

# Shiloh Christian School

## Student Device Policy/Handbook

Access to technology is critical for the instruction and learning of our students, therefore, it is not possible to opt out of the technology policies. This policy describes the rules and regulations, regarding using a school-provided device and a personally owned device. Except where specifically stated, personally-owned devices (PODs) are subject to the same rules and policies as school-owned devices.

### Chromebook

Effective with the 2019-20 school year, all students in grades 8-12 will be issued a school provided Chromebook. These students are expected to use the Chromebook for all educational activities while at school.

### **Terms and Conditions of Use**

By signing this form, the student and the student's parent/guardian certify that they have thoroughly read, understand, and accept the following terms and conditions, which will govern the student's possession and use of a Dell Chromebook 14 Chromebook computer ("the Chromebook") issued to the student Shiloh Christian School ("SCS"). The student and the student's parent/guardian also certify that they will comply with these terms at all times while the Chromebook is in their possession or under their control.

### **General Terms & Conditions**

- The Chromebook is being made available to the student on the terms and conditions described in this document only for purposes of educational services provided by SCS.
- The Chromebook is and will remain at all times the property of Shiloh Christian School. SCS may recall the Chromebook, or place additional restrictions on the student's use or possession of the Chromebook, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any SCS teacher or administrator, the student or the student's parent/guardian will immediately surrender the Chromebook to that teacher or administrator.
- SCS reserves the right to change the terms or conditions of the student's possession or use of the Chromebook, or to impose new restrictions on use or possession of the Chromebook, at any time.

- The student's possession and use of the Chromebook will be subject at all times, both on and off campus, to the terms and conditions described in this document, as well as any additional rules, regulations, and restrictions that may be imposed from time to time by SCS.
- The student's possession and use of the Chromebook will comply at all times, both on and off campus, with all applicable state and federal laws and regulations.
- The student's possession and use of the Chromebook will be governed at all times, both on and off campus, by all applicable policies and procedures of SCS. They further certify that they are aware that all school policies are available on the school's website, and that it is their responsibility to inform themselves as to any school policies that might apply to the student's use or possession of the Chromebook and to comply with those policies at all times.
- Under no circumstances will the student use the Chromebook or permit the Chromebook to be used in furtherance of any crime; fraud; threat; defamation; plagiarism; copyright, patent, or trademark infringement; illegal downloading; theft of intellectual property; gambling; accessing, viewing, or transmission of pornographic or violent images or content; illegal or unauthorized accessing or use of data; bullying or harassment (including cyber-bullying); malicious internet activities (including "hacking" of other computers or websites); advertising or commercial activities; abusive or insulting communications; or any unlawful activities of any kind.
- Under no circumstances will the student use the Chromebook, or permit the Chromebook to be used, to access any networks, websites, or online resources that have not been approved by SCS.
- By signing this document, the student and the student's parent/guardian acknowledge that they are solely responsible for ensuring that the student's use of the Chromebook to access the internet while off campus will be safe and responsible and in compliance with all applicable laws, policies, rules, and regulations. The student and student's parent/guardian will hold SCS and its employees harmless for any harm that may come to the student or any other person as a result of the student's off-campus internet activities.
- Should the student inadvertently gain access through the Chromebook to any confidential information about other students or staff members at SCS, including but not limited to course work or grade information, the student will immediately report the incident to the school principal or the SCS Director of Technology and Media and will not share the information with any other person.

- Because the Chromebook is school property and is intended only for approved educational uses, the student's use of the Chromebook will be governed by this document and the rules, policies, and guidelines described in this document at all times and in all locations, both on and off campus and both during and outside of instructional time.
- The student will not share the Chromebook with any other person unless expressly authorized to do so by an SCS teacher or administrator. The student will not loan the Chromebook to any other person, including another SCS student, without prior written authorization from the principal.
- Any violation of the terms or conditions set forth or referenced in this document may result in my possession or use of the Chromebook being restricted, suspended, or terminated, with or without prior notice, at the sole discretion of SCS.
- The student's possession and use of the Chromebook is a privilege, not a right. By signing this document, the student and the student's parent/guardian acknowledge that they have no right or entitlement to possession or use of the Chromebook and that neither this document nor any conversation, correspondence or understanding between themselves and any representative of SCS gives them any ownership or contractual rights of any kind whatsoever in the Chromebook.

