



SCHLARMAN
ACADEMY

Chromebook Policy & Student/Parent Handbook



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INTRODUCTION

The expectation of the Schlarman Academy's 1 to 1 initiative is to provide students with the tools necessary to achieve excellence. Our goal is to integrate technology seamlessly into the current curriculum creating not only increased rigor but also increased excitement in the learning environment. With the addition of Chromebooks to the classroom in grades 3-12, the instructional paradigm will change, including the assessment component. With the enrichment of technology, the role of our teachers will not diminish; however, the facilitation of learning activities will increase. We look forward to opening an exciting new chapter at Schlarman Academy, and hope that this handbook defines expectations and answers questions on our new initiative.

1.0 GENERAL INFORMATION

The policies, procedures and information within this document apply to all Academy-owned Chromebooks and accessories used by the students of Schlarman Academy.

In addition, by using the Academy Chromebook, the student agrees to abide by all policies and rules of the Academy, including, but not limited to:

Access to Electronic Networks: To promote educational excellence by facilitating resource sharing, innovation, and communication, the Academy's electronic networks, including, but not limited to, Academy-owned computers and mobile devices, the internet, and the Academy's local and/or wide area network ("Network"), are a part of the Academy's instructional program. The Principal or designee shall develop rules and regulations for this Policy and appoint a system administrator. The Academy is not responsible for any information that may be lost, damaged, or unavailable when using the Network, or for any information that is retrieved or transmitted via the internet. Furthermore, the Academy will not be responsible for any unauthorized charges or fees resulting from access to the Network.

Bullying and Harassment: Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important Academy goal.

Student Discipline: The school administration is authorized to discipline students for gross disobedience or misconduct. Gross disobedience or misconduct is defined to include any behavior, conduct, or activity, as defined in its policies, that is egregious in nature and/or causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school-related activities or the rights of other students or school personnel or the risk of same.

1.1 Receiving your Academy Chromebook

Academy Chromebooks will be distributed during the first week of school. Parents and students must sign and return the Student and Parental Authorization for Electronic Network Access Form and complete the Student and Parent Pledge for Academy Chromebook Use form online before the Academy Chromebook can be issued to their child.

1.2 Returning the Academy Chromebook

The Academy Chromebook and its accessories will be returned to Schlarman Academy - North Campus during the final week of each school year as facilitated by the student's homeroom and/or first period teacher and the Director of Technology. If a student transfers out of Schlarman Academy during

the school year, the Academy Chromebook will be returned to the school office at that time. Students who withdraw, are suspended or expelled, or terminate enrollment at Schlarman Academy for any other reason must return their Academy Chromebook and its accessories on the date of termination to the school office.

1.3 Responsibility for Damage, Loss or Failure to Return

Schlarman Academy will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property. Academy Chromebooks and their accessories are school property.

If a student fails to return the Academy Chromebook at the end of the school year or upon termination of enrollment at Schlarman Academy, that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Academy Chromebook. Failure to return the Academy Chromebook may result in a theft report being filed with the Danville Police Department. Furthermore, the student will be responsible for immediately reporting any damage to or loss of the Academy Chromebook to his/her first hour teacher or the Director of Technology.

During the school year, the student may not be charged a fee for the first incident of needed repairs related to isolated, accidental damage depending on the extent of the damage. Damaged, lost, or stolen accessories, such as carrying cases, chargers and cables, are the sole responsibility of the parent/guardian. If an accessory is damaged, lost or stolen, the parent/guardian will be responsible for the full replacement cost of that Academy-provided accessory, unless the Academy's Director of Technology or Principal otherwise excuses such payment.

Students **withdrawing** from Schlarman Academy for any reason that owe money due to damaged, lost, or stolen Chromebooks and/or accessories will not have their records released to the new school until all fees related to the Chromebook and/or accessories have been paid in full.

Students **graduating** from Schlarman Academy that owe money due to damaged, lost, or stolen Chromebooks and/or accessories will not have their final transcripts sent to their college of choice and they will also not be able to receive their diploma until all fees related to the Chromebook and/or accessories have been paid in full.

2.0 CARE OF THE ACADEMY CHROMEBOOK

Students are responsible for the general care of the Academy Chromebook they have been issued by the Academy. Academy Chromebook that are broken or fail to work properly must be taken as soon as possible to the Director of Technology or the school office at the beginning of the school day for an evaluation of the equipment.

