2022-2023

Blended Learning Parent & Student Handbook

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Overview of 1:1 Chromebooks and Blended Learning

In an effort to further enhance academic programs offered in the ConVal School District, the School Board approved, in February of 2016, the purchase of Chromebook laptop computers for schools. In the middle and high school levels, Chromebooks typically travel between school and home for homework and projects while at the elementary schools, Chromebooks remain in the building.

While Chromebooks are assigned to individual students, they remain the property of the ConVal School District and are issued *for educational purposes only*. When using the district-issued Chromebooks, students need to follow school board policy JICL which governs Internet safety and responsible use by students (see Appendix A).

Purpose of 1:1 Chromebooks and Blended Learning

A driving force behind establishing 1:1 learning environments is the ConVal School District's core belief that "All means all. We must provide the opportunity for each and every student to reach their maximum potential."

1:1 learning environments support the development of *blended learning* opportunities, which focus on "blending together" — in robust, technology-enabled learning environments — excellent face-to-face instruction, collaborative experiences to support students learning *with* and *from* each other, and an emphasis on critical thinking, complex problem solving, and effective communication.

Digital Citizenship and Literacy

The ConVal School District seeks to work towards greater digital literacy skills and to prepare students for an increasingly connected and mobile-based work life. Digital Citizenship involves recognizing "the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and… act[ing] and model[ing] in ways that are safe, legal and ethical" (ISTE Standard 1.2). Digital citizens:

- cultivate and manage their digital identity and reputation and are aware of the permanence of their actions in the digital world.
- engage in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices.
- demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.
- manage their personal data to maintain digital privacy and security and are aware of data-collection technology used to track their navigation online.

To support students in becoming digital citizens, the ConVal School District adopted Common Sense Education's [Digital Literacy Curriculum](#) for grades K-12. This curriculum addresses six core topics of digital literacy: Media Balance & Wellbeing; Privacy & Security; Digital Footprint & Identity; Relationships & Communication; Cyberbullying, Digital Drama, & Hate Speech; and News & Media Literacy.

Chromebook Management

The School District provides and manages the Chromebooks. The Chromebooks are linked to students' district Google Workspace for Education accounts and are assigned to students, for educational use, during the school year.

Students are assigned a Chromebook and a charger which they keep for the duration of the school year. At the end of the school year, the Chromebooks and charger are collected, inspected, maintained, and reissued by the district technology staff the following year.

Whenever students leave the district, they must return their Chromebooks and chargers, just as they must return textbooks and other learning materials that are owned by the district.

Chromebook Communication

In an effort to keep parents and students informed, the ConVal School District's 1:1 and Blended Learning Leadership Team has developed this handbook. Students and parents are encouraged to contact a member of the Leadership Team with questions that are not answered in this resource.

1:1 and Blended Learning Leadership Team			
Building	**Team Member**	**Position**	**Email**
AES	Rachel Hill	Teacher	rhill@conval.edu
AES	Chris Stultz	Library Media Specialist	cstultz@conval.edu
BES & FES	Tom Morris	Teacher	tmorris@conval.edu
CVES	Charlotte Brett	Library Media Specialist	cbrett@conval.edu
CVES	Shawne Hilliard	Principal	shilliard@conval.edu
GES	Emma Goodspeed	Teacher	egoodspeed@conval.edu
GES	Rachael Heard	Teacher	rheard@conval.edu

