



## Student Technology Handbook

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## **Introduction**

The following policies refer to the use of an individual student computing device, the Google Chromebook (the “device”). In addition to this Student Technology Handbook, students are required to follow all the guidelines outlined in the Otsego Public Schools’ current “Technology Acceptable Use Policy.” As Otsego’s technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and updated. Please refer to the Otsego Public Schools’ website for the most up-to-date information.

## **Expectations and Care**

1. If the device fails to work or is damaged, report the problem to your school’s Main Office as soon as possible. Do not attempt to gain access to the internal electronics or repair the device. Device repair/replacement options will be determined by school administration. You may be issued a temporary device or other materials until your device is working properly or replaced.
2. Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended technology will be collected and stored in the District’s Technology Department.
3. Never expose the device to long term extremes in temperature or direct sunlight. An automobile is not a good place to store any technology.
4. The device 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 device. Use of unapproved cleaners may remove the protective film covering the screen or face of the device.
5. The device **MUST** remain in the provided case at all times. The student will be charged for any damage to the device outside the school-issued case.
6. Avoid placing weight on the device.
7. Never throw or slide any technology device.

8. The device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. The device accessories are the responsibility of the student.
9. Never throw a book bag that contains a device. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects.
10. All devices are tagged with an asset label. The label is not to be tampered with, modified, or removed.
11. The devices have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.
12. Do not lend the device to another person. Each device is assigned to an individual and the responsibility for the care of the device rests solely with that individual.
13. The device is designed for daily use; therefore, each device must be charged and ready for use each school day. The device/s should be charged at home.
14. The device and the case must remain free of stickers, writing, painting, or any other forms of adornment.
15. Students may not change, alter, bypass, or attempt to bypass any Chromebook/Mobile Device security measures including filtered Internet sites.

## Cost of Chromebook, Software, Apps and Accessories

Average Chromebook replacement costs:

Device Replacement	Screen Replacement	Keyboard Replacement	Cord Replacement (not covered by insurance)	Case Replacement (not covered by insurance)
\$250.00	\$50.00	\$75.00	\$50.00	\$25.00

Families may purchase insurance through the school for the school year. This insurance covers the first two accidental breaks of the device. Additional accidental breaks after the first two will be charged to the student. **Intentional** damage is not covered by insurance and will be charged to the student. Families opting out of insurance will be responsible for any costs for accidental and/or intentional damage as outlined above. Manufacturer defect or manufacturer part failure will be replaced by the district at no cost to the student.

### 2018 / 2019 School Year Insurance (full year)

1. 1 Year - \$0 Deductible – Accidental Damage and theft.
2. Cost per device is \$25.00 per year (non-refundable)
3. For Reduced Lunch Students - \$15.00 (non-refundable)
4. For Free Lunch Students - \$10.00 (non-refundable)
5. If your family has more than two children receiving devices through OPS, the total amount for insurance is capped at \$50.

In the event of theft, loss, or damage due to intentional abuse or misuse, it is the student's responsibility to cover up to \$250.00 for replacement cost.

It is the student's responsibility to cover the cost of district-issued accessories in the event of theft, loss or damage due to intentional or unintentional abuse or misuse. Cost for accessory replacement includes, but is not limited to:

1. Power Charger and Cable (\$50.00)
2. Case (\$25.00)

District-issued software applications (apps or extensions) are needed for student learning and should not be deleted. Modifying the settings of the district-issued device or deleting district-issued software applications apps(s) may result in student discipline and/or the need for reformatting at a cost to the student.

## **Damaged, Lost, or Stolen Device**

1. If the device is damaged or not working properly in any way, you need to fill out a report and turn it into the office.
2. In the event that the device is stolen, the student or parent/guardian should immediately notify the school administrator. The filing of a police report by the parent/guardian is mandatory for insurance claim processing. In the absence of a police report, the parent/guardian will assume responsibility for the full replacement cost.
3. In the event that the device is lost, the student or parent/guardian should immediately notify the school administrator. The student and parent/guardian will assume responsibility for the full replacement cost.
4. In the event that a police report is filed for a lost or stolen device, Otsego Public Schools may aid the police in recovering the device. All devices are tagged with an asset label. The label is not to be tampered with or removed.
5. Students who unenroll from Otsego Public Schools during the school year must return the device, along with any issued accessories, at the time they leave the district. The device and all accessories should be returned to the school's Main Office. Failure to return a device in a timely fashion may result in legal action or demand for payment in full (\$250.00).

