

# **Shanél Valley Academy**

## **1:1 Chromebook Program**

### **Agreement for Student Use of the Chromebook**

The goal of the 1:1 Chromebook Program is to further the mission of the Shanél Valley Academy: Restoring education to the Hopland community is essential to a thriving future for Hopland students, families, and our greater community. Shanél Valley Academy is a culturally responsive, community school where all students are valued and supported. SVA students will be prepared to lead and successfully participate in our rapidly changing multicultural society, they will contribute to the community with creative solutions and a resilient, culturally competent and collaborative mindset.

#### **1. Receiving the Chromebook**

- This SVA Chromebook Agreement must be signed by the student and parent or guardian before a Chromebook will be issued to the student.
- Students will receive the Chromebooks and cases during the first week of school.
- Note: the Chromebooks remain the property of SVA.
- All transfers/new students participate in a school orientation and will be able to pick up a Chromebook from the school site tech office.
- Without a signed Chromebook Agreement students may borrow a loaner Chromebook from the office for use while at school. If a student's family chooses not to sign a contract, the student will check out their Chromebook from the office everyday.

#### **2. Returning the Chromebook**

- At the end of the school year, students must turn in the Chromebooks, and charging cords in good working order. Failure to turn in a Chromebook will result in the student and parents/guardians being charged the full replacement cost. Depending on the circumstances, SVA may also file a report of stolen property with the local law enforcement agency.
- If something happens to a student's Chromebook, students and their parent/guardian must inform the school right away.
- If the Chromebook is stolen, the family must file a report of stolen property with the police department and promptly inform the school.
- If the Chromebook is misplaced, the student and parent/guardian have one week to find it before they are required to pay the full equipment cost.
- Students who transfer out of or withdraw from SVA must turn in the Chromebooks and cases to their school's office on or before their last day of attendance. Failure to turn in the Chromebook will result in the student and parent/guardian being charged the full replacement cost. Shanél Valley Academy may also file a report of stolen property with the local law enforcement agency.

#### **3. Taking Care of the Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the computer technician in the Main Office as soon as possible so that they can be taken repaired. School-owned Chromebooks must never be taken to an outside computer service for any type of repair or maintenance. Students must secure the Chromebooks at all times to avoid loss or theft..

##### **a. General Precautions**

- No food or drink should be placed next to Chromebooks. The devices are sensitive to liquids and must not be used at or near a pool, bathtub etc.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- No objects should ever be placed on top of Chromebooks.

#### **b. Carrying Chromebooks**

- Always transport Chromebooks with care and in both issued protective cases. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- Students must carry their chargers with them everyday.

#### **d. Screen Care**

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or antistatic cloth.

#### **e. Asset Tags**

- All Chromebooks will be labeled with a SVA barcode and student label and checked out to the student.
- Students and parents/guardians may be charged up to the full replacement cost of a Chromebook for tampering with the library barcode.

### **4. Using the Chromebook at School**

Students are expected to bring a fully charged Chromebook in its case and charging cord to school every day and to all classes.

#### **a. If a student does not bring the Chromebook to school**

- A student may stop in the school site tech office and check out a loaner for the day before the first bell.
- A student borrowing a loaner will be responsible for any damage to or loss of the issued device. The loaner must be returned to the tech office at the end of the day.
- The school site tech office will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to the assistant principal's office.
- Excessive use of loaners may result in immediate disciplinary action.
- When a student requires a loaner Chromebook three times in a quarter, this may result in a referral and a call home.
- If a loaner is not turned in by the end of school, the school site tech specialist will submit a report to the principal's office and the student has until the following morning to return the loaner. If the loaner is not returned by the end of that day, parents will be called, and possibly charged for the cost of the the Chromebook..

#### **b. Chromebooks under repair**

- Loaner Chromebooks may be issued to students when they leave the school issued Chromebook for repair in the school site tech office.
- A student borrowing a loaner will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home with permission from the school site tech.
- The technology specialist will contact students when their devices are repaired and available for picked up.

#### **c. Charging Chromebooks**

- Chromebooks must be brought to school each day with a full charge.

- Students should charge their Chromebooks at home every evening and bring their chargers with them everyday.
- There will be a limited number of unsupervised charging stations available at school for students on a first-come first-served basis. It is the student's responsibility to monitor his/her Chromebook while it is charging.

