

LSCS Device Issuance and Usage Policy

Why does Lake Station Community Schools believe 1:1 is important?

Our educators work daily to meet the needs of a diverse group of learners and to improve the academic excellence of each learner by integrating blended learning practices into our classroom instruction. Blended learning allows students to learn partly through online instruction and partly through traditional (offline) instruction. This blended learning helps aid in differentiated instruction. Differentiated instruction is standards based instruction based on the needs of individual learners. Providing 1:1 devices to our students helps to meet the needs of our teachers and students as they work to achieve mastery of Indiana Academic Standards through these best practices. Providing a school owned device to each student provides equity and allows the LSCS technology department to best manage and maintain the device students are using for daily learning to ensure the device is up to date, working properly and maintains student safety.

Receiving Your Chromebook

Students will receive their LSCS Chromebook during the school day. During the 2020-2021 school year, initial sign off occurs when parents complete the Device Issuance and Request Policy in Skyward. In subsequent years, parents will sign and agree to the student handbook upon school registration in Skyward each year, which outlines this LSCS Device Issuance and Usage Policy. Students will sign the student handbook yearly, also agreeing to this LSCS Device Issuance and Usage Policy.

Returning Your Chromebook

1. End of school year: Students will keep their Chromebook over the summer break.
 2. Upon Withdrawal from LSCS: students will turn in their Chromebooks, cases and any accessories that belong to LSCS (ie. chargers) to the school's main office.
 3. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. (See device/parts cost table) *The District may also file a report of stolen property with the local law enforcement agency.*
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Logging into a Chromebook

1. Use your Lake Station Community Schools email address and school password.
If you don't remember that information, your parent/guardian can log into Skyward as themselves and look it up on the Report/Card Portfolio tab.
2. Students should never share their account passwords with others.

Using the Device

At School: Students are expected to bring a fully charged LSCS Chromebook every day to school and bring their LSCS Chromebook to all classes. Repeat violations of this policy will result in referral to administration and potential disciplinary action. Students are to use LSCS Chromebooks at school to complete their school work, and should not bring their own device.

At Home: Students are encouraged to use their Chromebook at home and other locations outside of school. A Wi-Fi Internet connection will be required for some of the Chromebook functionality. Students may choose to connect the Chromebook to their home Wifi. When taking the LSCS Chromebook home at night, it is expected that students return the Chromebook fully charged. While at home, student internet activity on the school owned Chromebook will be subject to filtering by LSCS, in accordance with the Child Internet Protection Act (CIPA). Students are bound by this LSCS Device Issuance and Usage Policy, Administrative Procedures, Chromebook guidelines, and all other guidelines in this document wherever they use their Chromebook.

Student Technical Support

1. Student Tech Support Webpage can be found on the district website in the popular links section.
2. PowerWashing your Chromebook: This operation is a factory reset and erases all the information on your Chromebook's harddrive, including your settings, apps, and files. This process often corrects minor performance issues you may experience on your Chromebook.
 - a. Sign out of your Chromebook.
 - b. Press and hold Ctrl + Alt + Shift + r.
 - c. In the box that appears, select Powerwash > Continue.
 - d. Follow the steps that appear and then sign in with your LSCS Google Account.
3. Chromebook needs repaired: submit a student support ticket for support while in the media center/library of your school. (Link to the student support ticket can be found on the Student Tech Support Webpage.)

Taking Care of Your LSCS Chromebook

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

1. Chromebooks that are broken or fail to work properly must be taken to the Media Center.
2. Chromebooks should never be taken to an outside computer service for repairs or maintenance.
3. Students should never leave their Chromebooks unattended. Unattended Chromebooks will be confiscated by staff and taken to the office. Disciplinary action may be taken for leaving the LSCS Chromebook unattended.
4. Edison Physical Education (PE): Chromebooks must be stored and locked in your PE locker.
5. Classroom Use: Chromebooks should be shut down and not used unless directed to do so by the teacher.
6. Students are responsible for securely storing their LSCS Chromebook during extra-curricular events.

General Precautions

1. No food or drink should be next to Chromebooks.
(When at lunch, Chromebook should be monitored and away from food and drink.)
2. Cords, cables, and removable storage devices must be inserted *carefully* into Chromebooks.
3. Chromebooks should not be used or stored near pets.
4. Care should be taken with the power cord so as not to cause a tripping hazard.
5. Chromebooks must remain free of writing, drawing, stickers, paint, tape or labels.
6. Vents on Chromebooks **MUST NOT** be covered.
7. Chromebooks should never be left in a car or any unsupervised area.
8. Chromebooks should not be left in extreme temperatures.
9. Heavy objects should never be placed on top of Chromebooks.
10. Never throw, slide or toss the Chromebook.

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.

1. Do not put pressure on the top of a Chromebook when it is closed.
2. Do not store a Chromebook with the screen open.
3. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
4. Only clean the screen with a soft, dry, anti-static microfiber cloth or anti-static cloth.

Cases

Each Chromebook will come with a case installed. Do not remove the case as this may lead to damaging the Chromebook. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her Chromebook.