## **Student Use of District Technology**

1. All District-owned technology is the property of Otsego Public Schools. The student should have NO expectation of privacy of materials found on any District devices, including this device. At any time, the District may seize the device or review the data/meta-data stored, viewed, or accessed on the device. This includes a right to review school-supplied or supported email service and any other email service accessed on the device.
2. Only School-Issued GMAIL IDs are allowed to be used on the device. The student should be the only one to use the device. No one else should use the device. The student is responsible for anything that happens on the device.
3. The device 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, post, or transmit an audio recording, photograph or video taken with the device to the Internet to use the device to publish, post or transmit audio-recordings, photographs, or video on the internet.
4. Devices are not to be opened or used in bathroom or locker room areas.
5. Students are responsible for bringing the device to school every day unless otherwise directed by a staff member. Failure to bring the device or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including the device, the student will be subject to disciplinary action.
6. It is the student's responsibility to bring the device to school fully charged. A student's repeated failure to bring the device charged may result in disciplinary action.
7. 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 such actions are subject to disciplinary action.

8. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teachers and building administrators.
9. The device affords limited electronic storage space. As with all electronic files, it is good practice to backup, duplicate, or archive files to an independent storage space. Offline files should be backed up to the student's Google Drive account.
10. The device is designed as a tool for learning; misuses of the device may result in disciplinary action.
11. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including, but not limited to, a home address or phone number, or the address or phone numbers of other students.
12. A student should not share their personal security code with anyone. Responsibility for the contents/actions of the device rests solely with the individual assigned to the device.
13. Otsego Public Schools expects the student to take the device home at night for class work and recharging.
14. All care, handling and appropriate use that is in effect during the school day shall extend to the use of the device at home.
15. Devices are equipped with a CIPA filter. Students should not try to disable or circumvent the filter to get to material considered inappropriate or illegal. Students browsing or possessing inappropriate or illegal material on their device will face disciplinary and possible legal consequences.
16. Otsego Public Schools makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accidental or otherwise. Backing up files to the District servers is recommended.
17. Parents/guardians have the right to limit use of the device at home to school work only.

## Parent/Guardian Responsibilities

Your student has been issued a device to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

1. I will supervise my student's use of the device at home.
2. I will discuss our family's values and expectations regarding the use of the Internet and email at home.
3. I will supervise my student's use of the Internet and email.
4. I will not attempt to repair the device, nor will I attempt to clean it with anything other than a soft, dry cloth.
5. I will report, to the school, any problems with the device.
6. I will make sure my student charges the device nightly.
7. I will make sure my student brings the device to school every day.
8. I understand that if my student comes to school without the device, I may be called to bring it to school.
9. I will make sure my student has a good bag or backpack to transport the device to and from school.
10. I agree to return the device to the school when requested. If my student withdraws from Otsego Public Schools, I will immediately return the device to the District.

**I agree to the parent responsibilities as listed above.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **COPPA and Verifiable Parental Consent**

1. In order for Otsego 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/guardian signature as outlined below.
2. Otsego Public Schools utilizes several computer software applications and web-based services, operated by third parties. These include Google Apps, Apple ID, Moodle, Edmodo, and similar educational programs.
3. In order for our students to use these programs and services, certain personal identifying information, including the student's name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental/guardian notification and obtain parental/guardian consent before collecting personal information from children under the age of 13.
4. The law permits schools, including Otsego Public Schools, to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental/guardian consent given directly to the web site operator.
5. You agree that Otsego Public Schools has consent to provide your student's personal identifying information, including first name, last name, email address and username.
6. You agree that, as a condition of your student's use of the Technology Resources, you release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to your student's use or inability to use the Technology Resources. You also indemnify the District and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of your student's use, or misuse, of the District's Technology Resources, as set forth in the Technology Handbook.

