



SVUSD DEVICE Guide & Agreement

What is a Chromebook?

A Chromebook is a personal computer running the Google Chrome OS (Operating System). Although this device has some offline capabilities, it is designed to be used while connected to the Internet.

What is the Chrome OS (Operating System)?

The Chrome OS (Operating System) works with web-based applications versus traditional stand-alone software. There are no programs to load and no updates to install.



How to keep up to date.

Go to svusdk12.net for regular updates about our online learning programs.

How do I log in to the Chromebook?

You will use your svusd email as the username and the same password that you use to access it. Please note that it recognizes profiles so you will only be able to access your programs on the Chromebook that you are logged in to.



How do we get online at home?

Chromebooks do not have a network cable connection to go online. They use wireless technology. If you do not have wireless at home please indicate on the "Signature Form" and we will provide options and recommendations.



The California Emerging Technologies Funds works with Internet Service Providers (ISPs) to provide low cost Internet service for eligible families. Go to Everyoneon.org/cecf, a non-profit that is not connected to any Internet Service Provider and has reviewed the offers. Type in your zip code to see what you may be eligible for.

Everyoneon.org/cecf



SVUSD DEVICE AGREEMENT

We are pleased to inform you that students in the Silver Valley Unified School District will be issued a device for use during the stay at home order. This document provides students and their parents/guardians with information about taking care of the equipment, acceptable use(s) of technology, and being a good digital citizen.

Students and their parents/guardians are reminded that using a device requires responsibility. Students should also be aware that everything done on any district owned network, or electronic communication device, may be monitored by school or school district authorities. Inappropriate use of the technology may result in disciplinary action.

OWNERSHIP of the DEVICE

Silver Valley Unified School District retains sole right of ownership of the device. The devices are loaned to the students for educational purposes only. Moreover, SVUSD administrative staff and faculty retain the right to collect and/or inspect devices at any time.

RESPONSIBILITY for the DEVICE

Students are solely responsible for the tech device issued to them and should adhere to the following rules.

Students must:

- comply with the Device Agreement, SVUSD Acceptable Use Policy, and all policies of the school district when using their device
- return the device to school when School resumes a normal schedule or at the end of the school year
- treat their device with care and never leave it in an unsecured location
- promptly report any problems with their device to their teacher or administrator
- not remove or interfere with the serial number and other identification of the device
- not attempt to remove or change the physical structure of the device, including the keys, or screen cover
- not apply stickers on the device, or deface the device with pens, markers, crayons, etc.
- not attempt to install or run any operating system on the device other than the Chrome Operating System supported by the school district
- keep their device clean. The screen must not be touched with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners
- not attempt to alter or bypass security
- not attempt to close the device with any supplies on the keyboard (e.g., pencil, pen, etc.)

RESPONSIBILITY for ELECTRONIC DATA

Students are not to install any additional applications or extensions on their device that are not installed by a member of the school district staff. Students are responsible for backing up their data to protect it from loss. Users of school technology should have no expectations of privacy as to any data that is, or was, stored on the device, school network, or any school-issued applications, and are given no guarantee that data will be retained or destroyed.

COPYRIGHT AND FILE SHARING

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online any illegally obtained media is a violation of the school district's Acceptable Use Policy.

SVUSD DEVICE CLEANING

The guidance below applies to all SVUSD devices and other equipment:

1. We recommended you wear disposable gloves when cleaning and disinfecting surfaces.
2. Turn off the device you plan to clean and disconnect AC power. Never clean a product while it is powered on or plugged in.
3. Disconnect any external devices.
4. Never spray any liquids directly onto the product.
5. Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. The cloth should be damp, but not dripping wet. Excess moisture should be removed if the cloth is wet before wiping the product. Using any material other than a microfiber cloth could cause damage to your product.
6. Gently wipe the moistened cloth on the surfaces to be cleaned. Do not allow any moisture to drip into areas like keyboards, display panels, etc. Moisture entering the inside of an electronic product can cause damage to the device. Excessive wiping potentially could lead to damaging some surfaces.
7. When cleaning a display screen, carefully wipe in one direction, moving from the top of the display to the bottom.
8. Surfaces must be completely air-dried before turning the device on after cleaning. No moisture should be visible on the surfaces of the product before it is powered on or plugged in.
9. After cleaning or disinfecting a glass surface, it may be cleaned again using a glass cleaner designed for display surfaces following directions for that specific cleaner. We recommend you avoid glass cleaning products containing Ammonia.
10. Discard the disposable gloves used after each cleaning. Clean your hands immediately after gloves are removed.