### **Issuance & Return of Chromebook**

- The student's license to use the Chromebook terminates on the last day of the school year, unless terminated earlier by SCS. Chromebooks will be collected on or before the last day of the school year.
- Given the time required for technology staff to inspect, maintain, and upgrade the Chromebooks over the summer, penalties will be assessed for the late return of Chromebooks at the end of the school year.
- If the student fails to return the Chromebook by the last day of the school year, the student and the student's parent/guardian will incur the total replacement cost of the Chromebook.
- Late fees may also be assessed if the Chromebook is not returned immediately after being recalled by SCS before the end of the school year. A late fee of \$5 per day for the first 30 days and \$10 per day for the next 30 days may be assessed if the Chromebook is not returned when requested. If the Chromebook is not returned

within 60 days after the end of the grace period, the student and the student's parent/guardian may be assessed the full replacement cost for the Chromebook, and SCS may institute legal actions against the student and/or the student's parent/guardian.

### **Care, Maintenance & Inspections**

- By signing this document, the student and the student's parent/guardian acknowledge that they have received a copy of SCS's Chromebook Care and Use Guidelines and that they will comply at all times with the specifications in that document, as well as an additional rules or guidelines regarding care and maintenance of the Chromebook.
- Under no circumstances will the student install or permit to be installed on the Chromebook any hardware, software, drivers, or other programs or devices without the advance written approval of the principal or his designee. Under no circumstances will the student delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs or devices installed on the Chromebook by SCS.
- The Chromebook may be inspected at any time by SCS officials, with or without prior notice, either in person or remotely via the internet or network connections, for purposes of maintenance and/or to monitor the student's use of the Chromebook (including any email communications and internet activities) to determine whether the student is complying with the terms and conditions set forth or described in this document. By signing this document, the student and parent/guardian acknowledge that they have no reasonable expectation of privacy to any data or information of any kind contained on the Chromebook, which shall at all times remain SCS property and which is intended to be used only for school purposes. The student and the student's parent/guardian further acknowledge that if any such inspection reveals evidence that the student has violated the Code of Student Conduct or any criminal law, such evidence may be used in support of a disciplinary action against the student and/or shared with law enforcement.

### **Loss, Theft, & Damage**

- The Chromebook is a valuable piece of property that is being made available to the student by SCS for purposes of advancing the student's education.
- The student is responsible for ensuring that the Chromebook is kept safe and secure at all times while it is in the student's possession or under the student's control.

- Under no circumstances will the student leave the Chromebook unattended at any location, either on or off campus, unless it is safely secured at the student's home or locked in the student's school locker.
- Under no circumstances will the student leave the Chromebook in the care or custody of any person other than the student's parent or guardian or an SCS teacher or administrator.
- If the Chromebook is lost, stolen, damaged or malfunctioning in any way, the student will immediately report the problem to the SCS Administration.
- SCS will investigate all incidents of Chromebooks reported as lost and may refer any such incidents to law enforcement. SCS Chromebooks can be easily identified and traced. *Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell an SCS-owned Chromebook will be vigorously prosecuted to the fullest extent of the law.*
- In recognition of the advantages that come from being issued a Chromebook and the considerable expense to SCS in funding the Chromebook program, the student and student's parent/guardian acknowledge that they must bear some risk for the possibility that the Chromebook may be lost, damaged, or stolen. While no fees will be charged for repair or replacement of the Chromebook that is fully covered by a manufacturer's warranty, all other repairs and replacements will be subject to the fees set out below.
- If for any reason the Chromebook is damaged, lost, stolen, or destroyed during the time that it is issued to the student, regardless of whether the student is at fault, the student and the student's parent/guardian will be responsible for the following fees to help offset the actual replacement costs to SCS:

Dell Chromebook 11 3180

- LCD Assembly - \$100
- Bottom Cover - \$30
- Keyboard/Trackpad - \$90
- Charger - \$30

Dell Chromebook 3100

- LCD Assembly - \$180
- Bottom Cover - \$80
- Keyboard/Trackpad - \$115

- Charger - \$60

\*Prices subject to change

\*\* If the damage is beyond repair or exceeds the value of the unit and is found to be the fault of the student the student will be responsible for the replacement cost of the device\*\*

- If the Chromebook is damaged or destroyed during the time it is issued to the student because the student committed or intentionally facilitated a deliberate act of damage or vandalism, the student and the student's parent/guardian will be responsible for the actual cost or repair or replacement, whichever is less.
- For purposes of this document, the replacement cost is the actual cost to SCS at the time of replacement of a new Dell Chromebook 14 Chromebook in Springdale, Arkansas, at retail price.
- For purposes of this document, the repair cost is the actual cost to SCS to have the Chromebook fully repaired by a qualified repair technician of SCS's choosing to the condition the Chromebook was in when it was originally issued to the student.
- The student will not be issued a replacement Chromebook until the costs described above have been paid in full.
- SCS reserves the right to decline to issue a replacement Chromebook if it determines, in its sole discretion, that the risk of loss or damage to the replacement Chromebook is unacceptable. The decision not to issue a replacement Chromebook shall not excuse the student and his parent/guardian from any fees associated with the loss, theft, or damage of any previously-issued SCS Chromebooks, given that those fees are intended to help offset the actual cost to SCS of repair or replacement of SCS's property.

