

ISD 698: Floodwood School District



Shared Digital Student Learning
Initiative: Family Handbook
Grades 1-12
2026-2027 School Year

Introduction

The purpose of the ISD 698 School District Learning Initiative is to improve engagement, personalization of student learning, as well as equitable technology access for all students. To achieve this, the district provides Chromebooks to students grades 1-12. This technology supports student learning and helps students be ready for college and their future. The policies, procedures, and information within this document apply to all Chromebooks used in ISD 698 school.

Access to a Chromebook

Parents and students must sign and return the Student Pledge, App Consent form, and ISD 698 Chromebook Insurance form before their child can use a Chromebook. Chromebooks will be provided within the classroom only from a shared bank of devices that are used across all classes.

General

- The Chromebook is owned by ISD 698 School and all users will follow the SD 698 Policy 524: Internet, Technology, and Cell Phone Acceptable Use and Safety found at <https://www.isd698.org/documents/district-policies/7366>. As a result, there should be no expectation of privacy on the device.
- Only use a clean, soft cloth to clean the screen, do not use cleansers of any type.
- Students will be responsible for correctly disconnecting and reconnecting the device from the charging station and returning it to its correct slot at the end of class when instructed by the teacher to do so. Cords and chargers must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, labels, or any other physical alterations that are not the property of ISD 698.
- Students may not remove any of the ISD 698 school labels or stickers.
- Chromebooks must never be left in any unsupervised area. Chromebooks are the responsibility of the student during the hour that they are assigned to them.
- The protective cases provided with Chromebooks have sufficient padding to protect the Chromebook from normal treatment. Breakage is generally the result of carelessness.
- Chromebooks should always be within the protective case provided by ISD 698.
- Chromebook cases may not be decorated, or customized with your name.

Using the Chromebook at School

Chromebooks are intended for in classroom use as instructed by a teacher. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and Campus Portal including grades, schedules and assignments may be accessed using the Chromebook.

If a student has missed school for a period of time, a Chromebook may be signed out on a nightly basis to take home to catch up on missing work. To sign out a Chromebook, a student and parent must complete the Overnight Technology Checkout Form before the device will be allowed to leave with the student. If a student needs the device for more than one night, including over the weekend, the bottom portion of the form must also be completed and signed by the Principal.

Procedure for Resetting Chromebooks

If technical difficulties occur or inappropriate apps are discovered, the Chromebook will be restored to initial student settings. ISD 698 does not accept responsibility for the loss of any software, documents, or removed data due to a reset of the Chromebook.

Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Floodwood Schools tech department will assist with ensuring the updates are downloaded properly and in a timely manner.

Inspection

The Chromebooks provided are ISD 698 property; devices may be selected at random for inspection to district staff at any time.

Content, Photos and Data

All content, photos and data, including home screen wallpapers and avatar images, must fall within the Technology Responsible Use Policy. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or other inappropriate pictures will result in referral to the office and other disciplinary actions will apply based on Student Code of Conduct Policy. Upon request, Chromebooks will be inspected, and the student will provide any passwords needed. Upon failure to comply, the student Chromebook may be reset to factory settings WITHOUT backing up the student data.

Sound, Music, Games, or Apps

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds are not provided by the school. Music is allowed on the Chromebook and can be used at the discretion of the teacher.

Saving to the Chromebook

It is required that students email documents to themselves for storage or save documents on their Google Drive. 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. Access to the district Google Drive and email will end if your enrollment at the Floodwood School District ends.

Network Connectivity

In the rare case that the district network is down, ISD 698 will not be responsible for lost or missing data.

Overnight Technology Checkout Policy

The Overnight Technology Checkout Policy is intended for students to have the ability to check out a Chromebook to take home for a specified period of time to catch up on any missing work due to long term illness or any other extended excused absence.