#### **d. Backgrounds, Avatars and Themes**

- Inappropriate media may not be used as Chromebook backgrounds or themes.

#### **di. Sound**

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

#### **dii. Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here:  
<http://www.google.com/cloudprint/learn/>.

#### **diii. Logging into a Chromebook**

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Only SVA students and staff can log into school Chromebooks.
- Students should never share their account passwords with others, unless requested by an administrator.

#### **div. Using the Chromebook Outside of School**

---

Students are encouraged to use their Chromebooks at home and other locations outside of school for educational purpose. The Chromebooks are for student use only; they must not be loaned to friends etc. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications, such as Google Docs, can be used while not connected to the Internet. Students are bound by the Shanél Valley Academy's Use of Technology Policy, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks.

### **6. Operating Systems and Security**

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

#### **a. Updates**

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

#### **b. Virus Protection**

- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

### **7. Content Filter**

The District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet

activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers or the media center staff to request the site be unblocked. In no event may the user of a Chromebook use the device to access material contrary to the District's acceptable use policy.

## **8. Software**

### **a. Google Apps for Education**

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.

### **b. Chrome Web Apps and Extensions**

- Students are allowed to install education-related appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

## **9. Chromebook Identification**

### **a. Records**

- Shanél Valley Academy will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

### **b. Users**

- Each student will be assigned the same Chromebook for the duration of his/her time at his/her current school.

## **c. Repairing/Replacing the Chromebook**

### **a. Chromebook repair**

- If your Chromebook is not working during the school day notify your teacher and take it to the school site tech office for repair and borrow a loaner.
- If your Chromebook is not working before school starts, take it to the office for repair and borrow a loaner.
- The school site tech will evaluate the Chromebook and determine if payment is required for any damage.
- A letter detailing the damage and the cost will be mailed to the parent/guardian.
- A payment plan can be set up if need be.
- Cash or cashier's check are preferred methods of payment

### **b. Vendor Warranty**

- The vendor warrants the Chromebook from defects in materials and workmanship
- The limited warranty covers normal use, mechanical breakdown, and faulty construction.
- The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the school site tech office.

### **c. Estimated Costs (subject to change)**

The following are estimated costs of Chromebook parts and replacements:

- Complete Replacement of the device \$235.00

- Screen \$35.95
- Keyboard \$44.95
- Hinge: \$5.95
- Power cord \$17.95
- Case \$26.95

#### **11. No Expectation of Privacy**

Students who use this device have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for District related or personal purposes, other than as specifically provided by law. Shanél Valley Academy may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Shanél Valley Academy-issued Chromebook, students agree to such access, monitoring, and recording of their use. Any inappropriate use of a Chromebook will result in disciplinary action.

#### **12. Appropriate Use and Digital Citizenship**

Shanél Valley Academy-issued Chromebooks are provided for educational purposes only, and students agree to adhere to the guidelines discussed and outline here-in.

## **Please sign and return this page to the office.**

We have carefully read, agreed to, and signed this Agreement and the Shanél Valley Academy Acceptable Use Policy for District Computer Systems Student and Parent Appropriate Use Policy. The acceptable use agreement applies to the use of any Shanél Valley Academy devices used on and off the SVA campus. Safeguards/filters against inappropriate websites are not preloaded on the device, however, per the Use Policy, all Chromebooks must be used appropriately. Students and parents will be liable for the cost of replacement or repair for damaged or lost equipment that is checked out to the student, including Chromebooks.

As a Shanél Valley Academy student, I will follow the Chromebook Code:

- Maintain good digital citizenship.
- Bring my Chromebook charged with my charger everyday.
- Be in the apps/webpages approved by the teacher.
- Keep food/liquids off the desk, keep the keyboard clear of objects
- Protect my Chromebook with my cases.
- Use headphones when listening to sound files.

Student Name (Print): \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Guardian Name (Print): \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Optional:**

If you have questions or concerns regarding your student's access to material on the internet and/or limits that can be placed on his/her account, please call Eric Crawford 707 744-1491 or email at [eric@shanelvalleyacademy.com](mailto:eric@shanelvalleyacademy.com).

- I don't want my student to take their School issued Chromebook Home. By doing this your student will not be allowed to take a Chromebook home and will need to check one out daily, before school and check it back it after school. If you would like to choose this option please initial here: \_\_\_\_\_.