

Riverside Local Schools



Chromebook Procedures and Information

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RLSD Student Agreement for Chromebook Use

Student's Agreement of Acceptable Use Policy Every student, regardless of age, must read and agree to the below:

RLSD Student Acknowledgement of Online Handbook

RLSD Parent Agreement for Chromebook Use

Parent or Guardian Network Usage Agreement

To be read and agreed by parents or guardians of students who are under 18: RLSD Parent Acknowledgement of Online Handbook

INTRODUCTION

As part of our commitment to *Educating Excellence*, Riverside Local Schools continues to empower students through access to technology and resources that support personalized learning. The 1:1 Chromebook initiative is designed to provide all students with tools that enhance engagement, increase academic achievement, and build future-ready skills. Excellence in education today demands that technology be seamlessly integrated into all aspects of the learning experience—not as a separate subject, but as a dynamic support for personalized, competency-based instruction.

The individual use of Chromebooks helps students explore their unique learning paths, collaborate with peers, and take ownership of their growth. Research shows that students in 1:1 learning environments are more organized, more engaged, and develop stronger problem-solving and technology skills. Chromebooks serve as a modern learning tool that supports our vision of “One Community, Pursuing Greatness, and Getting Better Every Day.”

In this model, the role of the teacher is not diminished but transformed. Technology allows educators to move beyond whole-group instruction to facilitate differentiated, student-centered learning experiences. Learning becomes more relevant, accessible, and flexible—extending beyond the school day and beyond the classroom walls.

Program Details

Students in grades 1–12 will be assigned individual Chromebooks and are permitted to take them home.

Kindergarten students will use Chromebooks in the classroom but will not be assigned devices to take home.

This initiative reflects Riverside’s ongoing commitment to preparing students for college, careers, and life through innovation, responsibility, and excellence in all we do.



1. RECEIVING AND RETURNING A CHROMEBOOK

1.1 Receiving a Chromebook

- a. Each student – Grades 1-12 - will receive a Chromebook, case, and charger.
- b. Parents /guardians and students must agree to the Student Computer Use Policy and Student Pledge documents before a Chromebook is issued to the student. Students in Grade 1 will receive a new Chromebook and will keep it until grade 7. At the beginning of grade 7 they will receive another new Chromebook and keep it until graduation.
- c. Chromebooks will be labeled in a manner specified by the School District; This will include the tag number.
- d. The Chromebook is the property of the Riverside Local School District, 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 cloud service.

1.2 Returning a Chromebook

- a. Seniors-Chromebooks and all School District accessories will be returned before graduation so they can be checked for serviceability. 7th Grade- Chromebooks received in 1st grade will be collected during the 1st week of school. New Chromebooks will be handed out at the same time.
- b. Chromebooks must be returned immediately when a student transfers out of the School District, is expelled, or terminates enrollment for any reason.

1.3 Fines Related to a Chromebook

- a. Chromebooks, cases, and chargers will be turned in to the RLSD staff when requested in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, fee schedule below, but not to exceed the replacement cost of the Chromebook. The IT Department 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. Failure to return the Chromebook will result in a theft report filed with the Lake County Sheriff's Department.
- c. In the case of damage to the Chromebook throughout the year, the student/parent/guardian will be charged a damage fee.
- d. Damage fees will be posted on the district website under the Technology department page. <https://www.riversidelocalschools.com/Technology.aspx>
For the 25-26 school year a complete replacement cost is \$255.00
If you need to purchase a new A/C power adapter, the cost is \$35.00. We do not accept aftermarket power adapters purchased anywhere else. You must purchase a replacement from the District. This is a safety concern.

2. TAKING CARE OF A CHROMEBOOK

2.1 General Precautions

- a. Chromebooks must be charged for school each day. This is the student's responsibility.
- b. Avoid applying liquids to the Chromebook. The Chromebook screen can be cleaned with a soft, slightly water-dampened, 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.
- c. Do not lift, carry, or otherwise grab the Chromebook by the screen.
- d. 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 the school's main Office or the Tech department.
- e. There is no altering of system software of this device.
- f. Never throw or slide a Chromebook.
- g. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- h. Chromebooks and district provided cover must remain free of any writing, drawing, stickers, or labels that are not the property of the School District.
- i. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- j. Chromebooks should be placed vertically in the top locker compartment or in a backpack/book bag to avoid putting any pressure on the screen.
- k. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- l. 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.

