



Sedalia School District

Our process to **TRANSFORM** and **REACH** every student to
ELEVATE and **CONNECT** their learning.

TREC Handbook 2020-21

Sedalia School District TREC Handbook

Sedalia School District (SSD) is proud to provide our students the opportunity to enhance learning with technology resources. SSD has chosen to call this program TREC because TREC indicates our process to Transform and Reach every student to Elevate and Connect their learning. TREC is in-depth personalized learning with equitable and innovative learning experiences. Students focus on autonomous learning experiences and student-centered instruction.

This handbook will outline the student responsibilities with the devices SSD is providing and all the supplemental equipment, Apps, and tools.

By using or taking possession of a Chromebook owned by SSD, a user and their parents/guardians are agreeing to comply with the [Sedalia School District Technology Usage Policy 6320](#).

Student Expectations

By taking possession of the District-owned Chromebook, the SSD expects students to adhere to the following 4 guidelines;

1. **Be empowered.** Do awesome things with this technology. Share with us your ideas and what you can do.
2. **Be nice.** Help foster a school community that is respectful and kind.
3. **Be smart and safe.** If you are uncertain, talk with us.
4. **Be careful and gentle.** Our resources are limited. Help us take care of our devices and network.

Parent/Guardian Expectations

By your student taking possession of the District-owned Chromebook, the SSD expects parents/guardians to adhere to the following responsibilities;

1. Must agree to monitor student use at home and away from school. It will be your responsibility to keep your student safe and on-task.
2. The parents/guardians are responsible for the cost of repair or replacement at the date of loss if the property is:
 - a. Not returned
 - b. Damaged
 - c. Lost
 - d. Stolen, but not reported to school and/or police in a timely manner
3. Parent/Guardian has the option to purchase the SSD Insurance Plan before their child can take their issued Chromebooks out of the school. If the SSD Insurance Plan is not purchased, the parent/guardian is responsible for 100% replacement cost.

1. Issuing of Chromebooks

1.1 Receiving a Chromebook

- a. Qualifications: A student who is actively enrolled in SSD qualifies for use of a District-owned Chromebook. In order to possess and use the borrowed device, one must comply at all times with [Sedalia School District Technology Usage Policy 6320](#). There is a financial obligation to the student due to loss or damage of the borrowed device if it occurs as a result of handling, storage, transport, use, or reporting of loss / damage that is not in complete compliance with SSD procedures. The purchase of SSD Chromebook Insurance will help mitigate these potential costs (see the SSD Insurance Plan section for more details).

- b. Students will be expected to complete a series of training modules to receive a device and will receive a Chromebook, AC charger, and case.
- c. Parents/guardians and students must acknowledge the [Sedalia School District Technology Usage Policy 6320](#).
- d. Students must complete the Chromebook User Agreement before receiving a Chromebook.
- e. Chromebooks will be checked out to the student through the Library Media Center circulation system.
- f. The Chromebook is the property of the SSD and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.

1.2 Returning a Chromebook

- a. Chromebooks must be returned immediately when a student transfers out of SSD, is expelled, no longer qualifies for the program, or terminates enrollment for any reason. The Chromebook is property of SSD.
- b. Students are expected to return the following items with the Chromebook:
 - AC charger
 - case

1.3 Fines Related to a Chromebook

- a. By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, care and proper use of the borrowed property. Chromebooks, & AC adapter will be turned in to the Library Media Center (LMC) when requested in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. SSD Administration will make the final determination of any fees assessed.
- b. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook
- c. Fines will be charged at the following amounts:

Chromebook tablet Replacement	\$275.00
AC Charger	\$19.00
Damaged Screen	Up to \$165.00

1.4 Loss or Theft of a Chromebook

- a. In the case of loss or theft occurring at school, the borrower must report the incident to a school resource officer, administrator or the Library Media Specialist within one day of the occurrence.
- b. In the case of loss or theft occurring away from school, the borrower must report the incident to law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the aforementioned law enforcement report to the school resource officer or School Administration within one day of the occurrence. Failing to report loss of theft in the manner described here will result in the missing property being categorized as lost rather than stolen and the student/parent/guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the replacement costs of the lost property.

2. Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by SSD. Chromebooks that are broken or fail to work properly must be given to the Library Media Specialist for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login. Chromebooks are the property of SSD and all users will follow these procedures and the Sedalia School District 200 Acceptable Use Policy.

