2019-2020 Eden CSD
1:1 User Agreement

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1:1 Chromebooks in the Classroom

As parents and teachers we are lifelong learners. The amount of information we have access to expands exponentially everyday. Although the fundamental knowledge does not change, the way people are using it to develop new technology or way of doing things is constantly evolving. With all the information available at our fingertips, it is important we teach our children and students to be critical thinkers. The current skills they need in their academics now extend into navigating and communicating on the internet and social media. Parents, Guardians, Teachers and students will work together to guide the students towards the best educational resources both in the classroom, and online.
Educational Resources Online

https://cl.castlelearning.com
https://www.ixl.com/signin/eden
https://www.raz-kids.com
https://www.readinga-z.com
https://www-k6.thinkcentral.com
https://www.desmos.com
https://www.geogebra.org
https://www.khanacademy.org
https://drive.google.com
https://classroom.google.com
https://edu.glogster.com

https://kahoot.it
https://quizlet.com
https://classkick.com
https://www.brainpop.com
https://nearpod.com
https://www.emathinstruction.com
https://www.starfall.com
https://teenhealthandwellness.com
https://typingscout.com
https://www.nbclearn.com
https://edpuzzle.com

... and many more
For the 2019-2020 school year students in grades 6 - 12 at Eden Middle & High School will be assigned a Chromebook that they may take home for daily use. The Chromebook will be the students’ responsibility for the school year. This Chromebook will be assigned to the student year-to-year until graduation, so proper care by the student is important.

For the 2019-2020 School year, the plan for distribution is as follows:

- Mailings will be sent home notifying parents/guardians and students to read this 1:1 Eden CSD User Agreement available on the school website.
- Students will return the signed Chromebook User Policy form to their homeroom teacher and receive Chromebook, protective shell, charger, and stylus*. (*Lenovo only)
- OPTIONAL - The insurance portal will be open from Thursday September 5th to Thursday, October 3 online at: https://gpo.worthavegroup.com/gpo/edencsd/

Assigned Items:
- a device (Chromebook)
- a protective shell
- a charging cord
- a stylus* (Lenovo only)

All assigned pieces must be returned at the end of the year in working order.

Serial numbers and school markings on equipment may not be removed by students.
Parent & Guardian Expectations

- Parents are encouraged to monitor and limit use time. While the use of technology allows students to improve depth of knowledge and collaboration, it is important to balance work and play. Encourage your child to explore other outlets that don’t involve “screen time”.
- Require that your child share their usernames and password with you (and only you) and monitor their accounts.
- Take online safety seriously. Remind students not to share personal information online. The age old “Do Not Talk to Strangers” (online) still applies.
- School devices and accounts should not be used for social media.
- Any broken or non-working items must be returned and reported ASAP to the Student Tech. Support in room 107. (See Damage/Care Section)
- You are ultimately responsible for all items assigned to your child. You will be billed for missing and damaged items.
Understanding Student Use

- Chromebooks need to be brought to school daily.
  - Chronic failure to be prepared for class may lead to disciplinary action.
  - Students are assigned an individual Chromebook to be responsible for.
  - Chromebooks cannot be borrowed from the Student Tech. Support room unless needed while being repaired.

- Chromebook needs to be charged regularly.
  - Students are assigned an individual Chromebook charger to be responsible for.
  - Charging should be done at home.
  - If charging is needed at school, charging stations are available in the library and cafeteria.
  - Students may also drop off Chromebooks in the Student Tech. Support room to be charged. Drop off and pick up need to be during office hours and can be left overnight.

- Daily Sign-out Students
  - Students may choose to keep Chromebooks at the Student Tech Support room.
  - Students are responsible for picking up the Chromebook during homeroom and dropping off the Chromebook at the end of the day.
  - Student Tech. Support personnel must be present to collect Chromebooks.
Understanding Student Use

- Students are expected to use their school device as a learning tool.
  - They are to be used when necessary and as required by course instructors. Students are expected to be on task, on the assigned websites/apps, and are to avoid unnecessary distractions from their lessons.

- Devices are to be secure at all times.
  - Students should not share devices, usernames and passwords.
  - When not being carried by the student assigned, Chromebooks should be locked in a locker.

- Transport devices safely
  - Devices should be carried closed.
  - Do not remove protective shell.
  - When leaving the school campus, Chromebooks should be kept in a safe location.
    (See Damage/Care Sections)
Understanding Student Use

- Content
  - Webcam, Photos, Videos, Apps and Games on school devices should be those assigned by a teacher or for an educational purpose directly related to classroom learning.

- Webcam
  - Webcam use and photos are used for educational purposes and only under the direction of an instructor. Recording images of others without their permission will not be tolerated. All images taken are saved to student’s school Google account.

- No Lending/Borrowing
  - Students are not allowed to share Chromebooks.
  - Passwords and usernames may not be shared.
  - Students are responsible for their assigned device and content.
Understanding Student Use

- Copyright/Plagiarism
  - Students are expected to follow all Copyright Laws ([https://www.whoishostingthis.com/resources/student-copyright/](https://www.whoishostingthis.com/resources/student-copyright/)). The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may be safely taken without permission.
  - Acknowledging the source of the copyrighted material does not substitute for obtaining permission.
  - The best option is to get the originator’s permission before using copyrighted material.
  - Plagiarism is passing of the ideas or words of another as your own without crediting the source. It is both stealing and lying. Teachers have access to many resources to check papers for plagiarism.