2.2 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- a. Do not place anything near the Chromebook that could put pressure on the screen.
- b. Do not place anything in the carrying case that will press against the cover.
- c. Clean the screen with a soft, dry cloth or antistatic cloth.
- d. Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- e. The district does offer a screen protector for \$10.00 [Screen protector request form](#)

3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students should bring their Chromebook to all classes, unless

specifically instructed not to do so by their teacher. When not being carried to class, the Chromebook should always be stored in a secure (locked) location.

3.1 Chromebooks Left At Home

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present.

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, so having a “loaner” is not guaranteed.

3.3 Charging Your Chromebook’s Battery

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Repeat violations will result in students losing at home privileges.

3.4 Screensavers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions.

3.5 Sound, Music, Games, and Apps

Each student will have a Google for Education account managed by the Riverside Local School District. This account will be the conduit through which apps are downloaded to the Chromebook. Riverside Local Schools also contracts with Google to provide access to Google Workspace for Education core services to students and staff, and requires your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a closed and secure environment that is not accessible to anyone outside of the Riverside Local Schools. The core Google Workspace for Education services provided by Riverside Local Schools include:

- Gmail
- Google Calendar
- Google Docs
- Google Forms
- Google Sheets
- Google Slides
- Google Drive
- Google Classroom
- Notebook AI

More information about Google Workspace for Education core services may be found [here](#). In

addition, Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its [Google Workspace for Education Privacy Notice](#). You should review this information in its entirety.

Any additional, necessary applications will be installed on the Chromebook by the Riverside Technology department.

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds or headphones must be purchased by the student and use is subject to individual classroom rules.

a. Appropriate music is allowed on the Chromebook. Ear buds/headphones may be used in the classroom based upon individual teacher approval. The use of streaming music apps is prohibited. During passing periods, students may not use earbuds/headphones.

3.6 Home Internet Access

Parents/guardians, please take the necessary precautions for internet safety with your student! Reminder: The School District provides Securly internet filtering on the district's devices. These filters do follow the devices no matter where they are connected but nothing is perfect. It is the family's responsibility to monitor the student's use of the internet outside of the school setting.

a. While at school, students are required to be connected to the " Student" Wifi network for filtered internet access.

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.

Note: Ohio law generally prohibits a school district or its technology provider from electronically accessing or monitoring:

- The location tracking features of a school-issued device
- The audio or visual receiving, transmitting, or recording feature of a school-issued device
- Student interactions with a school-issued device, including but not limited to the keystrokes and web-browsing activity

However, general monitoring is permitted in certain circumstances, and in any year a school district elects to implement general monitoring, parents of enrolled students must be provided notice of such general monitoring. As a result, the District is notifying you that it implements general monitoring when:

- The activity is limited to a noncommercial educational purpose for instruction, technical support, or exam proctoring
- The activity is permitted under a judicial warrant
- The device is missing or stolen
- The activity is necessary to prevent or respond to a threat to life or safety, and the access is limited to that purpose

- The activity is necessary to comply with federal or state law
- The activity is necessary to participate in federal or state funding programs

In the meantime, parents now have the ability to monitor their child's internet history through Securly Parent. Securly Parent is an option for you to be able to view your child's internet history at school or at home when your child is using their school-issued device – or any device that your child is using if they are logged into it with their school email account. You will also have the ability to pause the internet at home or block specific websites if you are using the Securly App. The Securly App can be downloaded from your smartphone's App Store. Once the app is installed, you will need to type in your email address that you have set up in Infinite Campus. You will then receive an email from Securly verifying your identity and the app will automatically populate your children. You can learn more about Securly [HERE](#). If you have any questions about the District's general monitoring practices, or about Securly, please contact the District's Technology Director, John Renwick at 440.358.8220 or john.renwick@riversideschools.net.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving To The Chromebook/Cloud Storage

Students should save work to the district provided Google Drive account. In the event a Chromebook has to be reimaged or restored to factory settings. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

5. SOFTWARE ON Chromebooks/Student Google Accounts

5.1 Originally Installed Software

The apps and operating system originally installed by the School District must remain on the Chromebook/Student Google Account in usable condition and be easily accessible at all times. From time to time the school may add additional apps and upgrades. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps or installed inappropriate material.

5.2 Additional Software

Other apps may be added by the school throughout the school year.

