

St. Helena Unified School District

Chromebook Policy, Procedure, and Information Handbook

Saint Helena High School & Robert Louis Stevenson Middle School
2024 - 2025



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About the SHUSD Chromebook Program

The focus of the Chromebook program in the St. Helena Unified School District is to prepare students for their futures in a world of digital technology and information.

The policies, procedures, and information contained in this document apply to Chromebooks used within St. Helena High School and Robert Louis Stevenson Middle School and include any other device the administration considers falling under the umbrella of this Policy. Administrators and teachers may set additional Requirements for technology use at their school sites or in their classrooms.

During the 2024 - 2025 school year, Chromebooks are used by students in 6th through 12th grade. Students in 6th through 12th grade may take their devices home. However, they may be stored with the Library Media Specialist at the end of each day. Students will be allowed to keep their devices over the summer or return them to have them reissued in the next school year. This handbook must be reviewed and the Chromebook Agreement signed by all students and parents in grades 6-12.

Chromebook Use

Taking Care of Your Assigned Chromebook

Students are responsible for the general care of the Chromebook issued to them by the district. Students will be assigned a new Chromebook at the start of 6th and 9th grade which they will care for, for three and four years respectively. Chromebooks that are broken or fail to work properly must be taken to their site's Library Media Specialist.

General Policies

- Students are responsible for bringing their Chromebooks **fully charged** to all classes each day.
- Students and their families are responsible for the proper care and safeguarding of Chromebooks, which includes the reasonable prevention of damage.
- Students must submit their Chromebooks to teachers or administrators for inspection at any time.

Managing Your Files & Saving Your Work

Using the district Google domain account (Gmail - @student.sthelenaunified.org), Students will log into their Chromebooks with their assigned SHUSD Gmail account. This Gmail account will allow students to access his or her schoolwork and district-adopted resources from any device with internet access.

While the St. Helena Unified School District will make every effort to provide reliable wireless internet service, it makes no guarantee that their internet connection will always be fully available. In the rare case that the internet is down, the district will not be responsible for lost or missing data.

Printing

- At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies teachers use in their classrooms will encourage and facilitate digital copies of homework
- At Home: You can print from your Chromebook using most printers that connect to Wi-Fi or a wired network. Currently, Chromebooks don't support Bluetooth printing.

Applications on Chromebooks

All applications on the Chromebooks are installed and managed by District technology staff. Students will not be permitted to install additional applications on their Chromebooks except those applications that have been allowed. Students shall not find workarounds to install additional applications on their Chromebooks.

Non-Functioning Chromebooks

Chromebooks that are broken or fail to work properly must be taken immediately to the Library Media Specialist at your school site. If deemed necessary the Library Media Specialist will issue a temporary replacement until that student's Chromebook can be repaired. If the Chromebook has been damaged by student misuse or neglect, a fine will be assessed to the student/student's family to cover the cost of repair or replacement.

Forgetting Your Chromebook

Students are expected to bring their Chromebooks to school every day fully charged and ready to be used. If a student forgets their Chromebook they may check out a temporary replacement with the expectation that the replacement will be returned at the end of the day. **If a student has two Chromebooks checked out and returns to the Library Media Specialist for a third, the Library Media Specialist, Counselor, or School Site Administrator will call home to inform the parents.** Further disciplinary action may be taken at the discretion of the Site Administrator.

Receiving and Returning Your Chromebook

- Parents and students must sign and return the **Chromebook Agreement** document before a Chromebook can be issued to their child
- If a student transfers out of SHUSD during the school year, the Chromebook must be returned at that time.

Protecting & Storing Your Chromebook

Student Chromebooks will be labeled in the manner specified by each school site. Students will be instructed in site-specific protocols for establishing secure passwords. When students are not using their Chromebooks they should be stored safely. Nothing should be placed on top of the Chromebook.

Chromebooks should not be stored in vehicles. Chromebooks may be stored with the Library Media Specialist at the end of the day should the student or student’s parents/guardians choose to do so. Chromebooks should not be left in unsupervised areas. Any computer left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the site administrator.

Summer Check-In

- **SHHS:** Graduating Seniors must turn in their Chromebooks at the end of the school year. Freshmen will be issued their Chromebooks at the beginning of the year. Students who will be attending for their Sophomore, Junior, and Senior years will be allowed to keep their devices over the summer or turn in their devices to the Library Media Specialist for summer storage.
- **RLS:** Students will turn in their devices at the end of the school year. Devices will be reissued for Summer school as needed.

Fines

If a student’s Chromebook or charger is damaged or defaced the student will be issued a fine that will escalate upon further damage or defacing. If a student’s Chromebook or charger is missing the student/student’s family will be fine for the replacement of the device up to a maximum but not to exceed \$500 based on the original retail price of the Chromebook. A flat fee of \$25 will be issued for a lost charger. If a student damages another student’s Chromebook, the student who did the damage will be responsible for paying the fine. If a student’s Chromebook is not returned during year-end check-in or upon transferring out of the district that student will be issued a fee for the original retail price of the Chromebook.