2.1 General Precautions

- a. While the Chromebook is considered scratch resistant, the Chromebook will scratch. Avoid using any sharp object(s) on the Chromebook.
- b. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.
- c. Do not attempt to gain access to the internal electronics or repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to a Library Media Specialist.
- d. Cords and cables must be inserted carefully into the Chromebook to prevent damage
- e. Chromebooks must remain free of any writing and/or drawing on the device.
- f. Students may not purchase their own cover or case for the Chromebook, unless pre-approved by the building Library Media Specialist, and building administrator.
- g. Chromebooks have the ability to be remotely located. Modifying, disabling or attempting to disable the tracking service is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
- h. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- i. Chromebooks must never be left in an unlocked locker, on top of a locker, in an unlocked car, or in any unsupervised area.
- j. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- k. Chromebooks must be charged for school each day. This is the student's responsibility.
- l. There is no "jail breaking" of this device.
- m. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebook to another person. The Chromebook should be kept out of reach of younger siblings, family pets, or anyone else capable of careless handling or inadvertent damage of the property.
- n. Please do not attempt to contact the Chromebook Manufacturer or other service facility directly for repair questions. Please contact a Library Media Specialist.

3. Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. *Printing from a Chromebook to SSD printers is not allowed.* Any files needing to be printed should be coordinated through the proper SSD faculty member. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

3.1 Chromebooks Left at Home

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed by alternate means and will be required to checkout/rent a Chromebook from the Library Media Center. The Chromebook is similar to any instructional material necessary for daily classwork. If leaving the Chromebook at home is a frequent occurrence, the student may be subject to disciplinary action.

3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of "loaner" Chromebooks are available and is not guaranteed. These "loaners" are available through the Library Media Center.

3.3 Charging a Chromebook Battery

- a. Chromebooks must be brought to school each day in a fully charged condition. A sync cable/AC charger will be issued to the student for charging at home.
- b. In cases where the battery does “run out,” students may be able to connect their Chromebook to a power outlet in class or at designated charging stations in the building.

3.4 Home Internet Access

SSD provides internet filtering on the District’s internal network. These filters apply at all times no matter the location of the device.

- a. Students are allowed to set up wireless networks on their Chromebooks when not on school grounds. This will assist them with Chromebook use while at home.
- b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

3.5 Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Chromebook cameras may never be used in a locker room or restrooms.

4. Managing Files and Saving Work

Storage space is limited on the Chromebook—BUT will NOT be backed up in case of re-imaging. When using Chromebooks, students are responsible for saving all files to Google Drive.

5. Software/apps on the Chromebooks

5.1 Originally Installed Software/Apps

- a. The software/apps originally installed by the SSD must remain on the Chromebook in usable condition and be easily accessible at all times.
- b. From time to time the school may add software/apps for use in a particular course.

5.2 Additional Software/Apps

Students are not allowed to load extra apps/extensions on their Chromebooks unless found in the SSD Chrome Store.

5.3 Procedure for Reloading Software/apps

If technical difficulties occur or illegal software/apps are discovered, the Chromebook will be restored to factory settings. SSD does not accept responsibility for the loss of any software/apps or documents deleted due to a re-format or re-image.

5.4. Software/App/Extension Upgrades

Upgrade versions of licensed software/apps/extensions are available from time to time. Students may be required to check in their Chromebook for periodic updates and synching.

5.5. Sedalia School District 200 Chromebook Insurance Plan

Students will be responsible for protecting their assigned device from loss or damage. If an accident or loss should occur, the school district will waive your responsibility for the financial loss subject to a deductible as outlined below. In exchange for this damage waiver, SSD requires an annual fee of \$25.00 (\$15.00 for students in the reduced lunch program, \$10.00 for students in the free lunch program).

Payment of the \$25.00 (\$15.00 or \$10.00 if applicable) damage waiver fee may be made through RevTrak in the parent portal or SSD website with a debit card, major credit card, or e-check. Payment via cash or check may be made in person in the SCHS counseling office.

If a student has a covered claim, they must pay a deductible according to the table below. Students will not be allowed to take their device home while there is an unpaid deductible on their account.

Incident	Deductible
1st Occurrence	Free (accidents happen)
2nd Occurrence	\$50
3rd Occurrence	\$100

The Chromebook Insurance program only covers the Chromebook. It does not cover replacement of the Chromebook charging adapter or cable.

Certain conditions not covered by this damage waiver include: 1) any dishonest, fraudulent, malicious or criminal acts, 2) any loss to software, data, documents, music, videos, recordings or other personal information that had been placed on the device, 3) additional loss caused by the failure to use all reasonable means to protect the device after it has been damaged, 4) disappearance of the device not reported to local law enforcement, and 5) any use not in accordance with District policies and procedures.

[Sedalia School District Technology Responsible Use Agreement](#)
[Sedalia School District Acceptable Use Policy](#)