



## Optional Insurance Plan For KASD Chromebooks

The Kiel Area School District is offering an optional insurance plan for all Chromebooks being used in the 1:1 initiative. If you opt out of the insurance the cost of repairing or replacing the Chromebook is then the full responsibility of the Student/Parent not to exceed \$400 per incident.

There are two options on this form to choose from. Option 1: You are stating that you would like to take the insurance on the Chromebook. Option 2: You are stating that you want to opt out of the insurance.

There is also a cost associated with defacing a Chromebook supplied by the KASD. Each of these costs can be increased if damage is above and beyond repair. Example – entire Chromebook covered with graffiti and KASD is unable to clean it off – this would mean full replacement cost of Chromebook.

- \$5 – Removal of KASD identification tag, asset tag, or serial number
- \$10 – Adding stickers, graffiti, ripped bag, etc...on Chromebook or Chromebook case
- Malicious or intentional damage is considered vandalism and will be referred to the Police School Liaison Officer. These damages are not covered by insurance. Fees will be assessed based on repair costs.

### Option 1 – Purchasing Insurance on Chromebook

- \$35 – full school year of coverage (family cap of \$70)
  - First Incident Per Student – no charge
  - Second Incident Per Student - \$40 deductible
  - Third Incident and each Subsequent Incident Per Student - \$90 deductible
- What's Covered
  - Accidental breakage
  - Faulty components – hard drive, screen, keyboard, etc... (\$0 deductible)
- What's not Covered
  - Theft, loss, or misplacement of Chromebook
  - Cosmetic damages
  - Damages caused by misuse and abuse of the Chromebook

### Option 2 – Not taking Insurance

- Parents/Students are responsible for full repair and replacement costs
- Examples of costs that can be associated with Chromebook repair and replacement
  - \$20 – Case
  - \$200 – Broken Screen
  - \$60 – Keyboard Replacement
  - \$340 – New Chromebook

\_\_\_\_\_ Yes, I would like to take the optional insurance – **Option 1**

\_\_\_\_\_ No, I decline the optional insurance - **Option 2**

**By signing below, I acknowledge that I have read, understand and agree to abide by the terms set forth above.**

\_\_\_\_\_

Student Signature

Parent Signature

Date



## *KASD Student/Parent Contract For Chromebook Use*

1. I will only use the Chromebook for learning in ways that are appropriate and follow the directions of any staff member, teacher, or administrator of the Kiel Area School District (KASD).
2. I understand the Chromebook may be inspected without notice, and it is the property of the KASD.
3. I understand the Acceptable Use Policy of the Chromebook, and I understand it applies to in school and out of school use.
4. I will take responsibility for learning to use the Chromebook appropriately.
5. I will follow the teacher or principal's decision to discontinue use of an application.
6. I will immediately report a misplaced, lost, or broken Chromebook to a teacher, staff member, or administrator.
7. I will never leave the Chromebook unattended nor loan it to other individuals.
8. I will not use the Chromebook camera to take and/or distribute inappropriate or unethical material.
9. I will not attempt to alter the KASD Network.
10. I will not disassemble any part of the Chromebook, attempt any repairs, or modify the operating system.
11. I will take good care of the Chromebook, know where it is at all times, and arrive at school each day with the Chromebook fully charged and ready for learning.
12. I will keep food and beverages away from the Chromebook since they may cause damage to the device.
13. I will protect the Chromebook by only transporting it in the case provided.
14. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
15. I will not remove or deface any identifying marks that are on the Chromebook, power cord, or case when I receive it.
16. I will be responsible for the vandalism, damages, or loss of the Chromebook assigned to me.
17. The Chromebook and accessories will be collected by the KASD at the end of each school year or upon request. Students who withdraw, are expelled, or terminate enrollment at KASD for any reason must return their school Chromebook with accessories on the date of termination at the Library Helpdesk.

*I agree to the stipulations set forth including the 1:1 Policies and Procedures, the Acceptable Use Policy, and the Student/Parent Contract for Chromebook Use.*

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Student Signature

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Parent Signature

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Date



## *Kiel Area School District*

### *Personalized Learning Initiative*

## *Chromebook Procedures and Information*

**2017-2018**

The Kiel Area School District (KASD) recognizes that technology plays an important role in delivering quality instruction and learning opportunities. Students graduating from the Kiel Area School District will possess the knowledge, skills, and attitudes necessary to succeed in a complex, global, information-based society.

The mission of the Personalized Learning Initiative program in the Kiel Area School District is to create a collaborative learning environment for all learners. This environment will enable and support teachers in implementing transformative uses of technology while building students' engagement with content and promoting the development of self-directed, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The Personalized Learning Initiative will enhance classroom environments by implementing high-quality instruction, assessment, and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The Board of Education, district staff, and community members will all play a key role in the development of effective and high quality educational experiences.

### ***Device Purpose***

The Kiel Area School District is supplying all students' grades 8-12 with a Chromebook device. This device is the property of the KASD. The device will provide students access to required educational materials needed to be successful. The Chromebook allows student access to Skyward, Google Apps for Education, as well as many other educational web-based tools. The supplied device is an educational tool and is not intended for social gaming or high-end computing.

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The policies, procedures, and information within this document apply to all Chromebooks used at the KASD by students, staff, or guests including any other device considered by the Administration to fall under these guidelines. Teachers may set additional requirements for Chromebook use in their classroom.

## **1. RECEIVING YOUR CHROMEBOOK:**

### **1a: District Owned/Issued Chromebooks**

Chromebooks will be distributed each fall. Parents/Guardians and students MUST sign and return the KASD Chromebook Agreement document before the Chromebook can be issued to their child. These guidelines outline the procedures and policies for families to protect the Chromebook investment for the KASD. Chromebooks will be collected at the end of each school year.