HES	Emily Hutchins	Teacher	ehutchins@conval.edu
PES	Lisa Colburn	Teacher	lcolburn@conval.edu
PES	Kris Levesque	Assistant Principal	klevesque@conval.edu
PES	Nicole Murray	Library Media Specialist	nmurray@conval.edu
TES	Tina Perreault	Teacher	tperreault@conval.edu
GBS	Riley Beliveau	Teacher	rbeliveau@conval.edu
GBS	Katherine Foecking	Principal	kfoecking@conval.edu
GBS	Matthew Hale	School Systems Administrator	mhale@conval.edu
GBS	Sarah Hale	Library Media/Technology	shale@conval.edu
GBS	Siobhan Leclerc	Teacher	sleclerc@conval.edu
SMS	Terry Berna	Technology Integration Specialist	tberna@conval.edu
SMS	Tim Conway	Principal	tconway@conval.edu
SMS	Dan Legro	Assistant Principal	dlegro@conval.edu
SMS	Brendan Mayo	Special Education Teacher	bmayo@conval.edu
SMS	Heather Stearns	Library Media Specialist	hstearns@conval.edu
CVHS	Matthew Harris	Mathematics Teacher	mharris@conval.edu
CVHS	Ashley Jones	Library Media Specialist	ajones@conval.edu
CVHS	Heather McKillop	Principal	hmckillop@conval.edu
CVHS	Amy Rushford	Social Studies Teacher	arushford@conval.edu
CVHS	Erik Thibault	Assistant Principal	ethibault@conval.edu
CVHS	Helfried Zrzavy	Technology Integration Specialist	hzrzavy@conval.edu
SAU	Ann Forrest	Assistant Superintendent	aforrest@conval.edu
SAU	Mark Schaub	District Systems Administrator	mschaub@conval.edu

Student Responsibilities

Being successful in a blended learning environment requires self-management skills so that students are ready to learn. Students need to:

1. Begin the school day with a fully-charged Chromebook.
2. Attend classes with their Chromebook.
3. Log in only with their District-assigned username and password.
4. Protect their login credentials by not sharing them with others.
5. Maintain files in Google Drive and, when necessary, sync offline work.
6. Maintain the Chromebook and charger in good order.
7. Leave all identification labels on the Chromebook intact.
8. Refrain from personalizing the Chromebook (e.g., use pens or markers either on the inside or on the outside of the device).
9. Refrain from placing stickers anywhere on the Chromebook.
10. Report immediately any technical problems, damage, or loss.

Chromebook Charging Routine for School Use

To fully charge the battery, the charger must be plugged into an electrical outlet and connected to the Chromebook for at least two hours. Different Chromebook models may come with different power connector options and chargers.

If the Chromebook comes with a USB-C type charger, make sure to only use the designated charging port that is marked with a power plug symbol. Plugging the charger into a USB-C port that is not designated for charging will cause damage to the Chromebook.

If the originally issued charger is damaged or lost, it has to be replaced with another charger that is provided by the technology department for a fee (see "Financial Responsibilities for Damage and Loss" later in this handbook).

Charging to full capacity will take longer when the Chromebook is being used during the charging process. A fully-charged Chromebook battery lasts about ten hours, so there should be no need to charge the laptop during the school day.

On the rare occasion that charging at school is necessary, students may ask a teacher or staff member for help and directions.

> ⚠️ Because all students have individually assigned Chromebooks, the Technology Department or Library will only provide loaner Chromebooks to students whose device is out for repair.

Chromebook Care

It is important that students take good care of the Chromebook that they have been issued. Here are some helpful tips:

- To protect the device, always use the Chromebook on a sturdy surface.
- Close the Chromebook when moving between locations.
- Do not leave the Chromebook unattended.
- Keep liquids (water bottles, travel mugs, sports drinks, etc.) away from the device. Do not transport liquids and the Chromebook together in your backpack.
- Never place anything between the screen and the keyboard. This will prevent accidental damage when the Chromebook is closed.
- To clean the screen, keyboard, trackpad, and other surfaces, turn off the Chromebook, then wipe it with a soft, lint-free cloth or microfiber cloth. *Never spray any type of chemical cleaner on your screen.*

Best Practices for when the Chromebook is in Active Use

- Always keep personal information private by accessing the Internet only through trusted and secure networks. Avoid open networks that are not password-protected.
- When using the Chromebook while charging, leave plenty of room for the wire to reach the computer. Do not bend or stretch the charger wire.

- Make sure that the Chromebook charger does not create a tripping hazard for others, including pets.

- Whenever possible, use a surge protector instead of plugging directly into the wall to protect the Chromebook from lightning strikes and power surges.

- Always protect the Chromebook from extreme heat or cold, food items and drinks, unstable surfaces, and pets.

