



ELEMENTARY  
1:1 DEVICE PROGRAM  
PROCEDURES AND INFORMATION  
2021-22



# TABLE OF CONTENTS

<b>SIMSBURY PUBLIC SCHOOLS CHROMEBOOK 1:1 PROGRAM GRADES 3-6</b>	<b>4</b>
<b>CHROMEBOOK DAMAGE PROTECTION PLAN</b>	<b>4-5</b>
<b>1. RECEIVING/RETURNING YOUR CHROMEBOOK</b>	<b>5</b>
1.1 Receiving Your Chromebook	
1.2 Returning Your Chromebook	
<b>2. TAKING CARE OF YOUR CHROMEBOOK</b>	<b>6</b>
2.1 General Precautions	
2.2 Carrying Chromebooks	
2.3 Screen Care	
<b>3. USING YOUR CHROMEBOOK AT SCHOOL</b>	<b>6-7</b>
3.1 Chromebooks Left at Home	
3.2 Chromebook Support and Repair	
3.3 Charging Your Chromebook's Battery	
3.4 Personalizing Your Chromebook	
3.5 Sound, Games or Programs	
3.6 Home Internet Access	
<b>4. MANAGING YOUR FILES, SAVING, &amp; PRINTING YOUR WORK</b>	<b>7-8</b>
4.1 Saving Documents	
4.2 Saving Data to Removable Storage Devices	
4.3 Network Connectivity	
4.4 Printing Documents	
<b>5. SOFTWARE ON CHROMEBOOKS</b>	<b>8</b>
5.1 Originally Installed Software	
5.2 Virus Protection	
5.3 Additional Apps and Extensions	
5.4 Expectation of Privacy	
<b>6. RESPONSIBLE USE</b>	<b>8-9</b>
6.1 Parent/Guardian Responsibilities	
6.2 School Responsibilities	
6.3 Student Responsibilities	
6.4 Student Activities Strictly Prohibited	
6.5 Legal Propriety	
6.6 Cyberbullying	
<b>7. PROTECTING &amp; STORING YOUR CHROMEBOOK</b>	<b>9-10</b>
7.1 Chromebook Identification	
7.2 Password Protection	
7.3 Storing Your Chromebook	
7.4 Chromebooks Left in Unsupervised Areas	

<b>8. REPAIRING OR REPLACING YOUR CHROMEBOOK</b>	<b>10-11</b>
8.1 Chromebook Damage Protection Program	
8.2 Replacement Costs	
8.3 Equipment	
8.4 Exclusions	
8.5 Claim Procedures	
8.6 Payment	
<b>9. CHROMEBOOK TECHNICAL SUPPORT</b>	<b>11</b>
<b>10. USE OF TECHNOLOGY RESOURCES</b>	<b>12</b>
10.1 Regulations	
10.2 User Terms and Conditions	
10.3 Computer Network Violations	
10.4 Infractions	
<b>11. STUDENT PLEDGE FOR CHROMEBOOK USE</b>	<b>13</b>
<b>12. CHROMEBOOK PROCEDURES AGREEMENT &amp; DAMAGE PROTECTION PLAN FORM</b>	<b>14-15</b>

## SIMSBURY PUBLIC SCHOOLS CHROMEBOOK 1:1 ANYTIME, ANYWHERE LEARNING

Elementary students in Grades 3-6 are assigned school-owned Chromebooks for use at home, as well as at school. Students in Grades K-2 will be issued a device (K-1 iPads; Grade 2 Chromebooks) to be used in school only. All students in Grades K-6 are assigned a Google Workspace for Education account. Google Workspace for Education allows the district to create a closed environment with settings to protect students while giving them access to vetted educational online resources and tools. Making these resources available 24/7 allows for anytime, anywhere learning and encourages students to become responsible consumers and creators of information.

The Chromebook 1:1 for students in Grades 3-6 Anytime, Anywhere Learning facilitates:

- Access to digital educational resources
- Availability beyond the school day
- Individualized learning
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Technology literacy skills
- College and career readiness

The majority of the policies, procedures, and information in this document apply to all Chromebooks associated with the 1:1 program at Elementary Level in grades 3-6. \*\*Please Note - Individual teachers will have additional requirements for technology use within their respective classrooms.

