal guardian of the minor student signing above, I grant permission for my student to be issued and be held responsible for a Lakeside Lutheran High School owned Chromebook. I understand that I may be held liable for usage violations and/or equipment damage to the Chromebook. I acknowledge receipt of and hereby agree to comply with the user requirements contained in the Chromebook Procedures and Information Handbook:

Parent/Guardian Signature__

Date__