Best Practices for when the Chromebook is not in Active Use

- Properly close the lid of the Chromebook whenever it is not in use. This will protect the screen and the hinges. It will also help save battery life.

- Always close and use both hands on the Chromebook when carrying the device from one location to another.

- Avoid placing any heavy objects on top of the Chromebook as this may cause damage to the screen. Extra care should be taken when placing the Chromebook into a full backpack.

- Always store the Chromebook in a safe and secure location. During after-school activities, leave the Chromebook only in a properly secured place.

- Do not leave the Chromebook in a car for prolonged periods of time or overnight. Heat or cold extremes will damage the Chromebook.

In order to safeguard the device during transport to and from school as well as during transitions from class to class, it is strongly recommended that students use a laptop sleeve or laptop case (minimum 12" capacity) to protect the Chromebook.

Google Workspace for Education

As part of the enrollment process, students are issued district accounts ending in @cvsd.me that are managed by the ConVal School District. The @cvsd.me account gives students access to Google Workspace for Education apps such as Calendar, Classroom, Docs, Drive, Forms, Sheets, Sites, and Slides.

Google communication apps are enabled by level: Google Meet and Google Chat for communications with peers and teachers only (elementary schools); Gmail,

Google Meet, and Google Chat for communications with peers and teachers only (middle schools); Gmail, Google Meet, and Google Chat for communications with peers, teachers, and appropriate individuals outside the immediate school community, such as experts in the field (high school).

Using the apps in the Google Workspace for Education enables students to work both at school and at home as long as an active Internet connection is present. If students need to work offline, they should ask a school-based member of the 1:1 and Blended Learning Leadership Team for help.

Usage of Gmail and Google Workspace for Education Accounts

- The purpose of using the Google Workspace account is for students to communicate about and to collaborate on school assignments.
- Middle and high school students will restrict their use of the @cvsd.me email to *school-related* communications only.
- Students are expected to use respectful behavior online, just as they would be expected during face-to-face interactions at school. Students will not use their accounts to bully, harass, or threaten other students or individuals.
- Students will keep their account information confidential and are responsible for all messages sent from their accounts.
- Students will not log into other students' accounts.
- Students will report immediately any unusual or harmful activities to a teacher, administrator, or member of the Blended Learning Leadership Team.
- Student accounts are provided by the school district and may be disabled at its discretion.
- Student email accounts will be made inactive after they leave the district.

> ⚠ The ConVal School District reserves the right to archive, monitor and/or review user activity in the Google Workspace for Education domain. Users should not have any expectation of privacy regarding any electronic message or content created, sent, or received.

Internet Access and Use

Student Chromebooks will have access to the Internet. It is the responsibility of the student to use the Chromebook, the network, and the Internet in accordance with the District's JICL policy (see Appendix A).

> ⚠ The ConVal School District made the very intentional decision to provide students with a district-issued device to ensure equitable access to learning resources. As a result, students may **not** bring their personal computing devices to school.

The ConVal School District maintains a content filtering system and firewalls for two main reasons: a) to comply with applicable laws, such as the Children's Internet Protection Act (CIPA), which requires that students be protected from content that is considered harmful to minors, and b) to protect a productive learning environment.

Lightspeed Relay, the content filtering system that is attached to the Chromebook, is cloud-based and is active whenever the device is in use. However, no filtering system is as reliable as regular adult monitoring and supervision.

If students encounter a website that is needed for school work but find it is blocked, they should notify their classroom teacher of the access restriction. The teacher will then undertake the necessary steps to get the site unblocked. Similarly, students should notify their teacher, an administrator, or a technology staff member if they have inadvertently accessed information that is inappropriate or if they have received messages that are threatening or make them feel uncomfortable.

Public Internet Access

Students can access the Internet wirelessly at the following locations.