## Terms of POD

- Shiloh Christian School will not be held liable for any damage that may occur as a result of connecting the POD to our Wireless Network or any electrical power source.
- Shiloh Christian School will not be held responsible for any physical damage, loss or theft of the POD.
- The Shiloh Christian School network will provide filtered Internet access and related web-based services only.
- Shiloh Christian School reserves the right to inspect, at any time while on campus, any POD while connected to the Shiloh Christian School Wireless Network. Any other inspection of any POD is subject to the requirements set forth in the Student Handbook.
- PODs will only be connected to the network at designated locations and times.
- Shiloh Christian School will not be obligated to supply electrical power access.
- Student use of PODs in the classroom setting will be at the discretion of the instructor.
- Persons connecting a POD to the Shiloh Christian School Wireless Network agree to maintain current anti-virus software enabled on their computers.
- Illegal, destructive, harmful or any other inappropriate activities, including, but not limited to computer hacking, cyber-bullying, accessing offensive/obscene materials, and engaging in illegal activities are strictly prohibited as set forth in the Student Handbook.
- Parents or guardians of any student bringing a POD to school agree to be responsible for and to reimburse Shiloh Christian School for any damage that their student may cause arising out of and relating to the use of the Wireless Network with his or her POD.
- Students using PODs must agree to allow required school-related software to be downloaded on their PODs.

## General Rules

Classroom guidelines:

- Students must comply with each classroom teacher's rules.

Inappropriate Content and Graffiti:

- Inappropriate content will not be allowed; no stickers, or stickies covering devices.
- Presence of weapon images, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action.

Sound:

- The sound on your device will be muted at all time unless permission is obtained from the teacher for instructional purposes.

Deleting files:

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a Chromebook failure and will interfere with your ability to complete class work and may affect your grades.

Passwords:

- Do not share passwords or usernames.
- Do not loan Chromebooks to anyone.
- Do not borrow a Chromebook from another student.
- Do not share or loan your power cord to others.

Using Your Device at School:

- Chromebooks/PODs are intended for use at school each day. In addition to teacher expectations for use, school messages, announcements, calendars, and schedules may be accessed using Chromebooks/PODs. Students are responsible for bringing their device to all classes unless specifically instructed not to do so by their teacher. School staff and administration have the right to inspect any material stored on the Chromebook at any time. School staff and administration have the right to inspect any material stored on PODs any time they are connected to the SCS network. School administration and staff have the right to inspect the Google Drive of any Shiloh student.

Charging Your Device's Battery

- Chromebooks/PODs must be fully charged at the start of each school day.
- Only charge your Chromebook with the provided charger.

## Misbehaviors & Consequences

- First offense, the student will lose use of Chromebook for 1 week and will lose the



privilege of bringing POD to school for 1 week.

- Second offense, the student will lose use of Chromebook for 2 weeks and will lose the privilege of bringing POD to school for 2 weeks.
- Any subsequent offenses will be left to the discretion of the administration.

The offenses may be subject to further disciplinary actions according to the Student Handbook.

## Shiloh Christian School

### Student Pledge for Chromebook/iPad/POD (device) Use

- I will use my device in ways that are appropriate, meet Shiloh Christian School expectations, and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.
- I understand that my Chromebook will be monitored on and off the SCS network.
- I understand that my device is subject to inspection at any time without notice.
- I will have only one device connected to the SCS network at a time.
- I understand that after receiving a school owned device PODs are not allowed on the SCS network.
- I understand that my device remains the property of SCS (if not providing POD).
- I will follow the policies outlined in the Student Device Policy/Handbook and the school's *Acceptable Use Policy* while at school, as well as outside the school day.
- I will take good care of my device.
- I will never leave my device unattended.
- I will never loan out my device to other individuals.
- I will know where my device is at all times.
- I will charge my device's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not use of the device camera to take and/or distribute inappropriate or unethical material.
- I will not disassemble any part of my school-owned device or attempt any repairs.
- I will protect my device and case from damage at all times.
- I will not place decorations (such as stickers, markers, etc.) on my device or provided case.
- I will not deface any identifying markings on my device.
- I will file a report in case of theft, vandalism, and other acts to the administration of Shiloh Christian School within one school day.

- I will be responsible for all damages or loss.
- I agree to return the school's device, case, and power cords in good working condition upon request of SCS.