2.1 General Precautions

- Only use a clean, soft cloth to clean the screen; no cleansers of any type.
- Cords and cables must be inserted carefully into the Academy Chromebook to prevent damage.
- Academy Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Schlarman Academy.
- Academy Chromebooks should never be dropped, tossed, or stepped on.
- Academy Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their Academy Chromebooks inside their backpack or carrying case during all bus travel.
- Students are responsible for keeping the Academy Chromebook's battery charged for school each day.

2.2 Carrying, Storing, Bus Travel & Protecting Academy Chromebooks

The protective cases have sufficient padding to protect the Academy Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Academy Chromebooks should always remain in the protective case. Backpack compartments that hold other objects (such as folders and textbooks), should not be used to carry Academy Chromebooks to avoid placing too much pressure and weight on the Academy Chromebook screen.
- Academy Chromebooks should never be transported, stored, or used in the same location as water bottles or other liquids.
- When students are not using their Academy Chromebooks, the Academy Chromebooks should be stored in a safe location. Nothing should be placed on top of the Academy Chromebook when stored in a bag, desk, or other location.
- When traveling on Academy provided transportation or waiting for Academy provided transportation, all Academy Chromebooks shall remain closed and inside a student backpack or protective case.

- When waiting for non-Academy provided transportation after school or while on school grounds but not in class, all Academy Chromebooks shall remain secure inside a student backpack or protective case.
- Academy Chromebooks should not be stored in a parent's vehicle at school or at home. If a student needs a secure place to store their Academy Chromebook, the student may check it in for storage with his/her first hour or homeroom teacher.
- Under no circumstances should Academy Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, unlocked classrooms, locker rooms and hallways and any other unsupervised areas. Any Academy Chromebook left in these areas is in danger of being stolen. If an Academy Chromebook is found in an unsupervised area, it will be taken to the Director of Technology or School Office. A student will meet with the Principal or Director of Technology in order to retrieve his/her Academy Chromebook.

2.3 Screen Care

The Academy Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Academy Chromebook or on the screen.
- Do not place anything near the Academy Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the Academy Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

2.4 Academy Chromebook Identification

Academy Chromebooks will be labeled in the manner specified by the Academy. Academy Chromebooks can be identified in the following ways:

- Record of serial number
- Schlarman Academy label
- Student's First Initial/Last Name as labeled by school staff.

3.0 USING THE ACADEMY CHROMEBOOK AT SCHOOL

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

3.1 Academy Chromebooks Left at Home

Students who repeatedly leave their Academy Chromebooks at home will lose at-home privileges of the Academy Chromebook for two weeks and have to leave their Academy Chromebook at school.

3.2 Academy Chromebook Undergoing Repair

Loaner Academy computer devices may be issued to students when they leave their Academy Chromebook for repair in the School Office or with the Director of Technology. There may be a delay in checking out a loaner Academy Chromebook depending on availability.

3.3 Charging your Academy Chromebook Battery

Academy Chromebooks must be brought to school each day in a fully-charged condition. Students need to charge their Academy Chromebooks each evening. Repeated violations (minimum of three days, not consecutively) of this policy will result in students losing at-home privileges of the Academy Chromebook for two weeks and leaving their Academy Chromebooks at school to charge to be ready for the following school day.

3.4 Screensavers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes, but is not limited to, the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, and gang-related symbols or pictures. Students who use inappropriate media will be disciplined in accordance with school policy and procedures and the Academy's Code of Conduct. Passwords (other than the Academy Google Account) are not to be created to log-on to the Academy Chromebook.

3.5 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. The classroom teacher may add music to the Academy Chromebook. Internet games are not allowed on Academy Chromebooks. If game apps are installed, it will be at the discretion and guidance of a Schlarman Academy staff member. All Academy provided software/apps must be installed and available on the Academy Chromebook at all times. Data storage will be through apps on the Academy Chromebook and through Schlarman Academy's Google Workspace for Education accounts.

3.6 Home Internet Access

When using the Academy Chromebook outside of the Academy, the student is bound by the same policies, procedures, and guidelines as when the student is at school. Students are allowed to access free wireless networks on their Academy Chromebook. Printing at home would require a specific make/model printer at this time, proper settings on the Academy Chromebook, capable Academy Chromebook apps, and certain applications on the home computer. It is incumbent upon the parents to monitor and manage student Internet activity while at home. It is the prerogative of the parents to limit or restrict their child's Academy Chromebook use, including access to the Internet, at home. The Chromebooks will be filtered at home with the same configuration that is utilized at school.