7. You authorize the District to consent to the sharing of information about your student to website operators as necessary to enable your student to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.
8. You understand that data your student sends or receives over the Technology Resources is not private. You consent to having the District monitor and inspect your student's use of the Technology Resources, including any electronic communications that your student sends or receives through the Technology Resources.
9. You understand and agree that your student will not be able to use the District's Technology Resources until this Agreement has been initialed and signed by you.
10. Please be advised that without receipt of the attached initial/signature form, your enrollment package will not be considered complete as Otsego Public Schools will be unable to provide your student (s) with the resources, teaching and curriculum offered by our learning program.

## **G Suite for Education**

The following services are available to each student and hosted by Google as part of the Otsego Public Schools District's online presence in G Suite for Education:

- Classroom - Online Learning Management System providing students with the ability to access and submit assignments online. Also allows student collaboration.
- Drive- Unlimited storage of Online file storage accessible anywhere they have an Internet connection.
- Docs- a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office.
- Calendar- an individual calendar providing the ability to organize schedules, daily activities, and assignments.
- Sites- an individual and collaborative website creation tool.
- GMail (for grades K-12) - an individual email account for school use managed and filtered by the Otsego Public School District. While not every email filter is foolproof, every step will be taken to filter email sent to these accounts. Grades K-5 use email accounts that can only send and receive email from email addresses within the school domain. Grades 6-12 use regular email accounts with access to send and receive mail from any email system.

Using these tools, students collaboratively create, edit, and share files and websites for school-related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

## **Frequently Asked Questions (FAQ)**

**Q: Who will receive a Google Chromebook?**

A: All 6th through 8th graders.

**Q: In challenging economic times, how are you able to afford Google Chromebooks for students?**

A: The District purchased the Google Chromebooks through a bond issue that was passed by district residents. Operational funds were not used in this initiative.

**Q: What happens if the device is damaged, lost or stolen?**

A: The Google Chromebook is the responsibility of the student. Each Google Chromebook comes with a limited warranty program. Should a Google Chromebook be damaged, lost, or stolen the student and parent/guardian should immediately notify the school administration. The filing of a police report by the parent/guardian will be required to complete the insurance claim. In the event that a Google Chromebook is damaged intentionally, the student will be charged up to \$250.00 for the repair or replacement of the Google Chromebook. Additional charges may apply for other District-provided accessories, including the power cord and case. If the Google Chromebook is stolen, the filing of a police report by the parent/guardian will be required. Otsego Public Schools may deploy location software that may aid in recovering the Google Chromebook.

**Q: What happens if a charging cord or other accessory is broken, damaged or malfunctions?**

A: The school district will provide a replacement to the student in warranty situations. The replacement of damaged or lost accessories must be replaced by the student.

**Q: Is the device durable enough to stand up to typical student usage?**

A: Yes. The model of Chromebook that was selected is considered highly durable but care will still have to be taken with the device.

**Q: Do parents/guardians need/have to sign a contract?**

A: Parents/Guardians must sign the Parent/Guardian Responsibility Agreement, the Student Technology Handbook, and the Insurance Form.

**Q: What happens if I do not sign the agreements for my student?**

A: Your student will not receive a Google Chromebook.

**Q: Will the device contain all of the student's textbooks?**

A: While a movement to digital textbooks is in our plans, we are not ready to totally replace student textbooks with digital textbooks at this time.

**Q: Will the devices be filtered for student-accessed content?**

A: Otsego Public Schools will be filtering the devices at school and home.

**Q: Will the devices be password protected?**

A: Pass codes will be required at the time of setup on all devices to protect the security of student work.

**Q: Who will repair inoperable devices?**

A: The Otsego Public Schools staff will work to ensure that all students have an operable device. Parents/Guardians should not take a damaged chromebook to another repair facility or attempt to repair it themselves. The repair of the devices will be handled by Otsego Public Schools.

