

Windsor CUSD 1
Remote Learning Guidelines and Agreement

1. Receiving Your Chromebook

a. Parent/Guardian:

All parents/guardians are required to sign the *Remote Learning Agreement* before a Chromebook can be issued to their student.

b. Student Distribution:

Students must also sign the *Remote Learning Agreement* prior to receiving their Chromebooks.

2. Returning Your Chromebook

- a. When we return or at the end of the school year, students must turn in their Chromebook and accessories (i.e. power cord). Failure to turn in the Chromebook will result in the student being charged the full replacement cost of the Chromebook. The District may also file a report of stolen property with the local law enforcement agency.

3. Care of 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 reported to a teacher. Students must provide any information they may have as to why the device does not work properly to a faculty member. A QNS form will then be submitted by the teacher as soon as possible so steps can be taken to resolve the issue. District-owned Chromebooks shall never be taken to an outside computer service for any type of repairs or maintenance. Students shall never leave their Chromebooks unattended. **Failure to take proper care of the Chromebook and power cord may result in being charged up to the full replacement cost of the Chromebook.**

a. General precautions

*Food or drink should not be next to a Chromebook

*Cords, cables, and removable storage devices must be inserted carefully into a Chromebook

*Chromebooks and accessories should not be used or stored near pets

*Power cords must not create a tripping hazard

*Chromebooks must remain free of any writing, drawing, stickers, and labels.

*Heavy objects should never be placed on top of Chromebooks.

*Do not lean on the Chromebook

b. Carrying Chromebooks

*Never lift a Chromebook by the screen

*Never carry a Chromebook with the screen open

c. Screen Care

*The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, 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 (i.e. pens, pencils, paper clips, flash drives).

*Only clean the screen with a soft, dry microfiber or anti-static cloth

d. Identification

*Chromebooks have a couple of identifying features, which may include: a classroom number, STS or QNS number, serial number, and Windsor CUSD number. These numbers are not to be modified or tampered with in any way. Students may be assessed a fee up to the full replacement cost for tampering with the identifying features of a Chromebook.

*The District will maintain a log of all Chromebooks which may include and are not limited to: a classroom number, STS or QNS number, serial number, and Windsor CUSD number.

4. Chromebook Expectations

a. Logging in

*Students will only log into their Chromebooks using their school issued Google Apps for Education account (with their @windsorcusd.org email)

*Students should never share their account passwords

b. Wi-Fi

*A WiFi Internet connection will be required for the majority of Chromebook use. Some applications can be used while not connected to the Internet.

*Students are bound by the Windsor Acceptable Use

Policy, Administrative Procedures, and all other guidelines and appendices attached to this document wherever and whenever they use their Chromebooks.

c. Charging Chromebooks

*Chromebooks should only be charged with the Chromebook power cord provided.

*Chromebooks should be charged and ready for each day.

Failure to have a charged Chromebook is not a viable excuse to not submit work or meet with your virtual class. (Chromebooks can be used while they are charging.)

d. Backgrounds and Themes

*A Hatchets background is what is set for each Chromebook. This is not to be changed.

e. Camera

*Chromebooks have a built-in webcam. The District does not have the ability to remotely access the webcam. At no time will webcams be used to monitor students.

f. Managing and Saving Your Work

*The majority of student work will be stored in Google Drive and can be accessed from any computer with an Internet connection and most mobile Internet devices.

*The District is not responsible for the loss of any student work.

*Students are encouraged to maintain backups of their important work on a portable storage device.

5. 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.

a. Updates

*The Chromebook operating system, Chrome OS, 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.

c. Malicious Use

*Students are bound by the Windsor Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document for all Chromebook use.

6. Content Filter

The district utilized an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA).

*All Chromebooks, regardless of physical location 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 to request the site be unblocked.

7. 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, Spreadsheets, Presentations, Drawings, and Forms.

*All work is stored in the Cloud.

b. Chrome Web Apps and Extensions

*The Windsor Acceptable Use Policy applies to all Chrome web apps and extensions.

*Some web apps will be available to use when the Chromebook is not connect to the Internet.

8. No Expectation of Privacy

*Anyone using a District owned Chromebook, using District equipment and/or the District network systems has no expectation of privacy in such use. The District has the right to, and does, monitor use of these systems.

*Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on a student Chromebook.

9. Appropriate Uses and Digital Citizenship

District owned Chromebooks are to be used for educational purposes and students are to adhere to the Windsor Acceptable Use Policy and all of its corresponding administrative procedures at all times.

Responsibilities

The student will:

- *Students will use their school issued Chromebook while at school
- *Adhere to this technology commitment
- *Will communicate in a responsible, ethical, and polite manner, avoiding profanity, obscenity, and offensive or inflammatory speech.
- *Respect the Internet filtering and security measures included on the digital learning tool.
- *Use technology for school-related purposes only.
- *Allow an administrator or teacher to inspect the content of any school-issued digital learning tool; understanding that any content may be viewed, monitored or archived by the District at any time.

The student will not:

- *Mark, deface, or place stickers on the school-issued digital learning tool.
- *Attempt to override, bypass or otherwise tamper with the Internet filtering software, device settings, hardware, software, or network configurations.
- *Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
- *Share passwords, attempt to discover passwords, 'hack' to gain access other than your account.
- *Download harmful, malicious, or inappropriate content including the intentional introduction of computer viruses and other spyware.
- *Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by teachers and administrators.
- *Reveal or post identifying personal information, files or communications to unknown persons.
- *Participate in cyberbullying, including personal attacks or threats toward anyone made while using either District-owned or personally-owned technology.
- *Use the District-issued device for commercial or political purposes.

Other information

*In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided computer technology.

*The District is not responsible for any loss resulting from the use of District-issued technology and makes no guarantees that the technology or the District network systems that support student use will be available at all times.

*By signing this policy, you agree to abide all of the conditions listed above and assume responsibility for the care and proper use of Windsor CUSD 1 issued technology. You understand that should you fail to honor any and all of the terms of this agreement, technology, network access, and other electronic media may be denied in the future.

Windsor CUSD 1
Chromebook Agreement

As the parent/guardian, my signature indicates I have read and understand the Guidelines, Procedures and Technology Use Commitment outlined in the guidelines, and give my permission for my child to have access to and use the described District-issued technology.

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____ Date _____

As the student, my signature indicates I have read or had explained to me the guidelines, procedures, and technology use commitment outlined in this agreement, and accept responsibility by the terms and conditions outlined and using these resources for educational purposes.

Student Name _____ Grade _____

Student Signature _____ Date _____