### **1b: Regulated Student Privileges**

To protect the assets of the KASD, identified students will be required to turn in their Chromebooks to the Library Help Desk at the end of each day. The Library Help Desk will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.

## **2. RETURNING YOUR CHROMEBOOK:**

All district owned Chromebooks must be returned following the guidelines posted in respective buildings.

- Chromebooks will be collected each spring. The Chromebook will be assessed for damages and you will be invoiced if required.
- Students leaving the District must check in district owned Chromebooks to the Library Help Desk. The Chromebook will be assessed for damages and you will be invoiced if required.
- Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.
- Please note that accounts are deleted upon graduation or leaving the district. Students should save accordingly.

## **3. TAKING CARE OF YOUR CHROMEBOOK AND CASE:**

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 taken to the Library Help Desk as soon as possible so that they can be taken care of properly.

*Do **not** take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.*

### **3a. General Precautions**

- Chromebooks are to remain in their case when transporting the device.
- No food or drink is allowed next to the Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport the Chromebook with the power cord plugged in.
- Never store the Chromebook in carrying case while plugged in.
- Never carry the Chromebook while the screen is open.
- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the KASD.
- Students may add appropriate music, photos, and videos to the Chromebook. Personalized media are subject to inspection and must follow the KASD acceptable use policy (7540.03). Inappropriate media may not be used as a screensaver or background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action.

- Vents CANNOT be covered.
- Chromebooks must have a KASD asset tag on them at all times and this tag must not be removed or altered in any way.
- Chromebooks should never be left in an unsupervised area.
- In areas where privacy is expected, Chromebooks must remain in cases.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- Chromebook lids should always be closed and tightly secured when moving.
- School district supplied filtering will be provided for use with devices outside of school district buildings.
- Chromebook inspections may be done by any KASD employee.

### **3b: Screen Care**

The Chromebook screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.
- If repairs are needed, they will be performed at the Library Help Desk and the cost of the repairs will be the responsibility of the student.

### **4. USING THE CHROMEBOOK**

- Chromebooks are intended for use at school each day as directed by KASD employees.
- Students must be responsible to bring the Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks must be brought to school each day fully charged.
- The student will have the opportunity to check out a replacement Chromebook from the Library Help Desk as available.
- Repeated requests for replacements may result in disciplinary action
- Students are able to install software on their Chromebook as long as it meets the KASD Acceptable Use Policy (7540.03).
- District software takes priority, personalized software will need to be discarded if space is required.

### **5. CHROMEBOOK MAINTENANCE**

- If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed within 5 minutes, the Chromebook will be restored to factory defaults.

- Restoring the Chrome OS will restore the device to the state in which the user originally received it.
- All student created files stored on an external USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact.
- All other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.
- If your Chromebook needs technical support for the operating system, all support will be handled by the Library Help Desk.

## **6. ACCEPTABLE USE GUIDELINES**

### **6a: General Guidelines**

- Students will have access to all available forms of electronic media and communication that support individual education and research goals, and also support the educational goals and objectives of the KASD.
- Students are responsible for their ethical and educational use of the technology resources of the KASD.
- Access to the KASD technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy (7540.03) and all district policies and administrative guidelines.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action.
- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Chromebooks are identified by their serial number and KASD asset tag

*Under no circumstances are students to modify, remove, or destroy identification labels. Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at KASD. Take good care of it!*

### **6b: Privacy and Safety**

- Do not go into chat rooms without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the KASD.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.
- Students may be selected at random to provide their Chromebook for inspection. The purpose for

inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

### **6c: Legal Property**

- 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.
- Plagiarism is a violation of the student handbook. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

### **6d: E-mail**

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others
- Do not send mass e-mails, chain letters, or spam.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at any time. Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.

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

- When students are not using their Chromebook, they should store them in their case in their locked locker.
- Nothing should be placed on top of the Chromebook.
- The Chromebook should be charged fully each night.
- Students are responsible for securely storing their Chromebook during extra-curricular events.
- Under no circumstances should Chromebooks be left in an unsupervised area.
- Any Chromebook left in an unsupervised areas is in danger of being stolen.

## **8. REPAIRING/REPLACING YOUR CHROMEBOOK**

### **8a: Damage or Loss Protection**

- KASD recommends the purchase of optional insurance prior to the deployment of the Chromebook to your child. Please refer to the Optional Insurance Form.
- KASD will be the sole provider of this insurance.
- KASD will require that 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 be subject to disciplinary action.
- The guidelines provided do not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. KASD will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental.



- Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

### **8b: Chromebooks Undergoing Repair**

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Library Help Desk.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Students will pay full replacement cost if the device is lost or stolen.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students/Parents will be charged for Chromebook damage that is a result of misuse or abusive handling, even if it is a result of accidental damage. Parents will be billed for parts and labor.

### **8c: Lost or Intentionally Damaged Device and Accessories**

- A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the Student/Parent involved in the loss of property.
- The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.
- Chromebook - \$340
- Case - \$20
- AC Adapter - \$38
- Screen Replacement - \$200
- Keyboard - \$60
- Identification Tag - \$5



*KASD Chromebook  
Acceptance Form*

**By signing below, I acknowledge that I have read, understand and agree to abide by the terms set forth in the Student Pledge for Chromebooks and to abide by the terms set forth in the Chromebook Procedures and Instructions.**

**Non-compliance with the policies of this document and all district policies and administrative guidelines will result in disciplinary action.**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_