AUBURN
SCHOOL DISTRICT
ENGAGE • EDUCATE • EMPOWER

"If we teach today as we taught yesterday, we rob our children of tomorrow."- John Dewey

TABLE OF CONTENTS

PURPOSE

To become future ready, all students need to be able to use technology in creative, productive ways. Auburn School District provides Chromebooks to each secondary student to use at home so that they can become empowered learners who are ready for life beyond high school.

By providing technology-rich learning in school and at home, it is our goal that students will develop these four skill sets:

Communication
Articulating thoughts and ideas
Informing, persuading, discussing
Listening for meaning
Using a variety of communication tools

Collaboration
Working with teams effectively
Making compromises to achieve a goal
Sharing responsibility with others
Valuing ideas and views of others

Creativity
Using a variety of idea creation techniques
Creating new and worthwhile ideas
Analyzing, evaluating, and refining ideas
Viewing failure as a learning opportunity

Critical Thinking
Reasoning effectively
Using systems thinking
Solving problems
Making judgments and decisions

The use of district-provided technology requires students to follow ASD policies and procedures related to the Acceptable Use Procedures for Electronic Resources (www.auburn.wednet.edu/aup), local, state, and federal laws. Students are expected to use district technology and network resources responsibly and to keep their district-issued devices safe, secure and in good working order. The information in this manual will assist students, and parents in meeting these expectations

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STUDENT RESPONSIBILITIES

General Care

- **Keep your device in the case at all times.**
- Place a nametag on the carrying case in the slot provided.
- Leave asset tags displayed; do not tamper with or remove.
- Clean the screen with a soft, dry microfiber cloth ONLY, if needed.
- ONLY use designated computer disinfectant wipes to clean other parts of the device.
- Use USB headphones for prolonged life.
- **Report any damage to the device within a school day.**
- Shut down your Chromebook each night to ensure you receive updates.

Classroom Habits

- **Bring your charged device to school every day.**
- Center the device on the desk/table.
- Use two hands to open the lid and carry the device.
- **Do not close the lid with anything inside the Chromebook** (headphones, pencils, etc.).
- Follow all directions given by teachers.
- Follow copyright laws and cite appropriately sources used from electronic media.
- Convey to your teacher as quickly as possible, without discussing with other students, any identified security problems or potential online safety issues.

Traveling To, From, and Around School

- Completely shut down the device before traveling.
- **Never leave the device unattended for any reason.** Use lockers/PE lockers to lock up in school.
- Do not lean against the device or on your backpack with the device inside.
- Store device standing up on its side in a locker; do not pile other things on top of it in a locker.
- If ever in a situation where someone is threatening you for your device, give it to them and tell a staff member as soon as you arrive at school.

At Home

- Take your device home every day.
- Charge the device fully each night; leave the power cord/charger at home.
- Use the device in a common room of the home (family room, kitchen, dining room).
- Store the device on a desk or table - never on the floor!
- **Do not leave the device in a vehicle.**
- Protect the device from:
  - Extreme heat or cold
  - Food, drinks, other liquids
  - Small children or pets

Following the Acceptable Use Procedures for Electronic Resources

Rules are in effect before, during, and after school hours, for all ASD electronic devices whether on or off the school campus. All use of the network, whether on a district-provided or personal electronic device, must support education and research and be consistent with the mission of the school district. Remember these important dos and don'ts from our ASD procedures:

✅ DO...	❌ DON'T...
● Keep your login and password private. ● Explore online resources and tools to help you with your school work. ● Participate in online communities that support education and research. ● Cite sources appropriately when using the work of others. ● Keep personal information private online, including your full name, home address, and phone numbers. ● Keep other individuals' personal information private — including photographs and online profiles — unless first obtaining permission to share. ● Notify a school authority if you encounter dangerous or inappropriate information online.	● Access unauthorized accounts, computers, networks or information systems. ● Cyberbully, or harass others, including discriminatory jokes and remarks. ● Engage in unethical or illegal actions. ● Download or make copies of copyrighted electronic works. ● Hack, vandalize, introduce viruses, or make other unauthorized changes to hardware, software, and monitoring tools. ● Access or distribute obscene, pornographic, or sexually explicit material. ● Use ASD technology for personal gain, commercial solicitation or compensation of any kind. ● Alter parts of district technology devices physically without explicit prior approval of the Department of Technology.

Remember that files and information stored on ASD equipment or the ASD network (including Google Drive) are the property of the district and are subject to regular review and monitoring.

Failure to comply with these responsibilities may result in disciplinary action. ASD staff may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity. ASD staff reserves the right to confiscate the property at any time.

School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds.

