

Payson CUSD #1

1:1 Chromebooks

Chromebook Procedures and Information for Students and Parents ♦ 2024-25

The mission of the 1:1 program at Payson CUSD #1 is to advance personalized learning initiatives and establish the foundation for a seamless program supporting individualized instruction in our classrooms. It enables anytime access to online resources for learning by providing portable devices for students for use at school and at home at the discretion of school administration. Each participating student has a device that can access educational tools and resources, post their current work, track their progress, and interact with teachers and other students around their projects.

Payson CUSD #1 prepares students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school. Payson CUSD #1 demonstrates that with a rigorous, high-quality program and the right social and emotional supports in place, all students, regardless of racial or economic background, can achieve outstanding results. Payson uses the 1:1 Chromebook initiative to further personalize the way students use time, receive support to master essential skills, and deepen understanding of content; by doing these things Payson has leveled the playing field.

The Payson Community School District provides a positive, effective environment which motivates all people to learn and achieve in an ever-changing world.

Use of Technology

All students in grades 7 - 12 will have access to Google Chromebooks for educational use in school. This document provides students and their parents/guardians with information about use of technology, ownership of the device, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. The last page is a Chromebook Agreement form for parents to complete.

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Students and their parents/guardians are reminded use of school technology is a privilege and not a right and that everything done on any school owned computer, network, or electronic device may be monitored by school authorities. Inappropriate use of school technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action as stated in Student Code of Conduct.

To understand the technology use expectations, students and their parents/guardians are responsible for reviewing the Payson School's Acceptable Use Policy.

Issuance and Ownership of the Chromebook

Payson CUSD #1 retains sole right of ownership of the Chromebook. Payson CUSD #1 lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Payson CUSD #1 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

All parents/guardians are required to sign the Payson CUSD #1 Chromebook Agreement before a Chromebook will be issued to his/her student.

Returning the Chromebook

End of Year

At the end of the school year, students will turn in their Chromebooks and all district-issued peripherals and accessories. Failure to turn in a Chromebook and all district issued peripherals

and accessories(including charger) will result in the student being charged the full replacement cost. Additionally, a report of stolen property with local law enforcement may be filed by the school or school designee.

Transferring / Withdrawing Students

Students that transfer out of or withdraw from Payson CUSD #1 must turn in Chromebooks and peripherals and accessories to the technology office on or before their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Payson CUSD #1 may be turned over to a collection agency. A report of stolen property may be filed by the school or school designee with local law enforcement. "Not in Good Standing" will be marked on transfer papers if fees are owed for a damaged or lost Chromebook.

Rights and Responsibilities

Responsibility for Electronic Data

Students are solely responsible for any applications or extensions on their Chromebooks that are not installed by a member of the Payson CUSD #1 technology staff. Students are

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responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, schoolwork, or any school issued applications and are given no guarantees that the data will be retained or destroyed.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school or make any modifications to the device intended to disable or inhibit the functionality or management of the device.

The Chromebook operating system, ChromeOS, updates itself periodically. Students do not need to manually update their Chromebooks, but will be asked to periodically restart their devices to complete updates.

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 school utilizes an Internet content filter in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks will have all activity protected and monitored by the school while on and off campus. When off campus the Chromebook is also filtered back to the school web filter and monitored just as if the device were on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

Software

Google Workspace for Education

Chromebooks seamlessly integrate with Google Workspace for Education productivity and collaboration tools. These applications include Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.

- All work is stored in the cloud.
- Students may only install district approved Chrome web apps and extensions from the Payson Chrome Web Store.

- Students are responsible for the web apps and extensions they install on their Chromebooks. Apps and extensions that do not support instruction or are potentially harmful to the device or network may be disabled or removed at any time by the IT staff. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

Chromebook Identification

Records

- The school will maintain a log of all Chromebooks that includes the Chromebook serial number, Chromebook number, and name and ID number of the student assigned to the device.

Users

- Each student will be assigned the same Chromebook for the duration of his/her time at Payson High School. Take good care of it!

Repairing / Replacing Your Chromebook

Chromebooks should be brought to the office as soon as any issues are found.