Antrim James A. Tuttle Library   588-6786
   Mon and Wed 2 pm to 6 pm, Tue and Thu 2 pm to 8 pm, Fri and Sat 10 am to 4 pm

Bennington Dodge Library   588-6585
   Mon 9 am to 5 pm, Tue 9 am to 5 pm, Thu 12 pm to 7 pm, Fri 8 am to 4 pm, Sun 4 pm
   to 6 pm

Dublin Dublin Public Library (24/7/365)   563-8658

Mon 10 am to 5 pm, Tue 3 pm to 7 pm, Wed 9 am to 5 pm, Thu 3 pm to 7 pm, Sat 9 am to 1 pm

Francestown [George Holmes Bixby Memorial Library](#) (24/7/365)   547-2730
Tue 10 am to 5 pm, Wed and Thu 1 pm to 6 pm, Fri 10 am to 5 pm, Sat 9 am to 12:00 pm

Greenfield [Stephenson Memorial Library](#) (24/7/365)   547-2790
Tue 2 pm to 6pm, Wed 10 am to 8 pm, Thu 2 pm to 8 pm, Fri 2 pm to 6 pm, Sat 10 am to 4 pm

Hancock [Hancock Town Library](#) (24/7/365)   525-4411
Mon and Wed 2pm to 6pm, Tue and Thu 10am to 7pm, Sat 10am to 4pm

Peterborough [Peterborough Town Library](#) (24/7/365)   924-8040
Mon, Tue, and Wed 10 am to 6 pm, Thu 10 am to 7 pm, Fri. 10 am to 6 pm, Sat 9 am to 3 pm

Temple [Mansfield Library](#) (24/7/365)   878-3100
Mon and Fri 10 am to 5 pm, Tue and Thu 3 pm to 7 pm, Sat 10:30 am to 1;30 pm

Town libraries that are marked as having 24/7/365 access offer 24-hour Internet access. This means that even when the libraries are closed, the Internet can be accessed in the area around the building perimeter, e.g., in the parking lot.

If There is No Internet Access at Home

The decision to provide internet access at home is the responsibility of parents/ guardians. If internet access at home is a cost issue, parents/guardians may consider contacting Comcast. The cable company's Internet Essentials program offers affordable Internet access to eligible households. Call 1-855-8-INTERNET (1-855-846-8376) or go to www.internetessentials.com for details.

Antrim or Bennington residents may call TDS at 888-225-5837 to see if they are offering any special opportunities or programs. In addition. Consolidated Communications/Fidium now services addresses in Dublin, Greenfield, Peterborough, and Temple with fiberoptic connections. To find out more, go to www.fidiumfiber.com and click on the "Check Availability" button.

Moreover, the Federal Communications Commission (FCC) has a program to help households to afford broadband Internet service. Click the link to learn more about the [Affordable Connectivity Program](#).

Using Google Workspace for Education Apps Offline

Google Workspace for Education offers an offline mode which allows students to work in Google apps even when they cannot access the Internet. In order to work offline, students need to get prepared to work offline *while they are still online.*

Upon request, students will be provided with instructions on the offline use of Chromebooks and Google Workspace applications. If students need to work offline, they should ask a school-based member of the 1:1 and Blended Learning Leadership Team for help.

Digital Resources and Technology Use Surveys

Use of Digital Resources and Student Data Privacy

Following the passage of New Hampshire House Bill 1612 in 2018 and the statutory provisions contained in RSA Title XV (specifically section §189:66 ff.), the ConVal School District maintains a list of digital resources (apps, extensions, online services) that are in use in the instructional and blended learning environments at ConVal.

The District has worked closely with the [Student Data Privacy Consortium](#) and the [Consortium for School Networking (CoSN)](#), the professional association for school system technology leaders, to ensure that best practices are being followed whenever digital resources are considered for use.

The district has also contracted with LearnPlatform to maintain a database of all vetted digital resources. All items contained in the database either have been reviewed or are in the process of being reviewed. They are examined for their educational value, student data privacy protections, and terms of use. The LearnPlatform database is publicly accessible [here](#).

Through its Chrome browser extension, LearnPlatform also collects anonymous data in the aggregate about which digital resources are being used by teachers and students.

