



Reed-Custer School District

Making a difference in student lives through excellence in education.



Student Technology Handbook

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Introduction

The following policies refer to the use of an individual student computing device, a Chromebook, etc. In addition to this Student Handbook, students are required to follow all the guidelines outlined in the Reed-Custer School Districts' current "Technology Acceptable Use Policy". As Reed-Custer's technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and this set of policies updated. Please refer to Reed-Custer's website for the most up-to-date Technology Handbook under the Parent Resources.

Expectations and Care

CARE AND MAINTENANCE OF THE DEVICE

1. Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to your school's Main Office as soon as possible. Device repair/replacement options will be determined by school administration. You may be issued a temporary device or other materials until your device is working properly or replaced.
2. Never leave a device unattended unless in a secure environment. Unattended technology will be collected and stored in the school's main office or library.
3. Never expose a device to long term extremes in temperature or direct sunlight. An automobile is not a good place to store any technology.
4. Technology does not respond well to liquids. Avoid applying liquids to the device. The device can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. Use of unapproved cleaners may remove the protective film covering the screen or face of the device.
5. Avoid placing weight on the device.
6. Never throw or slide any technology.
7. Your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued device accessories are the responsibility of the student.
8. District-owned devices have the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.
9. Each device has a unique identification number, and at no time should the numbers or labels be modified or removed.

10. Do not lend your device to another person. Each device is assigned to an individual and the responsibility for the care of the device rests solely with that individual.
11. Your device is an electronic device and care must be exercised when handling. Never throw a book bag that contains a device. Never place a device in a book bag that contains food, liquids, or heavy or sharp objects.
12. Your device is designed for daily use; therefore, each device must be charged and ready for use each school day. Your device/s should be charged at home.
13. The district-owned device and the case must remain free of stickers, writing, painting, or any other forms of adornment.

COST OF CHROMEBOOK, SOFTWARE, APPS AND ACCESSORIES

1. The replacement cost of the Chromebook is approximately \$420.00 and includes only the device.
2. The district maintains a limited warranty on all school-owned student devices. In the event of theft, loss or damage due to intentional abuse or misuse, it is the parent/guardian responsibility to cover the replacement/repair cost of the device up to possibly including the full replacement value of \$420.00.
3. It is the parent/guardian responsibility to cover the cost of district-issued accessories in the event of theft, loss, or damage due to intentional or unintentional abuse or misuse. Charges will be based on current replacement cost of accessories, to include:
 - Power Charger and Cable
4. District-issued software applications (apps) are needed for student learning and should not be deleted.
5. Modifying the settings of the district-issued device or deleting district-issued software applications apps(s) may result in student discipline and/or the need for reformatting at a cost to the student.

DAMAGED, LOST, OR STOLEN DEVICES

1. The district maintains a limited warrantee on all school-owned student devices. In the event that a district-issued device is lost or stolen, the student and parent/guardian should immediately notify the school administrator. The parent/guardian will assume responsibility for the full replacement cost not covered by the warrantee of up to the full replacement value of the device \$420.00.
2. As the district does maintain a limited warrantee on all school-owned devices, in the event that a device is intentionally damaged the parent/guardian will be assessed a fee to cover repairs or replacement if necessary of the device.
3. In the event that a police report is filed for a lost or stolen device, Reed-Custer School District may aid the police in recovering the device.
4. All devices are tagged with an asset label. The label is not to be tampered with or removed.
5. Students who un-enroll from Reed-Custer School District during the school year must return the device along with any issued accessories at the time they leave the district. The device and all accessories should be returned to the school's Main Office. Failure to return a device in a timely fashion may result in legal action or payment in full (\$420.00).

STUDENT USE OF DISTRICT TECHNOLOGY

1. All District owned technology is the property of Reed-Custer School District and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on any District owned technology or a school-supplied or supported email service.
2. Devices come equipped with a camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school-related activity.
3. Students are responsible for bringing their device to school every day unless otherwise directed by a staff member. Failure to bring the device or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including the device, the student may lose the option of bringing the device home.
4. It is the student's responsibility to bring the device to school fully charged. A student's repeated failure to bring the device charged may result in losing the option to bring the device home.
5. If a student brings an uncharged or not fully charged district-owned device, there will charging station locations available. A loaner device may be available during the time it takes the student-issued device to charge.
6. Modifying any screen image or desktop backgrounds is not permitted. Any image that is inappropriate or provocative including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang-related images are not permitted in accordance with the districts Acceptable Use Policy and Student Handbook.
7. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.
8. The device affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. Students should save files to their Google Drive.