Personalization

Chromebooks must remain free of writing, drawing, stickers, paint, tape or labels that are not the property of LSCS. Spot checks for compliance can be done by LSCS staff at any time.

Backgrounds/Themes

Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of inappropriate media will result in disciplinary action.

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 are responsible for obtaining a personal set of headphones for sanitary reasons.

Carrying Chromebooks

1. Never lift Chromebooks by the screen.
2. Never carry Chromebooks with the screen open.
3. While the Chromebook is in a backpack, do not place anything in the case or backpack that may cause damage to the Chromebook.
4. Take care while your Chromebook is in your backpack so as to not allow the device to be crushed by books or other items.

Asset Tags/Records

All Chromebooks will be labeled with a Lake Station Community Schools asset tag.

1. Asset tags may not be modified or tampered with in any way.
2. Students may be charged up to the full replacement cost of a Chromebook for tampering with a LSCS asset tag or turning in a Chromebook without a LSCS asset tag.
3. The district 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 Chromebook.

Printing

1. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
2. If a student must print they can use a student desktop workstation.
3. Students may choose to connect their LSCS Chromebook to their home printers. LSCS is not responsible for assisting with home printer setup.

Managing and Saving Your Digital Work With a Chromebook

1. Most student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
2. Some files may be stored on the Chromebook's hard drive.
3. Students should save frequently when working on digital media that doesn't autosave.

4. Lake Station Community Schools will not be responsible for the loss of any student work.
5. Students are encouraged to maintain a copy of all work in Google Drive.
6. Files stored on the Chromebook may be lost if there is a technical issue with the device requiring service or repair.

Operating System 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.

1. Updates: The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.
2. 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.

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA) and filters all internet activity while utilizing the LSCS Chromebook.

Software

1. Software, apps, extensions that are needed to complete school work will be preloaded on the Chromebook by the technology department.
2. Students may not install any other software, apps, or extensions.

No Expectation of Privacy

Students 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. The LSCS District 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 Chromebook, students agree to such access, monitoring, and recording of their use.

Chromebook Repairs/Replacement

1. Student LSCS Chromebooks in need of repair must be brought to the media center/library of their school as soon as possible. The student will fill out a student tech support ticket at that time.
2. Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair. A student receiving a loaner Chromebook will be responsible for any damage to or loss of the loaned Chromebook. Students must follow this Device Agreement for loaner Chromebooks as well. Chromebooks on loan to students having their Chromebooks repaired may be taken home. Repeat offenders will not be issued a loaner until meeting with administration.
3. The Technology Department will analyze and fix the problems they can and escalate the issues to off site repair when necessary
4. The Media Center/Library will contact students when Chromebooks are repaired and available to be picked up.
5. Warranty: Chromebooks include a limited hardware warranty.

- a. The limited warranty covers the Chromebook from defects in materials and workmanship.
 - b. 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.
 - c. The limited warranty does not cover damage caused by misuse, abuse, or accidents.
6. Repair/Replacement Costs for Damages: If the Chromebook must be replaced/repaired due to **loss or intentional damage or neglect**, the following charges will apply. In addition, the district will require a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action.

TABLE OF ESTIMATED REPAIR PRICING

Repair or replacement due to Loss, Damage or Neglect*	price varies based on Chromebook model and damage occurred
Cleaning Fee**	\$20
Lost Chromebook	\$410
Lost/Damaged Power Adapter + Cord	\$50
Lost/Damaged Chromebook Case	\$30

**Liquid damage could be a total loss*

***when extraordinary cleaning methods are required*

Exact costs are subject to change based on current market value and/or parts cost.

Student Digital Citizenship Pledge

School-issued Chromebooks should be used for educational purposes and students are to adhere to the rules outlined in the student handbook and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people’s private spaces or areas.

Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Parent/Student LSCS Chromebook Pledge

- I will take good care of my LSCS Chromebook and know that I will be issued the same LSCS Chromebook each year.
- I will never leave my LSCS Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my LSCS Chromebook to other individuals.
- I will know where my LSCS Chromebook is at all times.
- I will charge my LSCS Chromebook's battery to full capacity every night while I have it at home.
- I will keep food, beverages, and pets away from my LSCS Chromebook, as they may cause damage to it.
- I will not disassemble any part of my LSCS Chromebook or attempt any repairs.
- I will not willingly attempt to bypass LSCS restrictions and/or security while using my Chromebook.
- I will protect my LSCS Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my LSCS Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, drawings, paint, markers, writing, etc.) on the LSCS Chromebook.
- I understand that the LSCS Chromebook I am issued is subject to inspection at any time without notice and remains the property of LSCS.
- I will follow the policies outlined in the LSCS Student Handbook while using my LSCS Chromebook.
- I will file a police report in case of theft.
- I will be responsible for all damage or loss caused by neglect or abuse.

- I agree to pay the full replacement cost of my LSCS Chromebook, power cord, case and charger in the event that any of these items are lost or damaged, per policies outlined in the LSCS student handbook.
- I agree to return the LSCS Chromebook, power cord/charger in good working condition if I withdraw from Lake Station Community Schools.