### CHROMEBOOK DAMAGE PROTECTION PLAN

**Chromebook Damage Protection Plan for students in Grades 3-6** : The annual program cost for the 2021-22 school year is **\$35.00** (non-refundable) for each Chromebook. This is intended to provide **accidental coverage** including physical damage to the device; for example, a cracked or broken screen, liquid spillage, missing keys, or signs of a drop. This is accidental coverage not for damage that is due to negligence or intentional destruction of the device.

- Parents/guardians can enroll their student(s) via a check made payable to Simsbury Public Schools - in the check memo please include the following: Name of School, Child's first and last name
- To participate in this program, **families must enroll each child in Grades 3-6 prior to September 15th.**
- The Damage Protection Plan is automatically made available for students that qualify for Free and Reduced Lunch.
- **If a student is NOT enrolled** in the Damage Protection Program prior to receiving the Chromebook, they will be responsible for the full cost of all repairs or full replacement cost if the Chromebook is lost or stolen.
  - Non-participating students will be issued a daily loaner device until all balances are paid.
  - Outstanding balances must be paid within **10 days.**
  - Daily loaner devices must be returned each day at the end of school.
  - Non-participating students are typically expected to pay the appropriate amount for damage/repair before receiving their repaired device or a replacement device.
- **If a student in Grades 3-6 IS enrolled** in the Chromebook Damage Protection Program, a replacement device will be given to them immediately.
- **If a student in Grades 3-6 IS NOT enrolled** in the Chromebook Damage Protection Program, a replacement device will be provided and a bill will be sent to families for immediate remittance.
- If a student withdraws from Simsbury Public Schools and then re-enrolls later in the same school year, the coverage purchased at the initial registration will be reinstated.

**Estimated Replacement Costs:**  
(depending on the device Year, Make, and Model)

Replacement Chromebook	\$285-\$300
Spare Battery	\$100-\$120
Spare AC Adapter	\$35-\$55
Replacement Keyboard	\$75-\$100
Replacement LCD Screen	\$150-\$175
Replacement Mainboard	\$130-\$150
Hinges	\$15-\$30
TouchPad Assembly	\$20-\$30
Replacement Case	\$15-\$20

- The Damage Protection Plan provided applies to any Chromebook issued to the student by Simsbury Public Schools, whether it is the originally issued Chromebook, a loaner, or a replacement.
- **Chargers:** Chromebook chargers that are damaged, broken, or lost are not included in the Damage Protection Plan and will be replaced at cost for each occurrence. If a charger tip breaks off inside the Chromebook and cannot be removed, there will be a replacement charger fee as well as associated repairs fees.
- **Cases/bags:** Chromebook cases that are damaged, broken, or lost are not included in the Damage Protection Plan and will be replaced at a cost of \$15-\$20 for each occurrence.
- **Asset Tags:** All Chromebooks and their associated accessories will be labeled with a District Asset Tag. Asset Tags are not to be modified or tampered with in any way. If asset tags are damaged, students are to report this to the Student Help Desk in the Library Media Center, and will be charged \$15, as applicable.
- **Exclusions:** Simsbury Public Schools reserves the right to charge the student the entire replacement cost if student negligence or intent is determined to be the cause of the damage. See Section 8.5 of the Chromebook Procedures and Agreement below for further details.

## CHROMEBOOK PROCEDURES AND AGREEMENT

### 1. RECEIVING/RETURNING YOUR CHROMEBOOK

#### 1.1 Receiving Your Chromebook

- Chromebooks will be distributed during the first three days of school by your child's classroom teacher:
- **Parents/Guardians and students** must sign the **Chromebook Procedures Agreement on PowerSchool Enrollment - AND**
- The **Damage Protection Plan form** must be signed and returned regardless of whether the student will be opting in or out of the plan. If opting into the plan then payment must be received on or before September 15th.
- The Damage Protection Plan is automatically made available for students that qualify for Free and Reduced Lunch.

#### 1.2 Returning Your Chromebook

- Students who withdraw, are suspended, expelled, or terminate enrollment in Simsbury Public Schools for any reason, must return their individual Chromebook on the date of termination. Simsbury Public Schools reserves the right to report failure to return the Chromebook to the Simsbury Police

Department.