BrightBytes Surveys and the Blended Learning Environment

In order to gauge the progress of the blended learning environment in the ConVal School District, students and teachers participate in an anonymous survey provided by BrightBytes twice a year (Modern Learning Survey); parents are also encouraged to provide feedback through the parent survey.

The combined data analytics provided by BrightBytes and LearnPlatform further inform the technology planning recommendations of the Blended Learning Leadership Team (BLLT) as well as the annually established technology budget.

Financial Responsibilities for Damage and Loss

Any student whose Chromebook is damaged or lost will be responsible for the cost of repair or replacement. Missing chargers need to be replaced by purchasing a new one. Chargers are for sale in the middle and high schools' front office.

Parents/guardians are welcome to investigate options for obtaining their own private insurance through their homeowners' insurance or an independent Chromebook insurance company.

It is the ConVal School District's understanding that parents/guardians may contract with these agencies based on their own policies, and may do so even though the ConVal School District is registered as the owner of the Chromebook.

Repairs, Replacement, and Optional Chromebook Fee

Due to the care taken by students, only a small percentage of Chromebooks need to be repaired or replaced due to physical damage or loss.

The table to the right lists the most common types of breakage experienced, as well as the associated costs for repair.

Breakage	Cost of Repair
Broken Screen	$100
Keyboard	$70
Top Case	$50
Bottom Case	$50
Bezels	$20

Parents/Guardians have the option of paying an annual $25 Chromebook fee. If the fee has been paid for the 2022-2023 school year, repairable damage to the device will be covered. If the cost of the repair exceeds the cost of the device, students will be charged for (and will receive) a replacement Chromebook for only $125. The table below outlines the 2022-2023 costs for repair and replacement.

Tier	Type of Damage/Breakage/Loss	Chromebook Fee Paid	Chromebook Fee NOT Paid
Tier I	Minor wear and tear	Covered	Covered
Tier II	Repairs and replacement of parts	Covered*	Full cost of repair*
Tier III	Replacement of Charger	$20	$20
	Replacement of Chromebook	$125	$300

Parents/Guardians who are interested in paying the optional Chromebook fee of $25 need to do so prior to Friday, September 16, 2022 or within two weeks of their student's enrollment in the Conval School District. (*Important Note: The Chromebook Fee is not retroactive. It will not cover damage that occurred before the Chromebook Fee has been paid.*)

Payments can be made online at the K12PaymentCenter.

If you are unable to make an online payment and need to make a payment using an alternate method, or if a family is experiencing financial difficulties, please contact Lori Schmidt, the Business Administrator of the ConVal School District, either by phone 924-3336 ext. 2029 or by email (lschmidt@conval.edu) .

> ⚠️ Regardless of whether or not the Chromebook fee has been paid, a student who intentionally damages or defaces a Chromebook will be charged the full repair or replacement cost for the device.

Reporting Technical Problems

When students experience technical problems, and/or loss, they should report issues to the following staff members:

Antrim Elementary School (AES)

Chris Stultz, cstultz@conval.edu
Role: Library Media Specialist
Location: AES Library

Dublin Consolidated School (DCS)

Erin Mack, emack@conval.edu
Role: Library Media Specialist
Location: DCS Library

JoAnn Hopkins, jhopkins@conval.edu
Role: Administrative Assistant
Location: DCS Office

Francestown Elementary School (FES)

Charlotte Brett, cbrette@conval.edu
Role: Library Media Specialist
Location: FES Library

Harriet Ford, hford@conval.edu
Role: Administrative Assistant
Location: FES Office

Greenfield Elementary School (GES)

Erin Mack, emack@conval.edu
Role: Library Media Specialist
Location: GES Library

Karen Paul, kpaul@conval.edu
Role: Administrative Assistant
Location: GES Office

Hancock Elementary School (HES)

Erin Mack, emack@conval.edu
Role: Library Media Specialist
Location: HES Library

Bambi Kierstead,
bkiersteadr@conval.edu
Role: Administrative Assistant
Location: HES Office

Peterborough Elementary School (PES)

Nicole Murray, nmurray@conval.edu
Role: Library Media Specialist
Location: PES Library