The IT department will repair or replace the device at their discretion.

Students receiving devices that have been previously used will have the condition of the device recorded upon issuance and return. Students should treat a used device as if it were new to maximize its usable life.

The school will provide repairs or replacement of devices at the expense of the student.

Estimated Parts/Replacement Costs (Subject to change)

The following are estimated costs of Chromebook parts and replacements (June 2023)

- Total Replacement - \$365.00
- Screen - \$50.00
- Keyboard/touchpad assembly - \$50.00
- Power cord/charger - \$25.00
- Sleeve - \$27

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 school-related or personal purposes, other than as specifically provided by law. The school 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 school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

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

Educational Use

School-issued Chromebooks are to be used for educational purposes only and students are to adhere to the Acceptable Use Policy and corresponding administrative procedures at all times. The Chromebook may not be used for personal recreation or entertainment. This includes but is not limited to streaming or downloading of non-educational audio or video content, access to online chat, text or video messaging, gaming or gambling sites.

Using Your Chromebook at School

- *Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.*

Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- Chromebooks on loan to students having their devices repaired may not be taken

home, unless permitted by the school administration.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- An uncharged Chromebook is in violation of this agreement and repeated failure may result in disciplinary action.

Backgrounds and Themes

Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in violation of acceptable use policy and will result in disciplinary action.

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Sound

- Sound must be muted always, unless permission is obtained from a teacher.
- Headphones may be used only if the instructional software has an audio component and teacher permission is granted.
- Students **MUST** have their own personal set of earbuds/headphones for sanitary reasons.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet / cloud application, students generally will not print.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

Logging into a Chromebook

Logging Into a Chromebook

- Students will log into their Chromebooks using their school-issued G Suite account. Use of other accounts is not permitted.
- Students should never share their account passwords with others, unless requested by an administrator.

Managing and Saving Your Digital Work with a Chromebook

- 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.
- Some files may be stored on the Chromebook's internal drive. Students should always remember to save frequently when working on files. The school will not be responsible for loss of any student work.
- Students should maintain backups of their important work on a portable storage device.

Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebooks at home. A WiFi Internet connection will be required for most Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Payson CUSD #1 Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

Chromebooks Left at Home

- Students are required to bring their Chromebooks to school every day. Repeat offenders who leave their device at home will be subject to disciplinary action.

Chromebook Care

Taking Care of Your Chromebook

- Students are responsible for the general care of the Chromebook they have been issued by the school.
- Chromebooks that are damaged or fail to work properly must be reported to a teacher

- Chromebooks that are damaged or fail to work properly must be reported to a teacher or administrator as soon as possible so that they can be taken care of properly by the Payson IT staff. School-owned Chromebooks should NEVER be taken to public computer services for any type of repair or maintenance. Additionally, students should NEVER attempt to open up a Chromebook and repair the device on their own.

Chromebook Identification

- All Chromebooks will be identified with a specific number. Students must use the device that has been checked out to them.

Chromebooks left unattended

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. A Chromebook found in an unsupervised area should be taken immediately to the office. Multiple offenses may result in disciplinary action.

Theft/Vandalism

- The school will repair or replace equipment damaged by normal use. Abuse or neglect may result in damages that are the responsibility of the student to pay. The school will make its best attempt to purchase replacement parts at the best possible price.
 - In case of theft, vandalism, or other criminal acts, a police report MUST be filed with the local police department and a copy of the report MUST be submitted to the office.
- Proper Care and Handling of Chromebooks

Chargers

- Avoid bending the charger's cord at sharp angles. Don't strain the power cord at right angles to the power port. This can damage the charger's cord, and the computer itself. Be careful and gentle as you connect and disconnect the power cord.
- Position your charger so you won't roll over the cord with a chair, or catch the cord on edges of desk drawers.
- Disconnect all cords, USB memory and any adapters before putting your Chromebook into a carrying case or bag. Students are encouraged to not carry chargers in the sleeve due to possible damage to the screen.

Heat and Cold

- Always place your Chromebook on a flat, stable surface. Do not place it on top of stacks of paper, blanket, upholstery, or anything else that is an insulator.