## 2. TAKING CARE OF YOUR CHROMEBOOK

- If a student's Chromebook is broken or fails to work properly, he/she should let their classroom teacher know and they will assist in the replacement process along with the school's Library Media Specialist
- If a student's Chromebook is accidentally damaged, stolen or malfunctions, the family should notify the classroom teacher immediately (within 24 hours of the incident).
- If the Chromebook is stolen, a police report will be required that lists the Chromebook as stolen.

### 2.1 General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Only the AC adapter provided by the school is to be used for charging your Chromebook.
- Students should never carry their Chromebooks by the screen.
- The Chromebook must be closed with the screen facing the keyboard with nothing stored between them.
- Chromebooks should be shut down before storing them in order to conserve battery life.
- Chromebooks must never be left in an unlocked car or any unsupervised area.
- Chromebooks must never be left in a car where they could be subject to extreme heat or cold.

### 2.2 Carrying Chromebooks

- The protective cases provided with the Chromebooks have padding to protect them and provide suitable means for carrying them within the school. The guidelines below should be followed:
  - **Chromebooks should always be in the protective case when carried.**
  - The Chromebook must be closed before placing it in the carrying case (See Sec. 2.1). No items are to be stored inside the Chromebook case with the Chromebook. Small items, like earbuds, can be stored in the zippered front compartment.

### 2.3 Screen Care

- Chromebook screens can be damaged if subjected to rough treatment. They are particularly sensitive to damage from putting pressure and weight on the screen.
- Do not lean on the top of the Chromebook when it is closed.
- Always store the Chromebook with the screen facing the keyboard.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or ear buds).
- Clean the screen with a soft, dry cloth or anti-static cloth. Never use a liquid of any kind on the screen.

## 3. USING YOUR SCHOOL-ISSUED CHROMEBOOK AT SCHOOL

- School-issued Chromebooks are intended for use at school each day. Students are responsible to bring their charged Chromebook to all classes, unless specifically instructed not to do so by their teacher(s). Teachers determine when and how the Chromebooks are to be utilized in the classroom.

### 3.1 Chromebooks Left at Home

- If a student does not bring his/her Chromebook to school, daily loaners have been provided in each classroom.
- Students who obtain a daily loaner will be responsible for returning the borrowed device to their classroom teacher before the close of the school day.

### 3.2 Chromebook Support & Repairs

- Technical support is provided to all students at school during school hours through the Library Media Center.

- The Simsbury Technology Department will provide technical support/maintenance as needed.

### **3.3 Charging Your Chromebook's Battery**

- Chromebooks must be brought to school each day fully charged. The average full charge of a Chromebook battery is 10 hours. Students need to charge their Chromebooks every night so they are prepared for the school day, similar to their personal items like cellphones. At school, students are only allowed to charge their Chromebooks in a classroom provided charging station.

### **3.4 Personalizing Your Chromebook**

- Inappropriate media may not be used as a screensaver. Chromebooks must remain free of any permanent writing, drawing, or stickers. All asset tags must remain intact on the Chromebooks and its accessories (See Sec.7.1)

### **3.5 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Simsbury Public Schools' Responsible Use Policy. Internet/Computer Games that are not educational in nature and that are not part of classwork are not to be used.

### **3.6 Home Internet Access**

- Students are allowed to set up dial-up, DSL, and wireless networks on their Chromebooks. Internet access at home is not secured by the school's network, and therefore is the responsibility of the parent/guardian to monitor their student's Internet behaviors

## **4. MANAGING YOUR FILES, SAVING, & PRINTING YOUR WORK**

### **4.1 Saving Documents**

- When online: documents are automatically saved and backed up in Drive as they are created and updated.
- When offline: any data stored locally on the Chromebook will NOT be backed up until an Internet connection is established and Drive has been synced (see Sec.4.3).

### **4.2 Saving data to removable storage devices**

- Students may backup their work using removable file storage. Removable memory sticks may be purchased at a local retailer. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Files created in Google Drive can be recovered within a fixed window of time; notify the helpdesk as soon as you notice files are missing.

### **4.3 Network Connectivity**

- Simsbury Public Schools makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data. Most of the Google Drive Apps can be used offline. Once a student reconnects to the Internet, the offline files will sync with the Google Drive Account. More information can be found here: <https://goo.gl/Gvuzx>

### **4.4 Printing Documents**

- At School: Printing functionality will be available on a limited basis at school and in specific locations for printing from student Chromebooks. Printing is subject to classroom requirements. At Home: The Chromebook will not support a physical printer connection. Instead, students may print to their home printers using the Google Cloud Print service. A wireless home network is required for Cloud printing. For more information, visit <http://www.google.com/cloudprint/learn/>.