PARENT/GUARDIAN RESPONSIBILITIES

The parent/guardian is responsible for the cost of repair or replacement if the device is:

- Not returned
- Intentionally damaged
- Lost because of negligence
- Stolen, with no police report

Monitoring Student Use

The ASD provides families with tools to ensure the safe use of digital devices in the home. Filtering services provided in our schools — in compliance with federal regulations for the protection of students — are extended to Chromebooks when they are used away from school. Further, parents are provided an account through Securly Home with which they may monitor their student's online activities and apply additional rules at home should they choose. (Note: The district does not actively monitor the internet and email filters on student devices during non-school hours.)

Parent involvement is key for keeping students safe online. Supporting resources are available on the ASD Technology For Families website.

Suggestions:

- Communicate expectations for the types of resources your student accesses online and for interacting with others online in a kind, respectful, and safe manner.
- Only allow electronic device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Develop a set of rules/expectations for electronic device use at home. Consider a signed parent/child agreement.
- Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request to see their work often.
- View your child's Google Drive to check on work progress**.** If you have your own devices like a smartphone, computer, or tablet, and a Google (Gmail) account, you can access your child's Google Drive to look at the work they have been doing at school, including comments from teachers and peers.
- Investigate and apply parental controls available through your Internet Service Provider and/or your wireless router.
- Put all electronic devices "to bed" for the night at a designated time. This is a great way to ensure the Chromebook is charged nightly, and;
- Turn off your home WiFi at appropriate times. Many of the Chromebook and other device features require an Internet connection to function. When offline, the Chromebook can access the Google Docs suite and not much more. Turning off your home WiFi at night can prevent late-night YouTube sessions, or chatting with friends at inappropriate times.

CHROMEBOOK MAINTENANCE & FEES

Chromebook devices are loaned to students and remain the property of the ASD. Students and parents are responsible to care for — and return in good condition — the Chromebook issued to them, just as they are for other district-loaned items such as textbooks, calculators, athletic equipment, or library books. We know, though, accidents or loss may happen, even when students are doing their best to take care of their devices. A required annual fee of $5 per student is assessed for Chromebook maintenance as described here.

Service

Unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.). ASD Tech Support is available to assist students with getting such issues resolved. Students should submit work orders through their school Chromebook coordinator. **ASD owned devices should not be taken to an outside computer service for repair.**

Loaner Devices

Temporary replacements (sometimes called "hot swaps") are available at each school so that learning may continue during any repair process. Students are responsible for the care of the loaner device. The same rules and regulations apply to loaner devices.

Repairs

Costs for damage and loss are covered as follows:

Incident needing repair	Theft*	Not Covered
1st Incident: $0 2nd Incident: $25 3rd Incident: Full Cost *Example:* *Screen Replacement: $99* *1st Incident: $0* *2nd Incident: $25* *3rd Incident: $99*	1st Incident: $25 2nd Incident: $75 3rd Incident: Full Cost *Example: Stolen* *Chromebook: $342* *Police Report is required.	-Cords -Charger -Case -Missing keys (they do not just fall off) -**Willful or negligent damage** -**Lost devices** -Theft/failure to return

● Two incidents **total**, in any combination (damage/stolen), are covered per year. The family will be financially responsible for replacement/repair costs associated with any damage or loss to subsequently issued Chromebooks.

● If a lost or stolen device is later recovered in working condition, the fine will be refunded.

Repair costs are for parts; no labor charges are assessed. Representative costs are provided here:

Damage	Cost (incl. WA sales tax)
Chromebook Screen Replacement – Non-touch / Touch	$99 / $133
Chromebook Screen - LCD Cable Replacement	$65
Chromebook Keyboard Replacement	$93
Chromebook Key Replacement (Individual Key)	$21
Chromebook Touchpad Replacement - Torn	$74
Chromebook Headphone Jack – Object removal / Broken	n/a / Repair Not Possible
Chromebook Charging Port - Repair/Replace	$74
Chromebook Bezel (frame around screen) Replacement	$54
Chromebook Hinge Replacement	$83
Chromebook Top or Bottom Case Replacement	$82
Chromebook Camera Lens - repair	$77

Replacement Item	Replacement Cost
Chromebook Case	$23
Power Cord	$22
Chromebook	$342

* Prices current as of July 2021, and subject to change, if prices drop

Payment Timeline

Fines and fees should be paid within 30 days. The school may set up payment plans to clear fines, if needed.

Lost Equipment

If any equipment is lost, the student or parent must immediately report it to the school Chromebook coordinator. When a device is reported as lost or stolen, the Technology Department will remotely turn off all device functionality so the device is unusable.

Equipment Return

All District owned devices must be returned. If a student leaves the ASD, but does not return the device, they will be fined for the full replacement cost, and standard rules for the restriction of records and transcripts would apply. Law enforcement may be involved for the purpose of recovering ASD property.