Description	Charges
Stolen Chromebook	No Charge if a copy of a police report is provided, otherwise the device will be charged as “Lost”
Lost or Irrecoverably Damaged (Non-Accidental, or beyond first Accidental)	Original Retail Price (not to exceed \$500)
Lost Charger	\$25
Damaged Chromebook, Accidental 1st Incident	No Charge
Damaged Chromebook, Misuse 1st Incident	\$25
Damaged Chromebook, Misuse 2nd Incident	\$50
Damaged Chromebook, Misuse 3rd Incident	\$75 & Further Disciplinary Action by Site Administrator

Chromebook Acceptable Use Policy

The Chromebook Acceptable Use Policy outlines the parameters for families to protect the Chromebooks and the District's investment in them. Many responsibilities result from the use of these technologies in the educational setting.

The policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be taken. The St. Helena Unified School District's Progressive Discipline Plan shall be applied to student infractions.

User Terms and Conditions

The use of St. Helena Unified School District's technology resources is subject to the following terms and conditions:

- The St. Helena Unified School District is pleased to be able to offer access to the district computers, which provide the necessary programs required by classes. The district's network provides access to email, cloud storage, and the Internet. To gain access to these resources, students and parents must sign and return this form to the appropriate site administrator.
- These materials are provided to enhance educational goals and objectives. It is inappropriate for students to access materials that are not considered educational. For this reason, the district's Acceptable Use Policy must be followed.
- The district technology resources must only be used for educational purposes consistent with the mission, goals, and objectives of the St. Helena Unified School District and State/Federal regulations.
- Devices and user accounts are the property of St. Helena Unified School District. As such, all Internet activity and use are monitored, and inappropriate use will be reported to the site administrator. Users should not expect that anything stored on school computers or networks will be private.
- Violating this policy will result in temporary or permanent loss of device privileges. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.
- The privilege of using the technology resources provided by the St. Helena Unified School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the St. Helena Unified School District.

All Forms of Cyberbullying are Prohibited

- Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyberbullying includes but is not limited to the following misuse of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.
- Students and staff will refrain from using communication devices or district property to harass or stalk one another. The district's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for Cyberbullying. All forms of Cyberbullying are unacceptable and viewed as a violation of this policy and the district's Acceptable Use Policy and procedures.
- Malicious use of the district's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.
- Students and community members who believe they have been the victims of such misuse of technology as described in this policy should not erase the offending material from the system. A copy of the material should be brought to the attention of the school site administrator.
- School administrators shall fully investigate all reports of Cyberbullying.
- Disciplinary action may include but is not limited to the loss of computer privileges, suspension, or expulsion for verified perpetrators of Cyberbullying. When any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

Student Responsibilities

- Use of all district technology responsibly and ethically.
- Obey general school rules concerning behavior and communication that apply to computer use.
- Appropriately use all technology resources to not damage school property.
- Do not attempt to circumvent content filtering.

Parent/Guardian Responsibilities

- Support students in bringing their Chromebooks to school fully charged each day.
- Students and their families are responsible for the proper care and safeguarding of the Chromebooks, which includes the reasonable prevention of damage.

School Site Responsibilities

- Provide Internet and email access to students.
- Provide filtering of inappropriate internet materials.
- Provide staff guidance to aid students in researching to help assure student compliance with the district's acceptable use policy.

Revision History

This policy shall be reviewed at least once every year to ensure relevancy.

Date:	Description of Change(s)	Reviewer(s)
February 2, 2024	Reviewed to update SHHS for Chromebook use, device following students, updated fines and fees section, and summer check-in sections.	Derrick Machado Greg Fetters Suzanne Lowell Andrew Ryan Lucema Scinto

St. Helena Unified School District Chromebook Agreement

Students:

I, _____(print student's name) agree to the following conditions:

I will follow all the policies and regulations included in the Chromebook Policy, Procedure, and Information handbook while at school as well as outside of the school day.

I will file a police report in case of theft, vandalism, and other acts covered by insurance.

I agree to return the District Chromebook and power cord in good working condition.

Parents:

I, _____(print parent's name) recognize that it is my responsibility to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for any materials acquired by my child. I will assume full responsibility for any harmful or illegal content on the Chromebooks. I also will take full responsibility for any damage that occurs to the Chromebook while the device is in my child's possession. I hereby permit my child to check out a Chromebook for the current school year.

Agreement:

We agree to the conditions outlined in the above documents including the Chromebook Policy, Procedures, and Information, including the Acceptable Use Policy and the Chromebook Agreement.

We agree that individual school Chromebooks and accessories must be returned to the district Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended, expelled, or terminate enrollment at SHUSD for any other reason must return their school Chromebook computer on the date of termination.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____