Pierce School (BES)

Charlotte Brett, cbrett@conval.edu
Role: Library Media Specialist
Location: Pierce Library

Robin Lamothe, rlamothe@conval.edu
Role: Administrative Assistant
Location: Pierce Office

Temple Elementary School (TES)

Charlotte Brett, cbrett@conval.edu
Role: Library Media Specialist
Location: TES Library

Kimberly Sell, ksell@conval.edu
Role: Administrative Assistant
Location: TES Office

Great Brook School (GBS)

Sarah Hale, shale@conval.edu
Role: Library Media and Technology
   Integration Specialist
Location: GBS Library

South Meadow School (SMS)

Heather Stearns, hstearns@conval.edu
Role: Library Media Specialist
Location: SMS Library

Terry Berna, tberna@conval.edu
Role: Technology Integration Specialist
Location: SMS Technologists Office

ConVal High School (CVHS)

Rachael Bowman,
   rbowman@conval.edu
Role: Library Media Specialist
Location: CVHS Library

Ashley Jones, ajones@conval.edu
Role: Library Media Specialist
Location: CVHS Library

Helfried Zrzavy, hzrzavy@conval.edu
Role: Technology Integration Specialist
Location: CVHS Library

See "Chromebook Damage and Loss Flowchart" (Appendix C) for more detailed information about what happens when a Chromebook needs to be repaired or replaced.

Appendix A: Internet Safety and Responsible Use Policy For Students

School Board Policy Reference: JICL

Overview

The ConVal School District provides its students access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our education community and with the global community beyond our campus. However, with the privilege of access is the responsibility of students to exercise appropriate personal responsibility in their use of these resources.

The ConVal School District policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools, including preventing unauthorized disclosure of, or access to, information protected by the Family Educational Rights and Privacy Act (FERPA). The District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful, obscene, violent, or otherwise inappropriate. The District maintains an Internet content filtering system that meets federal standards established in the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA) by blocking access to inappropriate material on the Internet and ensuring the safety and security of minors when using email, social media, and other forms of direct electronic communications.

Digital Citizenship

The ConVal School District provides information and technology resources for use in safe, legal, and responsible ways. A responsible digital citizen is one who:

1. Respects one's self. Users will use online names that are issued to them, and will carefully consider the appropriateness of any information and images that are posted online.
2. Respects others. Users will refrain from using technologies to bully, tease, or harass other people. Users will not masquerade using a false identity or impersonate others.
3. Protects one's self and others. Users will protect themselves and others by using secure passwords, logging out of a computer when finished, not sharing passwords with others, and by reporting abuse and not forwarding inappropriate materials or communications.
4. Respects and protects intellectual property. Users will suitably cite any and all use of websites, books, media, etc., and will request to use the software and media others have produced.
5. Respects the District's technology equipment, network, and resources. Users will avoid bandwidth-intensive tasks, the transfer of unnecessarily large files, and the submission of multiple copies of the same print job to a printer. Users are prohibited from attempting to install or download software onto District-owned computers.

6. Protects the conval.edu and cvsd.me domains from inappropriate use. Users will use District-provided accounts and subscriptions for school work only. Users will respect filters and other security systems and not attempt to defeat them.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and about cyberbullying awareness and response.

Expectations

Responsible use of the District's technology resources is expected to be ethical, respectful, academically honest, and supportive of the School District's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes are viewed as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system in accordance with District policy. Users do not have any expectation of privacy of any information stored on servers or transmitted through District communication systems. Users should also understand that school servers, as well as non-school servers, regularly record Internet activity in log files and that, if requested under New Hampshire's "Right to Know" law (RSA 91-A: Access to Public Records and Meetings), the District must provide this information.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

1. Use of electronic devices should be consistent with the District's educational objectives, mission and curriculum.
2. Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to copyrighted material, licensed material, threatening or obscene material, and unauthorized disclosure, use, and dissemination of personal information of minors.
3. Intentional or unintentional use of computing resources to access or process proxy sites, pornographic material, explicit text or files, material that is demeaning or degrading, content that is violent or harmful to minors, or files dangerous to the integrity of the network are strictly prohibited.
4. Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
5. Users may be held personally and financially responsible for damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
6. Files stored on District-managed networks may be inspected at any time and should not be considered private.