## **5. SOFTWARE ON CHROMEBOOKS**

### **5.1 Originally Installed Software**

- The software originally installed by Simsbury Public Schools must remain on the Chromebook in usable condition and be easily accessible at all times.

### **5.2 Virus Protection**

- Virus protection is unnecessary on the Chromebook due to the unique nature of its built-in security. Each web page and application runs in a restricted environment, therefore, visiting a web page that is infected with something malicious cannot affect anything else on your Chromebook.

### **5.3 Additional Apps and Extensions**

- Students are allowed to load appropriate applications and extensions listed in the “*for simsburyschools.net*” section of the Chrome Web Store.

### **5.4 Expectation of Privacy**

- Students may be selected at random to provide their Chromebook for inspection. The District reserves the right to monitor all Chromebook and Internet activity by students. Students have no expectation of privacy in the use of District Chromebooks, including email, stored files, and Internet activity either at school or away from school.

## **6. RESPONSIBLE USE**

- Simsbury Public Schools is pleased to be able to offer devices which provide the necessary applications required by classes, including access to email, student data storage, and the Internet.
- While these materials are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its educational intent. For this reason, it is extremely important that rules are followed. Violations may result in disciplinary action up to and including suspension/expulsion of students. When applicable, law enforcement will be involved.

### **6.1 Parent/Guardian Responsibilities**

- Talk to your student about digital citizenship and the standards they should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Be an active participant in your student’s digital life. Have them show you what sites they are navigating, which apps they use, and what they are working on. Additional resources are available on the district webpage to assist you in promoting positive conversations between you and your student regarding digital citizenship.

### **6.2 School Responsibilities**

- Provide Internet access to students.
- Provide Internet filtering while at school. No filtering system will block 100% of material that may be deemed inappropriate. In some instances, what an individual may deem appropriate may be blocked incorrectly, and in other instances what an individual may deem inappropriate may not be blocked. Google Safe Search is administered at all times on the Chromebook.
- Provide network and/or cloud data storage areas. Simsbury Public Schools reserves the right to review, and restrict information stored on or transmitted via owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and assure student compliance of the Responsible Use Policy.

### **6.3 Student Responsibilities**

- Use Chromebooks in a responsible and ethical manner as described in this document and the Responsible Use section of the Student Handbook.
- Obey general school rules concerning behavior and communication that apply to computer use.



- Use all technology resources in an appropriate manner so as to not damage school equipment.
- Assist Simsbury Public Schools to protect our devices and network by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Log off their device after they are done working to protect their accounts and files. If a student does not log off, any email or Internet activity under their name will be considered their responsibility.
- Contact an administrator, if he/she should receive email containing inappropriate or abusive language or if the subject matter is questionable.

#### **6.4 Student Activities Strictly Prohibited: (See Sec. 10.3 for detailed network violations)**

- Vandalism of District equipment including computer use that intentionally degrades the security or performance of the District network.
- Use school technologies and online services in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of the Acceptable Use Policy.
- Create, distribute or deploy multi-user servers or gaming software on or within the Simsbury Public Schools network.
- Use the school's network to stream large video files not assigned by the teacher.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others. Administration shall fully investigate all reports of cyberbullying (See 6.6)
- Try to find ways to circumvent the school's safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Acceptable Use Policy.
- Use school technologies or online services to send spam or chain mail.
- Plagiarize content found online (See 6.5)
- Post or otherwise disclose personally identifying information, about self or others.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities
- Attempt to hack or access sites, servers, or content that isn't intended for student use (See 6.5).

#### **6.5 Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent/guardian.
- Plagiarism is a violation of Simsbury Public Schools. Give credit to all sources used, whether quoted or summarized.
- This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Malicious hacking is strictly prohibited and violators will be subject to disciplinary action.

#### **6.6 Cyberbullying**

- Cyberbullying is defined as all forms of harassment over the Internet or any form of electronic communications, including cell phones.
- Students will refrain from using communication devices or Simsbury Public Schools property to harass or stalk someone.
- The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyberbullying. All forms of cyberbullying are unacceptable and viewed as a violation of the District's Acceptable Use Policy and procedures.
- For more information about cyberbullying, see the BOE policy 5131.911.