4.0 ACCEPTABLE USE

4.1 Statement of Responsibility

By using the Academy Chromebook, the student agrees to abide by all policies and rules, including, but not limited to (see section 1.0) - Access to Electronic Networks, Bullying and Harassment, and Student Discipline. The use of technology and network access is a privilege, not a right. The privilege of using the technology resources provided by Schlarman Academy is not transferable. This Handbook is provided to make all users aware of the responsibilities associated with acceptable, efficient, ethical, and lawful use of technology resources. If a student violates any policies or procedures or any provisions of this Handbook, that student's privilege to use an Academy Chromebook may be terminated, access to the Academy technology resources may be denied, and the appropriate disciplinary action shall be applied in accordance with policy and the Schlarman Academy Code of Conduct.

Internet access is available on every computer with network access at Schlarman Academy. The Director of Technology will make reasonable efforts to maintain reliable service. The Academy cannot, however, absolutely guarantee that the system will always be available or operating correctly.

There is no expectation of privacy for any communication made using the Academy Chromebook or for any content stored on the Academy Chromebook. The Academy reserves the right to inspect the Academy Chromebook and its contents at any time and for any reason.

The student is responsible for what he/she says and does with the Academy Chromebook and on the Academy network. Communication with thousands of others is quick and easy. Therefore, it is important for the user to stop and think before communicating and to show respect for other people and for their ideas.

4.2 Parent/Guardian Responsibilities

Talk to your student about values and the standards that your student should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio. The Academy will provide all Academy Chromebooks with filtered Internet both inside and outside the school. The Academy, however, is not responsible if the home filtering does not work and/or unintentionally provides access to inappropriate materials. The Academy is also not responsible for monitoring a student's Internet activity outside of school. The parent/guardian agrees to be solely responsible for supervising their child's use of the Academy Chromebook, including Internet access, when their child is not at school. If the parent/guardian does not wish to assume this

responsibility, this should be indicated on the Student and Parent Pledge for Academy Chromebook Use form and arrangements will then be made for the student to leave the Academy Chromebook at school.

4.3 School Responsibilities

- Provide Internet (Pre-K-12) and E-mail (Grades 7-12) access to its students.
- Provide Internet and email filtering of inappropriate materials through our Academy filtering system. The Academy is not responsible for filtering inappropriate material or monitoring a student's Internet activity outside of school. The Academy has acted in good faith and in a reasonable manner in selecting and implementing filtering software, blocking software, and other technology protection measures to prevent access to material which is obscene, pornographic, or, with respect to use of computers by minors, harmful to minors. Nevertheless, by using the Network, users acknowledge that such technology measures do not prevent access to all prohibited material and may prevent access to non-prohibited material. The Academy assumes no responsibility for access gained or denied by the technology protection measures that have been implemented.
- Provide network data storage areas. Schlarman Academy reserves the right to review, monitor, and restrict information stored on or transmitted via Academy Chromebooks, and to investigate inappropriate use of technology resources.
- Provide staff guidance to aid students in doing research and help monitor student compliance of the Access to Electronic Networks policy.

4.4 Student Responsibilities

- If a student should receive e-mail or other electronic messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to bring the device to the school office.

5.0 MISCELLANEOUS

5.1 Estimated Repair Costs

The student and the student's parent/guardian are responsible for the actual cost of repair or replacement when a device is lost, stolen, damaged, or destroyed. These amounts provided below are estimates based on current market prices and are intended to give parents/guardians a baseline for what repairs may cost. The actual replacement cost of these items, at the time of loss or damage, may be higher than the estimates provided below.

- 1) Damage to the Chromebook screen on the first incident may be replaced and paid for by the Academy depending on the nature of the damage. Any damage to the screen results in a fee of **\$60.00** each time the screen must be repaired and/or replaced.
- 2) Chromebook Bag with Strap has a replacement fee of **\$25.00**. Strap only is **\$10.00**.
- 3) Charger with cord has a replacement fee of **\$40.00**.

- 4) Keyboard/touchpad has a replacement fee of **\$95.00** (entire keyboard and touchpad). If only individual keys need replaced, each key has a replacement cost of **\$5.00**. Replacement of the touchpad only is **\$15.00**.
- 5) Battery replacement fee of **\$50.00**.
- 6) For the replacement of a lost/stolen Chromebook, the total cost will be **\$350.00** for each Chromebook. If the Chromebook is found and returned in excellent working condition, then a full refund will be issued.
- 7) Any other repairs not specifically listed above will be billed at current market replacement cost.

