



Ladera STARS Academy Chromebook Learning Initiative Policy

Introduction

We are excited to introduce the *Ladera STARS Academy Chromebook Learning Initiative!* We will provide Chromebooks to our fourth and fifth grade students through this voluntary program in which students will take their Chromebooks to and from school each day. We are the first elementary school in Conejo Valley USD with this program!

There are some important responsibilities that come with being issued this technology. Please be sure to read this document carefully and discuss it with your student. At the end, two pages require signatures by both the parent/guardian and the student. In addition, all students will attend a Chromebook orientation/training session and be required to take a quiz demonstrating understanding of STARS Academy's Chromebook policies before being issued a device.

Documents Requiring Signatures:

- Ladera's STARS Academy Chromebook Student User Agreement and Parent Permission Form
- CVUSD Student Device Take-Home Program Permission Form

Logistics

Chromebooks are the property of the Conejo Valley Unified School District and will be checked out to students at the beginning of each school year. When possible, students will be issued the same Chromebook each year. Students will also be issued a power cord and adaptor. A protective case will be given to students to help safeguard their Chromebook. Please use this case daily, when bringing the Chromebook to and from school.

Students who withdraw from STARS Academy before the end of a school year must return their Chromebook, power cord, adaptor and protective case, and have them checked for damage by our IMT (Mrs. Henderson) and the computer site technician. All items must be returned before student records can be transferred to their new school.

Chromebook Basics

The Chromebook is a small laptop computer with a powerful battery. Handle it as you would any other computer and/or laptop – very carefully!

- Keep all food and liquids away from it.
- Place it carefully in the protective case, before putting in your backpack.
- Do not throw or slide it.
- Do not put pressure on the screen or use pens or pencils on the screen.
- Be careful when plugging the charging cable into the Chromebook. Use only the district-approved power adapter/cables. If you wait until your battery indicator is at about 20%, or turns red before you charge the Chromebook, your battery will last longer.
- Do not place stickers on your Chromebook or protective case or cables and adaptors.
- Keep your Chromebook safe – take it home every day and do not leave it unattended.
- Do not lend your Chromebook to another person – it is your responsibility.
- Each Chromebook will have a unique ID number and district property asset tag. Do not remove the tags or modify the numbers.
- Do not try to repair your Chromebook if it isn't working. Bring it to the STARS Academy office.
- If you do not purchase insurance, you are responsible for repair or replacement of your Chromebook

Students should bring their Chromebook to school daily **with a fully charged battery**. Students without a charged Chromebook may not be able to participate in class learning activities.

Digital Information

- Your (student) username and password is for your use only and should be secret.
 - Do not share your password information with other students.
 - Do not use another person's username and password for ANY reason.
- The Chromebook's settings, apps, photos, email, calendar, contacts and bookmarks are automatically saved to Google Drive every day as long as the Chromebook is charging, connected to wireless Internet, and locked.

- It is not possible to print from the Chromebook The Chromebooks will be set up as CVUSD property – do not attempt to add printers or other programs to your Chromebook, as this is in direct violation of CVUSD policy.
- Chromebooks use the Chrome operating system (OS) which only allows Google products to be downloaded from the Google Store. STARS Academy students are to utilize their school Google account (example: 12345@learn.conejousd.net) when using their Chromebook. Apps that students will need for class are already part of the OS, and any further downloads need to be approved by a teacher.
- Chromebooks are district property. Students are expected to unlock their Chromebook and allow access to their browsing history and other digital information upon request of district staff. CVUSD web filters that block inappropriate content will be applied to the device when it is at school and at home. Students who make unauthorized modifications to their Chromebook, including disabling or otherwise attempting to override the filters, will be assigned consequences in accordance with school and district policy.

Chromebook Insurance/Troubleshooting/Repair/Replacement

CVUSD is coordinating with U-PIC Insurance Services (School Device Coverage), a company that offers insurance for devices. Families can purchase insurance for their student's Chromebook at the following website:

www.schooldevicecoverage.com

Please keep a copy of the insurance receipt in case STARS Academy personnel need to see it when submitting a claim.

The insurance policy is good for one device, for one school year (only). If a student files a claim and a new device is issued, they may need to purchase a new policy for the new device. Purchasing insurance each year, is HIGHLY recommended.

STARS Academy will have a limited number of Chromebooks to loan students who are experiencing issues with their Chromebook. *Never attempt to repair your Chromebook.* If the Chromebook fails to work or is damaged, let the office staff know as soon as possible. There are two steps students should take **before** bringing their device to the office (unless the problem is obviously significant - for example, if the device was damaged by a drop or fall).

- Step 1: Run through the attached troubleshooting steps on your own ([orange sheet](#)). These often can resolve the issue.
- Step 2: Bring the Chromebook to the school library during first recess, Monday-Thursday, for troubleshooting help with Mrs. Henderson.
- Step 3: Bring the Chromebook to the front office and ask for a **STARS Academy Chromebook Incident Report** to fill out. Students may be issued a loaner Chromebook and will be expected to care for the loaner in an appropriate manner while theirs is being repaired. STARS Academy staff will contact the student regarding repair costs if the student did not purchase insurance.