Procedure

Students can find the Overnight Technology Checkout Forms in the office. The top portion of the form will need to be completed by the student and parent/guardian then returned to the office. The form will be reviewed by the technology specialist and principal within two days, then returned to the student. If the request was denied, there will be an explanation on the form. Reasons for a denial may include, but are not limited to, needing makeup work due to poor time management within the classroom, unexcused absences, excessive tardies or skipping. If the request was approved, your student will be sent with a Chromebook, case and charger to use for that approved amount of time. Upon the approval, it is expected that the device will be used for educational purposes only. It is also expected that all policies will be followed as they are outlined in the handbook and this document. Any damages that may occur will be billed to the family, unless otherwise covered by the optional paid for insurance plan. The Chromebook, case and charger will be due the morning of the return date noted on the Overnight Technology Checkout Form, failure to do so will result in a daily late fee of \$5 per day late. Example: A student has been approved to have a Chromebook and charger from October 5th through October 7th. The student returns the Chromebook on the morning of October 9th, the late fee charged to the family is \$10. Chromebooks not returned after being 7 days late, will be reported as theft to local law enforcement and a full replacement charge of \$350 will be invoiced to the family.

Home Use

Students grades 7-12 may bring Chromebooks home for educational purposes when approved to do so by the Principal and after the Overnight Technology Checkout Form is completed. Any damages that may occur will be billed to the family, unless otherwise covered by the optional paid for insurance plan.

Some tips for home use:

- The Chromebook should never be left unattended or in a car.
- When leaving the school or “out and about”, the Chromebook should not be visible for the safety of the student.
- Parents should spend time setting up home guidelines for the use of the Chromebook.
- Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. However, the Technology Responsible Use Policy must be followed while at home when using a district-owned device.
- Technology support is not available outside of the school day.
- Chromebooks should not be exposed to extreme heat or cold.

Care of the Chromebook

Screen Care

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

- Do not lean on the top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the Chromebook against lockers, walls, car doors, floors etc. as it will eventually break the screen.

Storing your Chromebook

When students are not using Chromebooks, they should be stored in the designated area in the classroom or charging cart. Students are expected to reconnect the charging cable to the device properly when placing the device back in its assigned location.

Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the lunchroom, library, locker rooms, unlocked classrooms, restrooms, and hallways. If a Chromebook is found in an unsupervised area, it will be taken to the office. Never leave the Chromebook on the floor where it can be stepped on.

Carrying your Chromebook

- Chromebooks are to be carried at the front of the body. Students are to walk with care through the hallways, being careful not to bump the Chromebook or another student.
- Chromebooks are susceptible to breakage when dropped.

Responsibilities

Responsibilities and Technology Responsible Use

Students are to follow all expectations as outlined in the ISD 698 Technology Responsible Use Policy. A full version of the ISD 698 Policy 524: Internet, Technology, and Cell Phone Acceptable Use and Safety can be found at <https://www.isd698.org/documents/district-policies/7366>

These include but are not limited to the following:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms or sites selling term papers, book reports, and other forms of student work
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming-Sending mass or inappropriate emails
- Gaining access to other students' accounts, files, and/or data
- Use of anonymous and/or false communications through online website or social media apps
- Students are not allowed to give our personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary to chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the school district's web filter through a web proxy
- Any violation of the district Student Code of Conduct
- Breaking terms of use on any website, app, or program

While in School, School Responsibilities are to:

- Provide internet and email access to its students
- Provide internet blocking of inappropriate materials, as able, while in school.
- Review, monitor, and restrict information stored on or transmitted via ISD 698 owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Technology Responsible Use Policy.

At all times, Students are responsible for:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to Chromebook/internet use.
- Using all technology resources in an appropriate manner so as to not damage district equipment.
- Helping ISD 698 school protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Logging off and securing their Chromebook after they are done working to protect their work and information.
- Report inappropriate behavior or use to an adult.
- Report any device damage to staff immediately.