9. The District-issued device is designed as a tool for learning; misuse of the device may result in disciplinary action.
10. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
11. A student should not share his/her personal security code with anyone. Responsibility for the contents/actions of a device rests solely with the individual to whom the device was issued.
12. Reed-Custer School District expects students to take their devices home at night for class work and recharging. All care, handling, and appropriate use that is in effect during the school day shall extend to the use of the device at home.
13. Reed-Custer School District makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accidental or otherwise. Backing up files to their Google Drive is recommended.
14. School personnel have the right to limit use of the device at home.

PARENT RESPONSIBILITIES

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

- I will supervise my child's use of the device at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the device nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the device.
- I will make sure my child recharges the device nightly.
- I will make sure my child brings the device to school every day.
- I will make sure my child has an effective bag or backpack to transport the device to and from school.
- I agree to return the device to school when requested and/or upon my child's withdrawal from Reed-Custer School District.

COPPA AND VERIFIABLE PARENTAL CONSENT (CHILDREN UNDER THE AGE OF 13)

In order for Reed-Custer School District to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Reed-Custer School District utilizes several computer software applications and web-based services operated not by Reed-Custer School District but by third parties. These include Google Apps, APEX, Seesaw, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as Reed-Custer School District to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

This form will constitute consent for Reed-Custer School District to provide personal identifying information for your child consisting of first name, last name, email address, and username to the following web operators: Google, APEX, Clever, IXL, other similar education programs already in use for in class curriculum, and to the operators of any additional web-based educational programs and services which Reed-Custer School District may add during the upcoming academic year.

Please be advised that without receipt of this signed form, your enrollment package will not be considered complete as Reed-Custer School District will be unable to provide your student(s) with the resources, teaching, and curriculum offered by our learning program.

Google Apps for Education

Chromebooks seamlessly integrate with the Google Apps for Education suite of tools. This suite includes Google Drive, Docs, Sheets, Slides, Drawings, and Forms. Additionally, Google offers the ability to control additional products within our domain.

The administration and technology staff reserve the right to determine which Google Apps, as well as third party apps and extensions, to allow students to add to their Chrome OS/user account. Work done within these apps is stored via Google Drive in the cloud. Student accounts are issued and maintained through the district's Google Apps domain.

For more information about Google Apps for Education, please visit:
www.google.com/edu

Tech Tips for Using your Chromebook

Chromebooks look and behave similar to laptops in many ways, but have some noticeable differences. To be able to use your Chromebook to its fullest potential, follow these guides listed. Additional help is available on the [Google Chromebook Help Center](#).

Connect your Chromebook to Wi-Fi

To connect to the Internet, use a compatible Wi-Fi network.

Step 1: Check if Wi-Fi is connected

- a) Turn on your Chromebook.
 - b) Click the status area, where your account picture appears.
- If your Chromebook is connected to a network, you'll see the "Wi-Fi on" icon . You don't need to complete the next step.
 - If your Chromebook can't connect, you'll see the "Wi-Fi off" icon . Turn on your Wi-Fi in the next step.

Step 2: Turn on Wi-Fi

If you see the Wi-Fi off icon , turn on your Wi-Fi:

- a) Click the Wi-Fi off icon .
- b) Click **No network**.
- c) Click **Turn Wi-Fi on...** or the Enable Wi-Fi icon .
- d) Your Chromebook will automatically look for available networks and show them to you in a list.

Step 3: Pick a network and connect

After you turn on your Wi-Fi, your Chromebook will look for a network to connect to and show them to you in a list. Select the correct network and enter any necessary credentials.

Edit Google Drive documents offline

Using Google Drive, you can read and edit your saved Google Docs, Sheets, Slides, and Drawings documents when you're offline.