Do not use any of the following chemicals or products containing these chemicals:

- **NO** chlorine-based cleaner, such as bleach
- **NO** Peroxides (including hydrogen peroxide)
- **NO** Solvents such as; acetone, paint thinner, benzene, methylene chloride or toluene
- **NO** Ammonia (i.e. Windex)
- **NO** Ethyl alcohol

Using any of the chemicals listed above will cause permanent damage to some product surfaces.

SVUSD DEVICE Repair/Replacement Policy

Students should immediately report all malfunctions, damage or loss of a device to the classroom teacher or administrator at their school.

No attempts should be made, without school permission, to modify, reconfigure or repair.

Devices are instructional tools. EVERY attempt will be made for students to have a functioning unit at all times.

Examples of Device Related Issues	Action Steps
<p>The device malfunctions or has a technical issue that affects its use Note: Technology devices do have problems that are often not caused by the user. Don't worry...</p>	<p>Report the damage to your teacher or principal. The staff member will put in a help desk ticket. Arrangements will be made to replace the device. Every attempt will be made to fix the problem, but if this fails, the unit will be replaced by the school district.</p>
<p>The device is lost or stolen Remember that you are carrying a valuable, expensive tool. Keep track of your device. Do not leave it in automobiles.</p>	<p>Report the loss to your teacher or principal. If the loss is due to a theft, a report should be filed with the San Bernardino Sheriff . The IT Department/school administration will consider the situation and appropriate charges to the student may be made.</p>
<p>Student cracks the screen This is caused most often by leaving pencils on the keyboard and closing the screen or picking up an open device by the screen. Be careful of this!</p>	<p>Report the damage to your teacher. The staff member will put in a help desk ticket. Arrangements will be made to replace the device. The student will be charged for the repaired screen. A new replacement screen cost will apply</p>
<p>The student drops the device Be very careful when carrying devices. If it is dropped, it will break.</p>	<p>Report the damage to your teacher or principal. Arrangements will be made to replace the device. The student may be charged the full replacement cost to replace the unit.</p>
<p>Stickers are put on the device Devices are school district property. They are loaned to you for educational purposes.</p>	<p>Adding stickers or other items to the device may deface or damage the device finish, screen, or other components. When this damage is noted when the device is collected at the end of the year, the student will be charged for repairs. Entire device defacement charges may mean the replacement of the unit at the cost listed</p>
Examples of Device Related Issues	Action Steps
<p>The student loses the charger</p>	<p>Report the lost charger to your teacher or principal. Replacement cost for charger will apply.</p>
<p>The student damages the device through intentional misuse</p>	<p>Report the damage to your teacher or principal. The staff member will put in a help desk ticket. Arrangements will be made to replace the device. The student may be charged the full cost to replace the unit.</p>

DIGITAL CITIZENSHIP

Students must follow the five conditions of being a good digital citizen:

1. RESPECT YOURSELF

I will show respect for my school, district, and myself through my actions. I will act with integrity. I will select online names that are appropriate. I will consider the information and images that I post online. I will not visit sites that are offensive or inappropriate.

2. PROTECT YOURSELF

I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.

3. RESPECT OTHERS

I will show respect to others. I will not use electronic mediums to bully or harass others. I will not abuse my rights of access. I will not misrepresent my identity by posing online as someone else.

4. PROTECT OTHERS

I will protect others by reporting abuse, not forwarding inappropriate materials or communications, and I will report unacceptable materials and conversations. I will report any incident of others falsifying identity. I will not screen capture or record online sessions without permission.

5. RESPECT INTELLECTUAL PROPERTY

I will respect the intellectual property of others online and will cite sources when appropriate. ***I will not use my device to plagiarize or copy work from the Internet or other students.***

SVUSD recommends families review the Common Sense Digital Citizenship Resources for Family Engagement <https://www.commonsense.org/education/family-resources>

Consequences for Violations of the Student Device & Acceptable Use Policy

Violations of these policies may result in one or more of the following disciplinary actions:

- Restitution (money paid in compensation for theft, loss, or damage)
- Student/Parent Conference
- Conference with Administrator
- Removal of Unauthorized Files and Folders
- Detention, Suspension or Expulsion
- Legal Action, if necessary

General Rules:

The following rubric is not meant to be all-encompassing but rather to serve as a guideline for determining appropriate disciplinary action when a violation of a technology rule occurs.