Damaged/Lost/Stolen Chromebooks

Students are responsible for the Chromebook they have been issued.

Damaged/lost/stolen Chromebooks (including cords, power adapters and cases) must be reported in the front office as soon as possible. Students whose Chromebooks are damaged/lost/stolen will need to submit a **STARS Academy Chromebook Incident Report**.

Damage: Take good care of your Chromebook. You are responsible for accidental damage as well as any damage caused by reckless or intentional misconduct. This includes, but is not limited to, throwing or dropping the device, swinging a bag or backpack with a device inside, stepping on the device, spilling liquid on the device, tampering with the internal components, or making unauthorized modifications to the operating system (aka hacking).

Lost/Stolen Chromebooks: In cases of theft or disappearance (off-campus), submit a copy of a police report along with a **STARS Academy Chromebook Incident Report**. The police report must directly mention the theft of the device and the circumstances surrounding the theft. In the case of any theft/disappearance - both on campus or off campus - the student must report their Chromebook missing and complete an incident report **IMMEDIATELY**, in the front office. [Chromebooks have tracking software to help with the recovery of lost/stolen devices.]

Once a Chromebook has been assessed for damage, a student may be issued a replacement Chromebook. This will be much quicker and easier if insurance was purchased. If the student did not purchase insurance, the district will analyze the situation on a case-by-case basis. In the case of willful damage, the family will need to make arrangements to pay for the Chromebook before being issued another device.

Costs:

Chromebook	\$300
Power Cable and/or Adapter	\$30
Protective Carrying Case	\$20

Depending on the severity/number of occurrences:

- A student (and parent) may be required to meet with the principal and review the applicable Chromebook policies prior to receiving a replacement device.
- A student may be issued a loaner for in-school use only (pending availability).

For Parents/Guardians

In accordance with the CVUSD Acceptable Use Policy (AUP), parents and guardians are responsible for monitoring their child's use of the Internet and access to district technology resources including Chromebooks, district-issued email account, online learning spaces, collaboration tools, and educational resources. **Parents/guardians need to set clear expectations for appropriate use of electronic devices and limit access to the device (as necessary) during non-school hours.** If your student is not following your rules, you have the right to limit access to the device while at home. The Chromebook is a great tool for learning, but it also has the potential to be a distraction. The information below is meant to assist you in setting expectations and monitoring your student's use of the device.

- Have your student use the device in a central location in your home, such as the kitchen or common area, so that you can easily monitor and supervise its use.
- Set expectations that your student is to complete assignments and tasks before using the device for anything else.
- Common Sense Media (<https://www.commonsensemedia.org/>) has a wealth of tools to help you as a parent with managing technology with your child.

Opting Out

Parents/students may opt out of the STARS Academy Chromebook Take-Home Learning Initiative. Participation is highly encouraged and will greatly benefit students collaboration and communication with teachers and other students. Classroom activities will be designed around Chromebooks. Students who bring their own device will not be able to participate to the same extent because their devices will not be part of our district network.



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Student User Agreement and Parent Permission Form **Sign and Return**

Student: As a user of the Conejo Valley Unified School District computer network and recipient of a STARS Academy chromebook, I acknowledge receipt of and hereby agree to comply with all CVUSD and STARS Academy policies concerning mobile devices, specifically but not limited to the attached items: **STARS Academy’s Chromebook Learning Initiative Policy** and the **CVUSD Acceptable Use Policy (AUP) for Students**. I understand that my use of a chromebook/mobile device is subject to the CVUSD Discipline Policy and Procedures, including but not limited to: Student Use of Technology (Bd. Pol. 6163.4), Electronic Signaling Devices (Bd. Pol. 5131), Bullying (E.C. 48900, 48900.2, 48900.3, and 48900.4), Damaged or Lost Instructional Materials (Bd. Pol. 6161.2), and Sexual Harassment (Bd. Pol. 5135.7).

Student Name (PRINT): _____

Student Signature: _____ Date: _____



Parent: As the parent of legal guardian of the student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I have read, reviewed, and understand the **STARS Academy’s Chromebook Learning Initiative Policy** and the **CVUSD Acceptable Use Policy (AUP) for Students** and I have discussed them fully with my child. I understand that some materials on the internet may be objectionable, but I accept responsibility for guidance of internet use by setting and conveying the school’s standards, procedures, and rules when selecting, sharing, or exploring information and media. I acknowledge receipt of and hereby agree to comply with the **STARS Academy’s Chromebook Learning Initiative Policy** and the **CVUSD Acceptable Use Policy (AUP) for Students**.

Parent/Guardian Name (PRINT): _____

Parent/Guardian Signature: _____ Date: _____