Behaviors and Discipline Related to Student Chromebook Use

| <i>“Traditional” Classroom Violations</i> | <i>Technology Related Behavior Violations Equivalent</i> |
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| Passing notes, reading magazines, games, etc. | Email, texting, FaceTime, internet surfing, etc. |
| Vandalism/property damage to school owned equipment | Damaging, defacing, placing stickers, etc. to Chromebook |
| Breaking into someone else’s locker or classroom | Using account belonging to another student or staff member |
| Bullying/harassment | Cyber-bullying |
| Inappropriate language, harassment | Using profanity, obscenity, racist terms |
| Cheating, copying assignment, plagiarism | Sending/forwarding assignment to another student to use as their own copy |
| Bringing inappropriate material to school in print form | Accessing inappropriate material |

Violations Unique to the ISD 698 Digital Student Learning Initiative:

- Attempts to defeat or bypass the district’s internet filter and/or security settings.
- Modifying the district’s browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity.
- Unauthorized downloading/installing of apps.
- Failure to participate appropriately in the shared device rules and policies as they are outlined in this document and communicated in the classroom.

Cyberbullying

The National Crime Prevention Council defines cyberbullying as “When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person.”

It is critical for all students to know bullying and cyberbullying are not acceptable behaviors at any time or anywhere. Students should report bullying behaviors to their teacher or administrative team. Bullying in any form will not be tolerated and disciplinary action will be taken. The most up to date version of Policy 514: Bullying Prohibition can be found at <https://www.isd698.org/documents/district-policies/7366>.

Damage, Loss, and Technical Problems

Technical Problems

If you are encountering technical problems, report it immediately to a teacher/staff member.

Damage

Complete a Digital Student Device Damage Report and Billing Form (available in the technology department) immediately if the Chromebook is damaged. Cost to families will be based on the insurance plan. Students will be liable for the cost of the repair or replacement if the Chromebook is intentionally damaged.

Lost or Stolen

The student or parent/guardian is required to immediately notify a school administrator in all cases of stolen or lost Chromebooks. Failure to report lost or stolen property in a timely manner could result in holding you liable for the entire cost of the Chromebook. You will be issued one case and charger for devices that are approved to be taken off property. You will be responsible for replacement and purchasing additional supplies if needed.

Student Name: _____ **Grade:** _____

Floodwood School ISD 698 ~ DSLI: Handbook Form

Please sign below to indicate you have read, understand and agree to the entirety of the Digital Student Learning Initiative: Family Handbook.

Parent/Guardian Signature: _____

Date: _____

Floodwood School ISD 698 ~ App Consent Form

In order for ISD 698 to continue to provide your student with the most effective web based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

ISD 698 utilizes several computer software applications and web based services, operated not by ISD 698 but by third parties.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as ISD 698 to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

The District Student Learning Initiative will constitute consent for ISD 698 to provide personal identifying information for your child consisting of first name, last name, email address and username to web based educational programs and services which ISD 698 may add during the upcoming academic year.

Please sign below to indicate that you have read and understand the above information regarding your child's personal identifying information and consent to ISD 698 sharing the above noted information on your behalf.

Parent/Guardian Signature: _____

Date: _____

Floodwood School ISD 698 ~ Student Pledge for Chromebook Use

Students, please read and initial next to each of the following statements indicating your understanding and agreement.

___ I will take good care of district owned Chromebooks.

___ I will never leave a Chromebook unattended.

___ I will never loan out a Chromebook that was assigned to me to other individuals.

___ I will help ISD 698 protect its network by contacting an administrator about any security problems that may occur.

___ I will never use technology to cheat and agree to report inappropriate usage when necessary.

___ I understand that any device I have used and district email account are subject to inspection at any time without notice and remain the property of the Floodwood School District. There should be no expectation of privacy.

___ I will keep food and beverages away from Chromebooks.

___ I will not disassemble any part of a Chromebook or attempt any repairs.

___ I will protect the Chromebook by only carrying it while in the case provided.

___ I will use the Chromebook in ways that are appropriate, meet ISD 698 Schools Internet Acceptable Use and Safety Policy.

___ I will not place decorations (stickers, marks, ect.) on the Chromebook. I will not deface the serial number, name tag, or any other identification on the Chromebook.

___ I will cooperate when an adult requests to inspect the Chromebook, remembering that it is property of ISD 698 School.

___ I will follow the policies outlined in the Chromebook Handbook and the Technology Responsible Use Policy at all times.

___ I will demonstrate my maturity by using the Chromebooks in ways that are appropriate, meet ISD 698 expectations, and are educational.