- The bottom of your Chromebook is a cooling surface. Excessive heat buildup will lead to premature failure. The computer needs proper air flow to operate correctly.
- Do not leave a Chromebook in a vehicle where it can be subjected to extreme temperature variations.

Liquids

- Keep liquids away from your Chromebook. Liquids damage the electronic components quickly and easily.

The Screen

- Your Chromebook's LCD display is an expensive component, physical. If you drop your Chromebook or slam the lid shut, it may crack. Make sure you don't have anything between the screen and keyboard as you close the case such as a pencil or papers.
- If you open the screen beyond its hinge limitation it will break and be very costly to repair. It is not designed to open to a flat position. **Do not pick up chromebook by the screen.** When opening the screen do so from the middle of the screen and open gently. Do not open from a corner and/or 'flip' the screen open as uneven stress may damage the screen and hinges.
- Don't place items on top of your Chromebook as the weight can cause damage to the screen. Always keep magnetic devices away from your Chromebook.

Sleeves

- Sleeves should be used anytime the Chromebook will be placed in a locker or backpack to help protect the device from damage and spills. Sleeves should be utilized anytime the Chromebook is not in use.

Keep it clean

- Don't use your Chromebook while you eat. Make sure your hands are clean when using the Chromebook.
- To clean, shutdown your Chromebook, disconnect the power adapter. Use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings. Do not spray liquid directly on the computer. Don't use aerosol sprays, solvents, or abrasives.

Proper way to carry your Chromebook

Proper way to carry your Chromebook

- Be sure to use both hands if you are moving your Chromebook.
- Never lift or carry by the screen as you can either break the screen or damage the hinge. Always close the Chromebook before moving it.

Authorized users

- The school Chromebook is assigned to you for your use alone. Don't allow others to use your device. Remember you are responsible for any damage or misuse, including access to inappropriate materials. Keep your Chromebook secure.
- Please keep your Chromebook in a secure area when not in use. Do not leave your

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Chromebook sitting in an empty classroom or any other area without adult supervision.

Stay out of the inside

- Under no circumstances should you open (or attempt to open) your school computer's case. Touching the wrong components may not only damage the computer, it may seriously hurt you.
- Report failures to your teacher or IT staff. Let the technician handle repairs that require the case to be opened.

Turn it off

- Chromebooks are designed to start up quickly and should not be left on continuously, especially when stored in a sleeve or confined space, as heat buildup can damage components and shorten their life. *Make sure you power off your device before closing.*

Digital Citizenship

Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

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1. 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.
2. 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.
3. 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.
4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. 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

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acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. 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.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images,

programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

Website & Social Media Guidelines

Think before you act because your virtual actions are real and permanent!

Be aware of what you post online. Website and social media venues vary. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, grandparents, teachers, future colleges, or employers to see.

Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

Be safe online. Never give out personal information, including, but not limited to, last names, social security numbers, student id's, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.

Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.

Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.

Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.

How you represent yourself online is an extension of yourself and you school. Do not misrepresent yourself by using someone else's identity or damage the reputation of the Payson School district.

Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.

If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

Payson CUSD #1 Chromebook Agreement

By signing the below, the student and their parent/guardian agree to follow and accept:

- Acceptable Use Policy (student handbook)
- This Chromebook Agreement in its entirety
- The 'Digital Citizenship' and 'Website and Social Media Guidelines' (above)
- That Payson CUSD #1 owns the Chromebook, software and issued peripherals and accessories.
- If the student ceases to be enrolled in Payson CUSD #1, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the computer. In addition, the student must also return the charger and other district issued peripherals and accessories.
- In no event shall Payson CUSD #1 be held liable to any claim of damage, negligence, or breach of duty.

Student Information

Please complete the boxes below to identify the student and their assigned device.

Chromebook Number	
Student Name:	
Student Signature:	
Student Grade Level:	

Student Grade Level:	
Parent/Guardian Name:	
Parent/Guardian Signature and Date:	
	Below section completed when device is issued to student
Condition as issued	
<input type="checkbox"/> New	
<input type="checkbox"/> Used – note condition	

**I do not want my child to be issued a Chromebook at this time.
Please check and sign and date below.**

✓	Signature	Date
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