## **7. PROTECTING & STORING YOUR CHROMEBOOK**

### **7.1 Chromebook Identification**

- Student Chromebooks will be labeled in the manner specified by the District. Chromebooks can be identified in the following ways:
  - Record of the serial number
  - Student ID
  - Asset Tags: All Chromebooks will be labeled with a District Asset Tag. Asset Tags are not to be modified or tampered with in any way. Students may be charged \$15.00 for tampering with an Asset Tag or turning in a Chromebook or charger without one.

## 7.2 Password Protection

- Students are expected to use their account username and password and keep that password confidential. If a student fails to keep this confidentiality agreement and any part of the procedures described herein have not been followed, appropriate disciplinary steps will be followed. It is the student's responsibility to log off their school account, therefore all Internet activity under their name will be considered their responsibility.

## 7.3 Storing Your Chromebook

- When students are not using their Chromebook, it should be stored properly in the case with no other objects. Nothing should be placed on top of the Chromebook when stored in a school locker or backpack.

## 7.4 Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include: School grounds, cafeteria, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being broken or stolen.

# 8. REPAIRING OR REPLACING YOUR CHROMEBOOK

## 8.1 Chromebook Damage Protection Plan for students in Grades 3-6

**Chromebook Damage Protection Plan:** The annual program cost for the 2021-22 school year is **\$35.00** (non-refundable) for each Chromebook. This is intended to provide **accidental coverage** including physical damage to the device; for example, a cracked or broken screen, liquid spillage, missing keys, or signs of a drop. This is accidental coverage not for damage that is due to negligence or intentional destruction of the device.

- Parents/guardians can enroll their student(s) via a check made payable to **Simsbury Public Schools** - in the check memo please include the following: Name of School, Child's first and last name
- To participate in this program, **families must enroll their child(ren) prior to September 15th, 2021.**
- The Damage Protection Plan is automatically made available for students that qualify for Free and Reduced Lunch.
- **If a student in Grades 3-6 is NOT enrolled** in the Damage Protection Program prior to receiving the Chromebook, they will be responsible for the full cost of all repairs or full replacement cost if the Chromebook is lost or stolen.
  - Non-participating students will be issued a daily loaner device until all balances are paid.
  - Outstanding balances must be paid within **10 days.**
  - Daily loaner devices must be returned each day at the end of school.
  - Non-participating students are typically expected to pay the appropriate amount for damage/repair before receiving their repaired device or a replacement device.
- **If a student in Grades 3-6 IS enrolled** in the Chromebook Damage Protection Program, a take-home loaner or replacement device will be given to them immediately for use at school and at home.
- If a student withdraws from Simsbury Public Schools and then re-enrolls later in the same school year, the coverage purchased at the initial registration will be reinstated.

## 8.2 Estimated Replacement Costs (Depending on the Year, Make, and Model of the device):

Replacement Chromebook	\$285-\$300
Spare Battery	\$100-\$120
Spare AC Adapter	\$35-\$55
Replacement Keyboard	\$75-\$100
Replacement LCD Screen	\$150-\$175
Replacement Mainboard	\$130-\$150
Hinges	\$15-\$30
TouchPad Assembly	\$20-\$30
Replacement Case	\$15-\$20

## 8.3 Equipment

- The Damage Protection Plan provided applies to any Chromebook issued to the student by Simsbury Public Schools, whether it is the originally issued Chromebook, a loaner, or a replacement.
- **Chargers:** Chromebook chargers that are damaged, broken, or lost are not included in the Damage Protection Plan and will be replaced at cost for each occurrence. If a charger tip breaks off inside the Chromebook and cannot be removed, there will be a replacement charger fee as well as associated repairs fees.
- **Cases/bags:** Chromebook cases that are damaged, broken, or lost are not included in the Damage Protection Plan and will be replaced at a cost of \$15.00 for each occurrence.
- **Asset Tags:** All Chromebooks and their associated accessories will be labeled with a District Asset Tag. Asset Tags are not to be modified or tampered with in any way. If asset tags are damaged, students are to report this to the Student Help Desk in the Library Media Center, and will be charged \$15, as applicable.