**Q: Will students be able to take the device home?**

A: Yes. Students will be able to take the device home during the school year to use for school related work, such as homework and other projects, if the appropriate forms are received by the District.

**Q: Will students be able to keep the device during the summer?**

A: No, students will turn in the device by the end of the school year so the Technology Department staff can service and update them for the following school year. Students will likely receive the same device the following school year.

**Q: How do I clean my device?**

A: The device 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 device. Use of unapproved cleaners may remove the protective film covering the face of the device.

**Q: Who do I contact if I have additional questions about this initiative?**

A: You can contact Michelle Triemstra, Director of Technology, 269-692-6222 or any building principal.

**Q: Will students be able to download apps or extensions?**

A: Specific approved apps and extensions will be made available for students to download. .

**Q: Will I be able to connect the device to my home WIFI?**

A: Yes. The District has not restricted access to any WiFi networks.

**Q: If we do not have Internet access at home, are there other options for my student?**

A: The device can also work in offline mode. Your student can download items from their Drive or email account to work on offline and then the changes will sync back to Google when they reattach to the WIFI at school. Your student would have to download what they need while at school or connected to a WIFI network.

**Q: What if we have Internet access at home, but not wireless access?**

A: The devices need WIFI to access the internet. There is not a separate ethernet plug to use. You can purchase a separate USB to Ethernet adapter to connect to a wired network for Internet. The tech department will not troubleshoot accessories to connect to home networks. The devices can also work in offline mode. Your student can download items from their Drive or email account to work on offline and then the changes will sync back to Google when they reattach to the WIFI at school. Your student would have to download what they need while at school or connected to a WIFI network.

**Q: Can my student use their own device instead of the District's?**

A: No, only the District-issued Chromebook will be connected to wireless and lessons will be geared towards those devices.

## Parent/Student Agreement

Before signing the below agreement make sure to read through the complete OPS Technology Student Handbook at [www.otsegops.org](http://www.otsegops.org). Paper copies of this handbook are available in the main office of my student's building.

By signing this Student/Parent Agreement, you agree to the statements listed in the Acceptable Use Policy, the district Student Technology Handbook, Board Policy, Administrative Guidelines, and all rules and regulations that may be added by the District. You also agree to follow all rules in the District's Code of Conduct/Handbook.

As a condition of using the Technology Resources, you agree to release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to your use or inability to use the Technology Resources.

You understand that data you send or receive over the Technology Resource is not private. You consent to having the District monitor and inspect use of the Technology Resources, including any electronic communications that you send or receive through the Technology Resources.

\_\_\_\_\_ I agree to return the device to the school when requested. If my student withdraws from Otsego Public Schools, I will immediately return the device to the District.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Insurance Information Agreement

Device Replacement	Screen Replacement	Keyboard Replacement	Cord Replacement (not covered by insurance)	Case Replacement (not covered by insurance)
\$250.00	\$50.00	\$75.00	\$50.00	\$25.00

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### 2018 / 2019 School Year Insurance (full year)

1. 1 Year - \$0 Deductible – Accidental Damage and theft.
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3. For Reduced Lunch Students - \$15.00 (non-refundable)
4. For Free Lunch Students - \$10.00 (non-refundable)
5. If your family has more than two children receiving devices through OPS, the total amount for insurance is capped at \$50.

In the event of theft, loss, or damage due to intentional abuse or misuse, it is the student’s responsibility to cover up to \$250.00 for replacement cost.

It is the student’s responsibility to cover the cost of district-issued accessories in the event of theft, loss or damage due to intentional or unintentional abuse or misuse. Cost for accessory replacement includes, but is not limited to:

3. Power Charger and Cable (\$50.00)
4. Case (\$25.00)

\_\_\_\_ I choose to **purchase** device insurance to cover my student’s device per the insurance section of the OPS Technology Student Handbook.

\_\_\_\_ I choose to **decline** device insurance and am aware that I am responsible for the full cost of any accidental or intentional breaks of the device including theft and loss.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date