



**Gilbert Schools**

*Every Student. Every Day.*

## School Technology Handbook

The Gilbert Community School District is excited to provide a personal computer device to each student in grades 6-12. Doing so provides our students with access to powerful tools to collaborate with others, access vital information, create unique products, individualize their educational experience, and make learning relevant.

Parents and students are expected to review the information in this handbook to understand the expectations and acceptable use of this school-provided technology.

### EXPECTATIONS

#### Gilbert CSD Staff Will..

- Provide each student with a Chromebook, a charger and bag for the school year
- Provide students and parents with clear expectations regarding the care and use of Chromebooks
- Align the use of technology in classrooms with the goals stated above
- Monitor appropriate use of Chromebooks
- Collect Chromebooks at the end of each school year

#### Gilbert CSD Students Will..

- Follow family guidelines as well as the acceptable use guidelines outlined below
- Treat the device with care and not misuse or damage it
- Immediately report damage to their Chromebook to a staff member
- Make sure their Chromebook is safe and secure at school and home
- Keep accounts and passwords secure and not share them with others
- Fully charge their Chromebook at night for the next school day
- Bring their Chromebooks to school every day
- Immediately report misuse of devices, apps, email, or other software to a staff member
- Turn in their Chromebook at the end of the school year

#### Gilbert CSD Parents Will..

- Review the contents of this handbook with students
- Share expectations and guidelines with students regarding use at home
- Ensure Chromebooks are secure at home
- Verify the device is charged at night and is brought to school every day
- Repair or replace damaged Chromebooks as outlined below

## GCSD Technology Handbook (con't)

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As stated above, one Google Chromebook, one charger, and one bag are being loaned to the student in good working order. It is the student's responsibility to care for the equipment and ensure that it is kept in a safe environment at all times. This equipment is, and at all times remains, the property of the Gilbert Community School District and is lent to the students for the purposes of teaching and learning.

Inappropriate use of the Chromebook may result in the restriction or removal of Chromebook access. Inappropriate use is defined as any action that violates state or federal law, district policy, the student handbook and code of conduct, and/or these expectations.

- The student will not deface or destroy the equipment in any way. Iowa statute allows the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Replacement cost of the equipment will not exceed \$350.
- Any damage to or loss of equipment should be reported to the district immediately. Failure to do so may result in delayed repairs or increased fines. Under no circumstances should a student attempt to repair a damaged device or pay for the device to be repaired by an agency other than Gilbert Community Schools.
- The equipment will be returned when requested by Gilbert Community Schools or if the student withdraws from the district prior to the end of the academic year.
- Gilbert Community Schools may install apps or extensions (software) on the Chromebook at any time to ensure the safety and security of district equipment and to maintain a productive learning environment for all students. The student should not attempt to delete or modify these apps or extensions in any way.
- The student has been assigned a Google account with specific privileges and capabilities to be used on the Chromebook. The account is intended for the exclusive use of the student to which it has been assigned. The student may not attempt to change or allow others to change the privileges and capabilities of this account. The student may not attempt to add, delete, access, or modify other user accounts on their Chromebooks.
- The Gilbert Community School network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the district's network.
- All student online activity will be filtered in accordance with federal guidelines and school policy. The filtering process collects web URLs for all traffic generated by the Chromebooks, regardless of the physical location of the device. Gilbert Community Schools does not actively monitor this traffic unless a direct request is made by the building administrator or an alert is generated by the filtering software.
- The student acknowledges and agrees that his/her use of district equipment is a privilege. By agreeing to the terms above, the student acknowledges his/her responsibility to protect and safeguard the Chromebook, adapter, and case at all times and to return the equipment in good condition and repair upon request by Gilbert Community Schools.

### Care of Chromebooks

- When moving your Chromebook
  - Make sure the Chromebook is disconnected from the charger
  - Carry by holding the Chromebook at the bottom (avoid carrying it by the screen)
- Maintain the appearance of your Chromebook
  - Avoid placing stickers on your Chromebook
  - Clean the screen with a microfiber cloth
- Keep food and drink away from your Chromebook
- When storing your Chromebook, avoid placing books or other items on top of the device
- Chromebook screens are the component most susceptible to damage.
  - Always close your lid when your device is not in use
  - Do not place anything on the keyboard before closing the device (especially pens and pencils)

### Technology Fines

As with any district property issued to students, Iowa statute allows the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Reimbursement may not exceed the actual cost to repair or replace the device.

Fines will be assessed at the discretion of building administration according to the following schedule:

| Technology Fine Schedule            |                                     |                                      |
|-------------------------------------|-------------------------------------|--------------------------------------|
| 1st Offense<br>(50% of Repair Cost) | 2nd Offense<br>(75% of Repair Cost) | 3rd Offense<br>(100% of Repair Cost) |

Fines will not be assessed for manufacturer defaults or incidental damage resulting from normal wear and tear (ie. minor cosmetic marks).

**Any damage to, or loss of, student technology devices must be reported to the district immediately. Failure to do so may result in delayed repairs or increased fines. Under no circumstances should a student attempt to repair a damaged device or pay for the device to be repaired by an agency other than Gilbert Community Schools. If you have any questions or concerns regarding technology fines, please contact the building administrator.**