___ I will immediately notify the technology department in case of theft or vandalism.

___ I will be responsible for all damage or loss caused by neglect or abuse and immediately report them to a teacher or member of ISD 698 staff.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Floodwood School ISD 698 ~ Chromebook Policy Acceptance and Insurance Plan

***Student/Parent Chromebook Agreement**

Grade: _____ **School Year:** _____

Student Name: _____

Parent/Guardian Name: _____

Address: _____

Parent/Guardian Phone Number: _____

Parent/Guardian email address: _____

Please review the Floodwood Schools Shared Digital Student Learning Initiative policies. These are

located online through the district web page <https://www.isd698.org/page/technology>

Grades 1-12 students must select an Insurance Option

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| <p><u>School District Insurance Gr. 3-12 students only</u></p> <ul style="list-style-type: none"><input type="checkbox"/> I have paid for insurance on-line through Infinite Campus (recommended)<input type="checkbox"/> I am sending a check with my student.<input type="checkbox"/> I am sending cash with my student.<input type="checkbox"/> My student is K-2 and does not require insurance | <p>No Insurance</p> <ul style="list-style-type: none"><input type="checkbox"/> I understand that accidents happen, but still choose not to take insurance. By choosing not to have insurance, we agree to pay all repair costs. <p>Typical costs: Chromebook~ \$300 Screen replacement ~ \$100</p> |
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Please see the back of this document for a full description of the Chromebook Insurance Plan.

***We have read and agree to all of the policies and guidelines stated in the Floodwood School Shared Digital Student Learning Initiative Family Handbook. Which includes....**

- Student Responsibilities and Pledge for Chromebook use
- Chromebook Insurance Options
- the DSLI Handbook Form
- App Consent Form

Parent or Guardian: _____ Date: _____

Signature Student: _____ Date: _____

Floodwood School families have the option to purchase insurance through the school district as part of the Shared Digital Student Learning Initiative (DSLⁱ). All families are encouraged to participate in the insurance option, but are not required to do so. Families who do not choose to purchase insurance are responsible for the full cost of repair and/or replacement of a damaged or stolen Chromebook. Insurance is available for 1st-12th grade students.

Costs

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| <p>School District Insurance Plan ~ Annual non-refundable fee:</p> <ul style="list-style-type: none"> ● First Device \$15 ● Second Device \$10 ● Third Device \$5 (\$30 Family Maximum) | <p>Repairable accidental damage deductible:</p> <ul style="list-style-type: none"> ● 1st Incident: \$0 ● 2nd Incident: \$50 ● 3rd Incident: \$100 | <p>Maximum Major Damage Coverage:</p> <ul style="list-style-type: none"> ● Deductible: \$100 ● 1 complete device replacement in a 4 year period |
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| <p>Typical Repair Costs Without Insurance</p> <ul style="list-style-type: none"> ● Screen replacement: \$75 ● Complete Chromebook: \$350 | <p>Coverage with Insurance The following items are covered:</p> <ul style="list-style-type: none"> ● Accidental Damage ● Theft (police reported must be filed) | <p>Not Covered The following items are not covered:</p> <ul style="list-style-type: none"> ● Damage deemed intentional ● Actions deemed negligent ● Lost Chromebook ● Lost Charger ● Lost Case |
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Claims

- To file a claim, both the student and parent will need to complete and submit the Student Device Damage Report and Billing Form. The damaged Chromebook must be presented (or police report if theft occurred) to the technology department.
- The parent and student will be required to complete a claim form and pay the deductible. Every effort will be made to immediately replace the Chromebook with the same model of the damaged or stolen one.

Replacement chargers and Chromebook cases must be purchased from the technology department to ensure compatibility

- Chargers = \$20
 - One replacement cable issued at no cost through the insurance program with the exchange of the faulty or damaged cable
- Chromebook Cases = \$50
 - School issued cases must remain on the Chromebook at all times, name tags must be visible in the lid case, and do not decorate the case.
 - One replacement case issued at no cost through the insurance program with the exchange of the broken case.

Access to the technology in Floodwood School has been established for educational purposes. The use of school district electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.