Turn on Google Drive offline

To save your Google Drive documents for offline use:

1. If you haven't already, sign in to your Chromebook.
2. Make sure that your Chromebook is connected to the web.
3. Open Chrome .
4. Add the [Google Docs Offline](#) extension.
5. Go to drive.google.com.
6. In the upper right corner, click the settings icon  **Settings**.
7. In the "Offline" area, check the box for **Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline**.
8. Click **Done**.
9. Wait for a few minutes. Your Chromebook will automatically save your Google Drive documents so you can read or edit them when you're offline. If you have a lot of files, you might see a message that your files are syncing.

Free WiFi Hotspots in Braidwood

The shared responsibility of student access to the Internet extends beyond the school or home. While we are fortunate to have free WiFi hotspots in Braidwood that students may access with their district-issued or personal devices, it is important for parents to understand that these areas may not provide filtering or appropriate adult supervision. The recommended best place for students to access the Internet for their educational or personal use is one that is under the direct supervision of a trusted adult.

FREE WiFi HOTSPOTS IN BRAIDWOOD, IL

1. Fossil Ridge Library

W Kennedy Rd & S Walker St,
Braidwood, IL 60408
(815) 458-2187

2. McDonald's

285 WS Front Street
Braidwood, IL 60408
(815) 458-0802

4. Circle K

105 S Front Street
Braidwood, IL 60408
(815) 458-6790

5. Polk-a-Dot

222 N. Front Street
Braidwood, IL 60408
(815) 458-3377

6. Rossatti's

186 E. Main Street
Braidwood, IL 60408
(815) 458-2100

Frequently Asked Questions

Q: What happens if my Chromebook is damaged, lost, or stolen?

A: The Chromebook is the responsibility of the student. Should a Chromebook be damaged, lost, or stolen the student and parent/guardian should immediately notify school administration. In the event that a Chromebook is damaged, lost, or stolen, the student will be charged for the repair or replacement of the Chromebook that was purchased by the school.

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

A: The school district will provide a replacement to the student. The replacement value of damaged or lost items will remain the responsibility of the student.

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

A: Parents and students must sign a Chromebook Acceptable Use Agreement and Parent Responsibility Agreement.

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

A: Your student will not receive a Chromebook to take home.

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

A: Reed-Custer School District will be filtering the Chromebooks at school.

Q: Will Chromebooks be password protected?

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

Q: Who will repair non-operable Chromebooks?

A: The Reed-Custer School District staff will work to ensure that all students have an operable Chromebook.

Q: Will students be able to take the Chromebook home?

A: Students will be able to take their Chromebooks home during the school year to use for school related work, such as homework and other projects, if the appropriate forms are received by the District. Please note that Chromebooks will only be able to leave school premises if parent permission has been submitted on the district-issued forms.

Q: Will students be able to keep their Chromebook during the summer?

A: Students will not keep their Chromebooks during the summer. Students will turn in their Chromebooks by the end of the school year so the IT staff can service and update them for the following school year.

Q: How do I clean my Chromebook?

A: The Chromebook can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.

Q: If I have additional questions or concerns about this initiative, whom can I contact?

A: You can contact any building principal by phone or email.

Q: Will students be able to download apps from the app store?

A: All requests for additional software and or apps should be requested through the classroom teacher. Applications to be installed will be provided by the District Technology Team.

Reed-Custer School District - Acceptable Use of Technology Policy

Purpose of Technology Use

Reed-Custer School District provides technology resources to its students solely for educational purposes. Through technology, Reed-Custer School District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence at Reed-Custer School District by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

The Opportunities and Risks of Technology Use

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of education value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, Reed-Custer School District cannot completely predict or control what users may or may not locate. The Board of Education believes that the education value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of Reed-Custer School District.

In accordance with the Children's Internet Protection Act, Reed-Custer School District installs and operates filtering software to limit users' internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, Reed-Custer School District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software, does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials. No technology is guaranteed to be error free or totally dependable, nor is it safe when used irresponsibly.

Among other matters, Reed-Custer School District is not liable or responsible for:

- Any information that may be lost, damaged, or unavailable due to technical, or other difficulties;
- The accuracy or suitability of any information that is retrieved through technology;
- Breaches of confidentiality;
- Defamatory material; or
- The consequences that may come from failure to follow Reed-Custer School District policies or procedures governing the use of technology.