7. Protects the conval.edu and cvsd.me domains from inappropriate use. Users will use District-provided accounts and subscriptions for school work only. Users will respect filters and other security systems and not attempt to defeat them.

The School District reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including suspension or dismissal from school and/or legal action. The School District will cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

Jurisdiction

This policy is in effect:

● When CVSD-provided equipment (laptops, tablets, etc.) is used on or off school property;

● When non-CVSD devices access the District's network or District resources in school or out of school if the use creates a hostile environment at school for any student/employee and/or cause disruption or disorder within a school.

Legal References:

U.S. Pub. L. No. 106-554, Children's Internet Protection Act (www.ifea.net/cipa.html)
U.S. Pub. L. 105-277, 112 Stat. 2581-728, enacted October 21, 1998, Children's Online Privacy Protection Act of 1998 (COPPA) (15 U.S.C. §§ 6501–6506)
NH RSA 194:3-d, School District Computer Networks.

Category: P

See also JICL

First Read: May 1, 2018
Second Read: May 15, 2018
Adopted: May 15, 2018

Appendix B: Chromebook Loan Agreement (SAMPLE)

CONVAL SCHOOL DISTRICT
STUDENT & PARENT/GUARDIAN CHROMEBOOK LOAN AGREEMENT

For the 2022-2023 school year, students will be issued a Chromebook for educational use, both at school and at home. The Chromebooks are purchased by, and remain the property of, the ConVal School District.

By signing this Agreement, students and parents/guardians confirm that they:

1. Have read and understand the need to abide by the ConVal School District's Internet Use and Responsible Use Policy for Students.
2. Have read and understand the content presented in the ConVal School District's Parent and Student Blended Learning Handbook.
3. Understand that the student will be charged for the cost of repairs when a Chromebook is damaged, as well as the cost of replacement when a Chromebook or charger is lost. (See the Financial Responsibilities for Damage and Loss section of the ConVal School District's Parent and Student Blended Learning Handbook for coverage provided by the optional Chromebook fee.)
4. Understand that regardless of whether or not the Chromebook fee has been paid, a student who **intentionally damages or defaces** a Chromebook will be charged the full repair or replacement cost for the device.
5. Need to return the assigned Chromebook at the end of the school year to be inspected and maintained by the District's technology staff over the summer. Students only need to turn in their charger if they will not be returning the following school year.
6. Understand that students may **not** bring their personal computing devices to school.

The signatures below acknowledge receipt of and agreement to abide by the terms of the Chromebook Loan Agreement as outlined above.

Note: *Parents/Guardians are strongly encouraged to provide a protective sleeve or cover for the Chromebook in order to guard against accidental damage.*

Parent/Guardian Name	Signature	Date

Student Name	Signature	Date

Appendix C: Chromebook Damage and Loss Flowchart

In the event of a damaged or lost device:

- **Elementary school students** go to Library Media Specialist or Administrative Assistant
- **Middle school students** go to Library Media Specialist or Technology Integration Specialist
- **High school students** go to Library Media Specialist or Technology Integration Specialist

Student is provided with a loaner Chromebook to use.

Staff member takes report, completes Chromebook Incident Report Form.

Staff member emails parent/guardian and attaches a copy of the Incident Report and a copy of this flowchart.

Loss

SAU Business Office generates invoice and sends it to the student's parent/guardian.

Upon payment, IT team member or designee provides the student with a new Chromebook for permanent use.

Damage

IT team member determines if the device needs to be sent out for repair.

Yes

No

Device is sent to manufacturer who completes the repair and ships the device back to school.

IT team member completes the repair.

If warranted, SAU Business Office generates invoice and sends it to the student's parent/guardian. Upon payment, IT team member meets with student and communicates with parent/guardian to explain the repair, collects the loaner Chromebook and returns the repaired device to the student.