## 8.4 Exclusions

Simsbury Public Schools reserves the right to charge the student the entire replacement cost if student negligence is determined to be the cause of the damage. Negligence could include, but is not limited to:

- Not informing the helpdesk/ Media Specialist immediately of the damage to the device.
- Damage caused by failure to provide adequate protection for the device. Placing the device, for example, in a non-approved carrying case and/or no protective case in use.
- Intentional damage to the Chromebook, which is also subject to disciplinary action.
- Inappropriate electrical use by using an inappropriate charger.
- Dishonest, fraudulent, or criminal acts.
- Theft not accompanied by a police report.
- In the event that there are repeated accidents of a similar nature, the District may view this as a situation whereby the student did not exercise proper care and/or reasonable precautions, and therefore, the Damage Protection Plan is not applicable.

## 8.5 Claim Procedures

- Report directly to the Library Media Center's student helpdesk with the Chromebook.
- A designated staff member will examine the Chromebook to determine if there is a qualifying Damage Protection Plan claim.

- Students with an active Damage Protection Plan will be issued a loaner that may be taken home. Students without the Damage Protection Plan will have a Chromebook signed out to them on a daily basis for use at school only until repairs are paid for.
- In cases of theft or disappearance, a police report must accompany the claim before a replacement Chromebook can be issued. The police report must also directly cite the theft or disappearance and the circumstances surrounding the situation.

### 8.6 Payments

- Checks should be made payable to **Simsbury Public Schools (In the memo - include the child's school, first name, and last name)**.
- The Damage Protection Plan is automatically made available for students that qualify for Free and Reduced Lunch.

## 9. CHROMEBOOK TECHNICAL SUPPORT

- The student help desk in the Library Media Center will be the first point of contact for repair of the Chromebooks. Other services provided by the help desk include:
  - Distribution of loaner/replacement Chromebooks.
  - Operational support for Chromebooks and Google Workspace for Education apps

## 10. USE OF TECHNOLOGY RESOURCES (See Sec. 6 for Responsible Use)

### 10.1 Regulations

- The use of Simsbury Public Schools resources is a privilege, not a right. The privilege of using technology resources provided by Simsbury Public Schools is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in Simsbury Public Schools. These procedures are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of school technology resources. If a person violates any of the user terms and conditions named in these procedures, privileges may be terminated, access to District technology resources may be denied, and the appropriate disciplinary action will be taken.

### 10.2 User Terms and Conditions

- The use of Simsbury Public Schools technology resources is subject to the following terms and conditions:
  - The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of Simsbury Public Schools along with State & Federal regulations. In compliance with federal law, the school District shall make reasonable effort to restrict access to inappropriate materials and shall monitor online activities of end users in the school environment.
  - User accounts are considered property of the school District. Network administrators may review District computers to maintain system integrity and to ensure users are using the system responsibly. Students should not expect that anything stored on District computers or networks will be private.
  - The District reserves the right to utilize our management service in order to provide the location of a lost or stolen Chromebook.
  - The District reserves the right to utilize Chromebook management tools for instructional purposes.

### 10.3 Computer Network Violations

- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewalls) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials

- Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.
- Use of the school's Internet/email accounts for any illegal activity.

**10.4 Infractions of any conditions included in this Procedures and Information Handbook may result in the following consequences:**

- Violation 1 Student will **lose Chromebook privileges for the remainder of the day** and will have to pick up his/her Chromebook in the office and receive training on Proper Chromebook Care and Use.\*
- Violation 2 Student will have to turn in his/her Chromebook to the office. **The parent/guardian will be responsible for picking up the Chromebook .\***
- Violation 3 Student will have to turn his/her Chromebook into the main office **for the remainder of the school year**. A Chromebook will be made available for student use during the school day. \*

\*Additional disciplinary consequences may vary depending on the severity of the offense.