Level I Violations	Level II Violations
<p>Level I violations are less serious and begin with a student and/or parent conference with the teacher or administrator. However, depending on the frequency, a Level I violation may merit a more severe disciplinary action such as the ones set forth above.</p>	<p>Level II violations are more serious and begin with a required conference with the administrator. However, depending on the seriousness and frequency of the violation, a Level II violation may merit a more serious disciplinary action such as the ones set forth above.</p>
<p>Examples of Level I Violations:</p> <ul style="list-style-type: none"> ● Sharing passwords ● Plagiarism ● Bypassing district security controls ● Defacing devices(e.g., stickers, marker) ● Removing district labels or tags ● Repeated failure to charge battery ● Repeated failure to bring device to class ● Failure to follow teacher directives ● Off task behavior during instruction using devices (playing games, chatting, etc.) ● Improper care/mishandling of the device (closing it with a pencil inside, running with it, etc.) 	<p>Examples of Level II Violations:</p> <ul style="list-style-type: none"> ● Downloading, posting or distributing materials that are: <ul style="list-style-type: none"> ○ Harmful/hurtful to others ○ Inappropriate or offensive ○ Illegal (e.g, copyrighted materials), including references to violence or illegal activities ● Engaging in online activity that threatens, intimidates, bullies, harasses or discriminates ● Intentionally destroying or damaging any device ● Engaging in any illegal activity (recording a person or video session without consent) ● Use of device for financial profit ● Intentionally harming or destroying another user's data ● Creating or sharing a computer virus ● Disrupting the network or the educational process ● Plagiarism (depending on situation)

Contact support@svusdk12.net for tech support that can't be handled by the classroom teacher.

Parent Notice and Guidelines for Student Participation in Online Instruction/Therapy
Notice Regarding Use of Online Instruction/Therapy Platforms

As the Silver Valley Unified School District (“District”) transitions to distance learning, teachers may utilize web conferencing communication platforms to engage students in the learning process. An online meeting may resemble actions that have already occurred in a teacher’s physical classroom, i.e. lessons, resource sharing, and discussion. The District believes there are several benefits to engaging students in online instruction, including the creation of a teaching presence, building camaraderie among students, reduction in student isolation, and real-time guidance for student questions on assignments. Furthermore, under the requirements of SB 98, and the revisions to the California Education Code that were the result of SB 98, school districts are required to engage in daily live interaction.

These platforms may include Google Hangouts, Google Meets and Zoom. While the features of these platforms may vary, in general they include the following features: webcam viewing by participants; audio participation; screen sharing of instructional materials; chat room comments, questions, and answers; engaging students in student Q & A and peer discussion; and sharing of student work. In most instances, staff or students can disable the individual features.

Online instruction may also be recorded to ensure students who miss a teacher-led meeting can review the lesson(s) on their own. The recordings will be protected and only shared with students, parent(s)/guardian(s) of students, and/or district personnel with a legitimate educational interest. Students and parents are not to record and share any online instruction without the consent of all of the participants, or unless prior District approval for such recording has been granted. Please contact your teacher if you wish for your student not to participate in online instruction.

Guidelines for Student Participation in Online Instruction

The following guidelines are intended to promote a safe and secure learning environment for all students.

- Students should not share their login information, meeting links, or passwords with others.
- Unless other arrangements are made with your child's teacher that are approved by the District, all students are required to participate in live interaction with their teacher/service providers and peers on a daily basis.
- School and classroom rules apply to the virtual instruction/therapy environment.
- It is recommended that students review the District Technology Acceptable/Responsible Use Policy regarding expectations for behavior while conducting themselves online and on District devices.
- Students should dress appropriately for virtual instruction sessions.
- Students who use inappropriate language, share inappropriate images, or in any way behave inappropriately on a video conference will be subject to appropriate discipline.
- Students may not conduct audio or video recordings or take screenshots of virtual class meetings, therapy or other activities unless they have received prior written permission to do so from a teacher or authorized District official.

- To the extent possible, parents should allow the student to work with the instructor or provider in a quiet, private space. However, to the extent a student requires adult support to participate in virtual instruction/services, a parent or guardian may be specifically asked by the instructor or service provider to provide such support.
- Once the virtual instruction session or meeting is over, students should be sure to close out of the meeting platform entirely. Students should also ensure that cameras are covered and that microphones are turned off to avoid inadvertent transmission following the meeting.

The District will continue to comply with the Family Educational Rights and Privacy Act (“FERPA”) and all federal and state student data privacy laws during the period of distance learning. Students participating in classes or group services at schools typically work together. The same will occur when students receive instruction virtually, i.e., they typically will be able to view the other students participating in group instruction/services. We ask parents to respect confidentiality as they would during the in-person school instruction.

Virtual instruction/therapy is provided exclusively for educational purposes for District students. Parents, students, and/or others are not authorized to audio or video record, stream, or share in any way, virtual instruction or services without the express consent of all participants. This includes instruction or services provided *via* telephone or a video conferencing platform.

The District appreciates the support, flexibility, and understanding of the school community as we all transition to these new learning platforms to ensure continuity in education as much as possible for our students.

Questions regarding these Guidelines and specific settings for District web conferencing accounts may be directed to support@svusdk12.net or your school administrator.