5.2 Waiver of Academy Chromebook-Related Claims

By signing the Student and Parent Pledge for Academy Chromebook Use form below, you acknowledge that you have read, understand, and agree to follow all responsibilities outlined in this Handbook and agree to be bound by this Handbook. You also agree and represent that the Academy Chromebook was delivered in good working order and that it must be returned to the Academy in good working order. BY SIGNING THIS AGREEMENT, YOU WAIVE ANY AND ALL CLAIMS YOU (AND YOUR HEIRS, SUCCESSORS, AND ASSIGNS) MAY HAVE AGAINST SCHLARMAN ACADEMY, ITS EMPLOYEES, AND AGENTS RELATING TO, CONNECTED WITH, OR ARISING FROM THE USE OF THE ACADEMY CHROMEBOOK OR THIS AGREEMENT.

5.3 Indemnification for Academy Chromebook-Related Claims

TO THE FULLEST EXTENT ALLOWED BY LAW, YOU AGREE TO INDEMNIFY, DEFEND, AND HOLD HARMLESS SCHLARMAN ACADEMY, ITS EMPLOYEES, AND AGENTS, FROM ANY AND ALL CLAIMS, DAMAGES, LOSSES, CAUSES OF ACTION, AND THE LIKE RELATING TO, CONNECTED WITH, OR ARISING FROM THE USE OF THE ACADEMY CHROMEBOOK OR THIS HANDBOOK.

****DO NOT RETURN THIS FORM TO THE SCHOOL - SUBMIT IT THROUGH GOOGLE FORMS USING THE LINK PROVIDED IN THE PARENT E-MAIL****

Schlarman Academy Student and Parent Pledge for Academy Chromebook Use

Student Responsibilities:

- I will take good care of my assigned Academy Chromebook.
- I will never leave my Academy Chromebook unattended.
- I will never loan out my Academy Chromebook to other individuals.
- I will know where my Academy Chromebook is at all times.
- I will charge my Academy Chromebook battery daily.
- I will keep food and beverages away from my Academy Chromebook.
- I will not disassemble any part of my Academy Chromebook or attempt any repairs myself.
- I will protect my Academy Chromebook by only carrying it while in the protective case.
- I will use my Academy Chromebook in ways that are appropriate, meet Academy expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc.) on the Academy Chromebook.
- I understand that my Academy Chromebook is subject to inspection at any time without notice and remains the property of Schlarman Academy.
- I will follow the policies and guidelines outlined in the Chromebook Policy and Student/Parent Handbook, as well as all Academy policies and procedures, while at school, as well as outside the school day.
- I will immediately notify my first hour teacher, the office, or the Director of Technology in the case of fire, theft, vandalism, loss, or other damage to the Academy Chromebook.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Academy Chromebook, cables, cords, and any other accessories in good working condition.

Parent Responsibilities:

- I will supervise my child's use of the Academy Chromebook at home and anywhere else my child may use it.
- I will supervise and take full responsibility for my child's Internet use at home.
- I will not attempt to repair the Academy Chromebook, nor will I attempt to clean it with anything other than a clean, dry cloth.

- I will report any problems with the Academy Chromebook to school.
- I will make sure my child brings the Academy Chromebook to school each day.
- I understand that if my child comes to school without the Chromebook, my child may not be able to participate in class activities.
- I agree to make sure the Academy Chromebook is returned to the school at the end of the school year, upon request, or upon my child's withdrawal from the Academy.

We,

 (Student's name – please print clearly)

 (Parent/Guardian's name – please print clearly)

understand and agree to the stipulations set forth in the Schlarman Academy Chromebook Policy and Student/Parent Handbook and the Student and Parent Pledge for Chromebook Use and understand that violations will result in consequences per Academy policy and the Academy Code of Conduct. Chromebook Policy Handbooks are available online at www.schlarman.com. I understand I have the right to request a hard copy at my student's school.

 Student Signature

 Date

 Parent Signature

 Date

For Grades 7-12 only:

_____ My child may take their Chromebook home.

_____ My child may NOT take their Chromebook home.

 Parent Signature

 Date

****DO NOT RETURN THIS FORM TO THE SCHOOL - SUBMIT IT THROUGH GOOGLE FORMS USING THE LINK PROVIDED IN THE PARENT E-MAIL****