**11. SIMSBURY PUBLIC SCHOOLS STUDENT PLEDGE FOR CHROMEBOOK USE**

1. I will take good care of my Chromebook.
2. I will never leave my Chromebook unattended in an unsupervised or unsecure location.
3. I will never loan my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will bring my Chromebook fully charged to school daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the computer.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it while stored properly in the case provided.
9. I will use my Chromebook in ways that are appropriate and educational.
10. I will use my Chromebook as directed by my teacher, the same as any technology.
11. I will not place decorations (such as stickers, markers, etc.) on the Simsbury Public Schools Chromebook. I will not deface the asset tag or serial number Chromebook sticker on any Chromebook.
12. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Simsbury Public Schools.
13. I will follow the policies outlined in the *Chromebook Procedures and Information* and the District's *Acceptable Use Policy*.
14. I will report any operational problems or damages to the student help desk as they occur.
15. I will file a police report in case of theft, vandalism, and other necessary acts.
16. I will be responsible for all damage or loss caused by neglect or abuse.
17. I agree to pay for the replacement items in accordance with the above document in the event any of these items are lost or stolen.
18. I agree to return the Simsbury Public Schools' Chromebook, case, and charger in good working condition.

**Simsbury Public Schools**  
**2021-22 Chromebook Damage Protection**  
**Plan Form Elementary School**  
**(Students in Grades 3-6)**

Please choose one: (This form must be completed and returned to school **before** a student will be allowed to take their Chromebook home:

- By paying the annual \$35 non-refundable fee **I elect to participate in the Chromebook Damage Protection Plan** (see summary on back) included in the Chromebook Procedures and Information Agreement.
  - Check made payable to **Simsbury Public Schools** - in the check memo please include the following: Name of School, Child's first and last name. ***No cash will be accepted.***
  - The Damage Protection Plan is automatically made available for students that qualify for Free and Reduced Lunch.
  - I elect **not to participate in the Chromebook Damage Protection Plan** (see summary on back) of the Chromebook Procedures and Information Agreement and I understand that **I am responsible for full repair or replacement costs.**

Student First and Last Name (print clearly) _____	Student Signature _____

Elementary School _____	Grade ____/	Teacher _____

Parent or Guardian Name (print clearly) _____	Parent or Guardian (signature) _____

Date \_\_\_\_\_

## Chromebook Damage Protection Plan Summary

(See section 8 of Chromebook Agreement for full details of Damage Protection Plan)

### 8.1 Chromebook Damage Protection Plan for Students in Grades 3-6

The annual program cost for the 2021-22 school year is **\$35.00** (non-refundable) for each Chromebook. This is intended to provide **accidental coverage** including physical damage to the device; for example, a cracked or broken screen, liquid spillage, missing keys, or signs of a drop. This is accidental coverage not for damage that is due to negligence or intentional destruction of the device.

- Check made payable to **Simsbury Public Schools** - in the check memo please include the following: Name of School, Child's first and last name. **No cash will be accepted.**
- The Damage Protection Plan is automatically made available for students that qualify for Free and Reduced Lunch.
- To participate in this program, **families must enroll their child(ren) in Grades 3-6 prior to September 15th.**  
\*\*Families must return this form prior to the student being allowed to take a device home.
- **If a student in Grades 3-6 is NOT enrolled** in the Damage Protection Program prior to receiving the Chromebook, they will be responsible for the full cost of all repairs or full replacement cost if the Chromebook is lost or stolen.
  - Non-participating students will be issued a daily loaner device until all balances are paid.
  - Outstanding balances must be paid within **10 days.**
  - Daily loaner devices must be returned each day at the end of school.
  - Non-participating students are typically expected to pay the appropriate amount for damage/repair before receiving their repaired device or a replacement device.
- **If a student in Grades 3-6 IS enrolled** in the Chromebook Damage Protection Program, a take-home loaner or replacement device will be given to them immediately for use at school and at home.
- If a student withdraws from Simsbury Public Schools and then re-enrolls later in the same school year, the coverage purchased at the initial registration will be reinstated.

### 8.5 Exclusions

Simsbury Public Schools reserves the right to charge the student the entire replacement cost if student negligence is determined to be the cause of the damage. Negligence could include, but is not limited to:

- Not informing the helpdesk/ Media Specialist immediately of the damage to the device.
- Damage caused by failure to provide adequate protection for the device. Placing the device, for example, in a non-approved carrying case and/or no protective case in use.
- Intentional damage to the Chromebook, which is also subject to disciplinary action.
- Inappropriate electrical use by using an inappropriate charger.
- Dishonest, fraudulent, or criminal acts.
- Theft not accompanied by a police report.
- In the event that there are repeated accidents of a similar nature, the District may view this as a situation whereby the student did not exercise proper care and/or reasonable precautions, and therefore, the Damage Protection Plan is not applicable.