5.3 Inspection

Students will be selected at random to provide their Chromebook for inspection. Chromebook use and contents will also be monitored remotely.

5.4 Procedure For Reloading Software

If technical difficulties occur, the Chromebook will be reset to factory settings. The District does not accept responsibility for the loss of any documents deleted due to the necessity of a reformat and/or reimage.

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT (Elementary, Middle School and Riverside Campus)

The Riverside Local School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the district to be able to make its computer network and the Internet available to students, all students must take responsibility for the appropriate and lawful use of these services. While the district's teachers and other staff will make every reasonable effort to supervise student use of the network and Internet access, student cooperation is essential in exercising and promoting responsible use of this access.

The following is the Computer Network and Internet Acceptable Use Policy and Agreement ("Policy") for students of the Riverside Local School District. Upon reviewing and agreeing to this Policy, each student will be given the opportunity to enjoy and benefit from network and Internet access. If a student is under 18 years of age, s/he must also have his or her parent or guardian read and agree to the Policy. The school district cannot provide network/Internet access to any student who, if 18 or older, fails to agree to the Policy to the school as directed or, if less than 18, does not agree to the Policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of this policy regarding computer network and Internet use. If you have any questions about these provisions, you should contact your principal or the person that your school has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and s/he may be subject to additional disciplinary action.

I. Personal Responsibility

By agreeing to this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any obvious misuse of the network to your principal or a person designated by the school for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

II. Term of the Permitted Use.

A student who agrees to this Policy and follows the Policy to which s/he has agreed will have computer network and Internet access during the course of the current school year only. Students will need to agree to a new Policy yearly while they are students to receive future access.

III. Purpose and Use.

A. The school district is providing access to its computer networks and the Internet only for educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with your teacher or another designated person to help you decide if a use is appropriate.

B. Netiquette. All users must abide by rules of network etiquette. When using computers...

1. **Be Polite and Courteous.** Always use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language. Don't engage in defamation (harming another's reputation by lies). Never make ethnic, sexual preference, or gender-related slurs or jokes while on a computer or online. Do not transmit offensive or harassing messages.

2. **Be safe.** *When using the computer network and Internet, do not reveal personal information such as your home address and telephone number to others online. Do not arrange a face-to-face meeting with someone you meet on the computer network or Internet, if you are under 18, without parental permission, and regardless of age, in a secluded place or in a private setting. (Parents...please stress this issue with your student.)* Also, never disclose to others your own network user name or password.

3. **Be Honest.** Do not employ another's password or some other user identifier that misleads others into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet. Also, to prevent someone else from pretending to be you, do not disclose to others your own network user name or password.

4. **Be Lawful.** Never offer for sale or use any substance the possession or use of which is prohibited by the school district's Pupil Conduct Code. Never view, transmit or download pornographic, vulgar or otherwise inappropriate materials or materials that encourage others to violate the law. Do not intrude into the networks or computers of others or download or transmit confidential, trade secret information, or copyrighted materials. *Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.* Never upload or download computer worms, virus', trojans, time bombs, or other harmful programming. Do not damage/vandalize the school's technology resources.

5. **Be Aware.** It is unlawful to circumvent or attempt to circumvent any district network or Internet *security, controls, and/or internet filtering* features. Computer, network, and Internet services are intentionally limited and controlled at school and any attempt to infiltrate any unauthorized programs, files, features, and/or services will result in disciplinary action against the student.

6. **Be Responsible.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the principal or the person designated by the School.

7. Be On Task. Access to school computers is provided to enhance educational opportunities. Students are not allowed to sell or buy anything over the Internet while at school. You should never give others private information about you or others, including credit card numbers and social security numbers. *Students are not permitted to play online computer games on district-owned computers.*

IV. Privacy

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access, including student-created files residing on school computers, and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

V. Failure to Follow Policy and Breach of Agreement

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's tenure in the district. Other disciplinary action may also follow. Further, a user violates this Policy and Agreement if s/he permits another use to use his/her account or password to access the computer network and Internet, including a user whose access has been denied or terminated.

VI. Disclaimer of Liability

The District makes no guarantee that the functions or services provided by or through the computer network and Internet will be error free or without defect. The District will not be responsible for any damage you may suffer including but not limited to loss of data, interruptions of service, or exposure to offensive material. The District is not responsible for the accuracy or quality of the information obtained through or stored on the computer network or Internet. The District will not be responsible for financial obligations arising from the unauthorized use of the system. Due to the nature of electronic communications, it is not possible for the District to guarantee the confidentiality of email sent and received over the computer network and the Internet.