- Personalizing
  - Student may place school appropriate stickers **ON THE PROTECTIVE SHELL** to personalize and help identify device. Do not cover the identifying label. **DO NOT** stick them to the device itself.
  - Students **MAY NOT** deface the Chromebook itself in any way.
Filtering

Eden CSD has filtering for its devices in place while the device is used both in and out of school. While filters catch a great deal of inappropriate material, none is 100%, and some content may get by the filter. Faculty and family members may submit specific websites to be filtered by the district. Recommendations should be made via email to LKarstedt@edencsd.org and will be evaluated by the Technology Team.

Some students may require increased restrictive filtering. Causes for individual restrictions:
- Request from parent/guardian.
- Chronic off-task behavior in school.
- Inappropriate Chromebook use outside of school.
- Bullying.
- Failing Grades.
- General device mistreatment.

Faculty will have the ability to monitor, limit, view, and screenshot student’s screens in action during class time. Disciplinary actions will be taken if needed.
Etiquette Online

All communication between students should pertain to school related topics and is scanned and monitored. If any inappropriate language, content, or bullying of any nature is found or reported, disciplinary action will be taken.

- **Posting**
  - Posting, Chatting, Commenting, etc. within Google Docs, Slides, or in Google Classroom or any other apps, should be done at the direction of your teacher or to communicate appropriately about the learning in a course. All comments should be positive and encouraging to enhance the education experience of all parties. Complete sentences with school appropriate language is expected at all times.

- **E-mail**
  - All students have access to a school assigned Google account. This includes a Google Drive and gmail. Students have the ability to email all faculty, staff, and peers in the school domain. All email is scanned, monitored, and archived. There is not the ability to “delete” emails, they are archived and can be retrieved.

- **Cyberbullying**
  - Cyberbullying is a form of bullying and is not acceptable or allowed at Eden CSD or anywhere. All instances should be reported to administration immediately.
Care

Students are responsible for their Chromebook, charger, protective shell and stylus* (*Stylus comes with Lenovo Chromebooks). Proper care of the assigned materials is necessary for the longevity of the device.

- **Cleaning**
  - Keep all items clean. This includes screens, protective shell, keyboard and charger.
  - When cleaning items use electronic approved cloth. No chemical cleaner should be used at any time.
  - When cleaning electronics make sure they are turned off and unplugged.

- **Care Outside of School**
  - Use in a common room of the house (parent’s choice)
  - Store in a safe area (away from pets, not on floor, not in humid bathroom or basement)
  - Avoid extreme hot or cold (Do not leave in car)
  - Charge your device each night so it comes to school ready to be used for the day.
  - Avoid eating and drinking while operating devices (avoid spills).
  - Do not bring Chromebook to the cafeteria, beach, pool or other recreational areas where it may get damaged.
Damage

Students are responsible for their Chromebook, charger, protective shell and stylus* (*Lenovo Chromebooks). Invoices will be sent for damaged or missing items. If you purchase insurance, accidental damage will be covered. Lost items are not covered by insurance.

- **Lost Items**
  - Report any lost items to Student Tech Support Desk immediately.
  - Lost items are not covered by insurance. If not found or replaced, the replacement cost will be billed to parents/guardians and handled through the business office just as a lost textbook.

- **Stolen Items**
  - Items that are stolen must be reported and documented by the Resource Officer immediately.
• Problems/Issues/Damages
  ○ Report any problem with any of the assigned items to Technology Support (Room 107) right away.
  ○ The technology department will inspect all items and coordinate repairs through warranty with the company or insurance provider. If the item needs to be kept, a loaner may be signed out until the assigned item can be returned.
  ○ Damages are assessed and given to the company or insurance for repair if covered. Other repairs are done by technicians at the school and billed accordingly.
  ○ If an item is broken due to neglect/malicious behavior and not due to normal use or accident, a loaner may be signed out with restricted use.
  ○ Payment for repairs are expected in a timely manner.
Insurance Review

- Insurance covers accidental damage.
- Basic insurance costs $23 for the year.
- Lost items are not covered.

Repair costs without insurance*

- Repair hinge $25
- Replace screen $249

Replacement cost for lost items*

- Lost stylus $26
- Lost charger $55
- Lost protective cover $24
- Lost Chromebook $329

*Costs are subject to change

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Comments: 

1. This charge is to be paid immediately in the MS/HS main Office.
2. Make Checks payable to Eden Central Schools
3. No diploma/grades will be issued until charge is paid in full
4. Computer will be returned after payment is received
5. Refer questions regarding charges to the Principal of the school

Click image for invoice pdf link
Device Collection

All items assigned to students grades 6-12 will be collected at the end of the year on June 11th.

Students will turn in Chromebook, Protective Shell, Charger and stylus* (*Lenovo) to homeroom teachers.

Students should make sure Chromebooks and items are cleaned with electronic appropriate materials before turning them in.

Charging cords should be wrapped neatly with velcro or rubber band before turning in.

The Technology Department will inspect each item for serviceability. Chromebooks will be inspected, inventoried, and updated.

Invoices for Missing/Damaged items will be sent out as soon as inspection and inventory is complete.