Privileges and Responsibilities

Reed-Custer School District electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only education purposes. The actions of student users accessing networks through Reed-Custer School District reflect on the district, therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using Reed-Custer School District computers and networks.

Student users of technology shall:

- Comply with copyright laws and software licensing agreements;
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use;
- Respect the privacy rights of others;
- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords;
- Maintain the integrity of technology resources from potentially damaging messages, physical abuse, or **viruses**;
- Abide by the policies and procedures of networks and systems linked by technology.

Student users of technology shall not:

- Access, download, create, send or display offensive messages or pictures;
- Use harassing, offensive, obscene or defamatory language;
- Harass or attack others;
- Vandalize or damage computer equipment, systems, networks, hardware, software, data, or programs;
- Knowingly spread computer viruses;
- Violate copyright laws or software licensing agreements;
- Use others passwords or accounts;
- Misrepresent themselves or others;
- Trespass in others' folders, work, or files or gain unauthorized access to resources or entities;
- Reveal their personal address or phone number, or those of other users;
- Use Reed-Custer School District technology for non-school purposes or personal financial gain or to access or attempt to access restricted websites or other information unrelated to the curriculum and educational purposes of the school; and
- Use technology for any illegal purpose or activity.

Students may access the networks and technology resources only after submitting a signed Acceptable Use of Technology consent form in paper form or online. Parent or guardian permission is also required for minors.

Disciplinary Actions

Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

No Expectation of Privacy

Reed-Custer School District electronic network is part of curriculum and is not a public forum for general use. Users should not expect that email or files stored on district servers will be private. Reed-Custer School District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the district.

Additional Rules/ Actions

The Superintendent/Principal or his/her designee may establish regulations and guidelines, and shall take appropriate action to implement this policy.

Student Consent

I understand that my computer use is not private and that the school district will monitor my activity on the computer system. I have read the Acceptable Use Policy and regulations and agree to abide by these rules. I understand that violation of the policy or regulations may result in disciplinary action, including loss of technology use, suspension or expulsion.

Printed Student Name: _____ Student Signature: _____

Parental Consent

I have read and understand Reed-Custer School District Acceptable Use Policy and regulations. In consideration for my child being able to use the district's electronic communications system and have access to the public networks, I hereby release the school district its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including without limitation the types of damage identified in the district's policy and administrative regulations.

Parent/Guardian Signature: _____

Parental Consent Form

I have read this agreement and agree with the conditions of my child’s use of the technology resources.

I release the district and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child’s use or inability to use the technology resources.

I also indemnify the district and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child’s use or misuse of the district’s technology resources.

I authorize the district to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the technology resources is not private. I consent to having the district monitor and inspect my child’s use of the technology resources, including any electronic communications that my child sends or receives through the technology resources.

I understand and agree that my child will not be able to use the district’s technology resources until this agreement has been signed by both my child and me.

I have read this agreement and agree to its terms.

STUDENT NAME (PRINT)

SCHOOL

Parent/Guardian Signature

Date

Student / Parent Agreement (Signature/s Required)

This signature page is intended to accompany the Reed-Custer School District Technology Handbook. The initials and signature of both student and parent / guardian are required to participate in the Chromebook Technology Program.

Student Signature

Parent Signature

DESCRIPTION	STUDENT INITIALS	PARENT INITIALS
I have read and will comply with the: CARE AND MAINTENANCE OF THE Chromebook.		
I have read and understood the: COST OF Chromebook, SOFTWARE, APPS AND ACCESSORIES		
I have read and understood the: DAMAGED, LOST OR STOLEN DEVICES		
I have read and will comply with the: STUDENT USE OF DISTRICT TECHNOLOGY		
I have read and understood the: PARENT RESPONSIBILITIES		
I have read and understood the: COPPA AND VERIFIABLE PARENTAL CONSENT		
I have read and understood where a student might find FREE WiFi HOTSPOTS IN THE BRAIDWOOD AREA		
I have read and understand the: REED-CUSTER SCHOOL DISTRICT ACCEPTABLE USE POLICY		

The following pages need to be signed and turned into the district:

- **Pages 17-18, Reed-Custer School District – Acceptable Use of Technology Policy**
- **Page 19, Parental Consent Form**
- **Page 20, Student/Parent Agreement (Signature/s Required)**