VII. Updates

Users, and if appropriate, the user's parents/guardians, may be asked in the future to provide new or additional registration and account information or to agree to a new Policy, for example, to reflect developments in the law or technology. Such information must be provided if the user wishes to continue to receive service.

RLSD Student Agreement for Chromebook Use

I understand my Chromebook is the property of the Riverside Local School District and as a result may be subject to inspection at any time. I should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported Google Account. I agree to the following in order to properly care for my Chromebook as intended.

- This Chromebook will not be left unattended and its whereabouts will be known at all times.
- The use of this Chromebook is solely for my use. The device will not be loaned to other individuals.
- I will take care of my Chromebook in the following ways:
 - ensure the battery is charged daily
 - keep food and beverages away from the device
 - use the case provided at all times
- As this is an instructional tool to enhance my learning, and should be used accordingly.
- In the event my Chromebook is stolen or vandalized, a police report will be filed.
- In the event the Chromebook breaks or is not functioning properly, I will not attempt to fix or repair it.
- I understand that my family is financially responsible in the event I lose my Chromebook and for all damages caused by abuse or neglect.
- At the end of the school year, the Chromebook, case, and power cord will be returned in good, working condition. I understand and agree to the stipulations set forth in the Riverside Local Schools Chromebook Procedures and Information Guide; the School District's Acceptable Use Policy, and the student handbook.
- Repair costs can range anywhere between \$5 and \$255 depending on the type of repair needed and the make and model of the Chromebook:

Student's Agreement of Acceptable Use Policy Every student, regardless of age, must read and agree to the below:

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use Policy and Agreement. Should I commit any violation or in any way misuse my access to the Riverside Local School District computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

RLSD Student Acknowledgement of Online Handbook

This is to acknowledge that I have been made aware of my school's student handbook and I understand that I am responsible for knowing and adhering to the rules and procedures contained in the handbook as well as any other rules and procedures established by the school and Riverside Local School District.

RLSD Parent Agreement for Chromebook Use

As a parent/guardian, I understand my child's Chromebook is the property of the Riverside Local School District and as a result may be subject to inspection at any time. My child should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported Google Account. I agree to the following in order to properly care for and assist my child with using their Chromebook as intended.

- This Chromebook will not be left unattended and its whereabouts will be known at all times.
- The use of my child's Chromebook is solely for their use. The device will not be loaned to other individuals.
- I will assist my child in caring for their Chromebook in the following ways:
 - ensuring the battery is charged daily
 - keeping food and beverages away from the device
 - monitoring that the case provided is used at all times
- As this is an instructional tool to enhance my child's learning, continuous monitoring of appropriate use will take place as permitted by law. I understand the Chromebook does have a filter for the internet when connected to networks not controlled by the Riverside Local School District but the District and I have the ability to monitor my student's activity through the Securly Parent App
- In the event my child's Chromebook is stolen or vandalized, a police report will be filed under my overseeing.
- In the event the Chromebook breaks or is not functioning properly, I will not attempt to fix or repair it.
- I understand that I am financially responsible in the event my child loses their Chromebook and for all damages caused by abuse or neglect.
- I understand and agree to the stipulations set forth in the Riverside Local Schools Chromebook Procedures and Information Guide; the School District's Acceptable Use Policy, and the student handbook.
- Repair costs can range anywhere between \$5 to \$255 depending on the type of repair needed and the make and model of the Chromebook:

Parent or Guardian Network Usage Agreement

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward will comply with the terms of the Riverside Local School District Acceptable Use Policy and Agreement for student access to the district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore agreeing to this Policy and agree to indemnify and hold harmless the school, the school district against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. I understand that I will be responsible for the costs associated with any physical damages caused by my student to school technology resources. Further, I agree to provide supervision of my child's or ward's use of his/her school access account if and when such access is available off campus. I hereby give permission for my child or ward to use the building-approved account to access the Riverside Local School District computer network and the Internet.

RLSD Parent Acknowledgement of Online Handbook

This is to acknowledge that I have been made aware of the school's student handbook and I understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, and procedures of the school and school district. I also understand that this handbook supersedes all prior handbooks and materials on the same subjects.