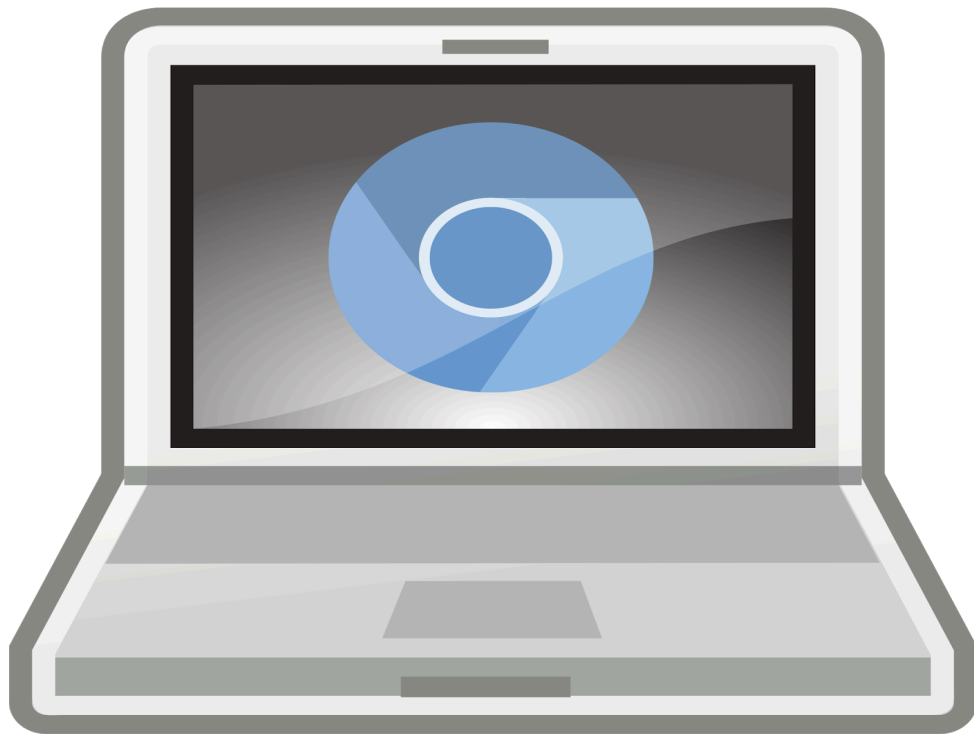


Circle of Independent Learning Chromebook Procedures & Information Handbook



COIL CHARTER SCHOOL

Technology Lending Agreement & Chromebook Use Guidelines

COIL Charter School provides technology to support student learning and access to educational programs and resources. Students who are issued a Chromebook and/or other technology equipment are expected to use the equipment responsibly, appropriately, and primarily for educational purposes.

School-issued Chromebooks, chargers, accounts, and related equipment remain the property of COIL/FUSD and must be cared for appropriately throughout the school year.

1. RECEIVING A CHROMEBOOK

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Chromebooks are available to eligible COIL students who need a school-issued device to access their educational program.

Before a Chromebook is issued:

- **The student's Advisory Teacher (AT) is responsible for submitting all Chromebook requests.**
- Once the request has been processed, the Advisory Teacher will provide the parent/guardian with the **scheduled date and time for Chromebook pickup.**
- The **parent/guardian and student must come in person to the COIL Office** at the scheduled pickup time.
- The parent/guardian and student must review and sign the **COIL Technology Lending Agreement** before the Chromebook is issued.
- The Chromebook and any accompanying equipment will be assigned directly to the individual student.
- The student is responsible for the care and appropriate use of all equipment assigned to them.
- School-issued devices and accounts remain the property of COIL/FUSD and may be inspected or reviewed by authorized school personnel in accordance with applicable school and district policies.

All Chromebook requests and pickup arrangements must go through the student's Advisory Teacher.

- Students should not exchange or lend their assigned Chromebook to another student or individual.
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2. TECHNOLOGY SUPPORT

If a student experiences a problem with a Chromebook, charger, school account, or other school-issued technology, the **student or parent/guardian should contact the student's Advisory Teacher (AT).**

The Advisory Teacher will assist with the appropriate next steps and technology support process.

Please do not contact the front desk directly for Chromebook requests, exchanges, or technology concerns.

Students should report technology problems as soon as possible and should not attempt to repair, modify, or dismantle a school-issued device themselves.

3. STUDENT RESPONSIBILITY & DEVICE CARE

Students are responsible for taking reasonable care of their assigned Chromebook.

Students are expected to:

- Keep the Chromebook clean and protected from food and liquids.
- Carry and handle the Chromebook carefully.
- Keep the Chromebook on a stable surface when in use.
- Avoid placing pressure or heavy objects on the Chromebook or screen.
- Insert chargers, headphones, and other cables carefully.
- Keep the Chromebook away from extreme heat or cold, including leaving it unattended in a vehicle.
- Keep all COIL/FUSD identification labels and asset tags attached and visible.
- **Keep the Chromebook free from unauthorized writing, drawings, stickers, or labels.**
- Keep the Chromebook and charger together whenever possible.
- Report damage, loss, theft, or technical problems promptly to their Advisory Teacher.

Students may not attempt to open, repair, alter, or physically modify a Chromebook.

4. APPROPRIATE USE

School-issued technology is provided to support a student's educational program.

Students are expected to use Chromebooks, school accounts, internet access, and digital resources responsibly and in accordance with COIL/FUSD policies.

Students may not:

- Use school technology for unlawful or inappropriate activities.
- Attempt to bypass, disable, or interfere with school security, filtering, monitoring, or device-management systems.
- Remove or alter device identification or asset information.
- Access another person's account without authorization.
- Share passwords or login credentials with other students.
- Install or use unauthorized software, applications, browser extensions, or other programs.
- Use hacking tools or attempt to gain unauthorized access to school systems, networks, accounts, or devices.
- Use school technology to harass, threaten, impersonate, or harm another individual.
- Intentionally access, create, send, or distribute inappropriate content using school-issued technology.

Students are responsible for activity conducted through their assigned school account and Chromebook.

5. PASSWORDS & ACCOUNT SECURITY

Students should protect their school account and login information.

Students should:

- Keep passwords private.
- Do not allow others access to their account
- Log out or secure their Chromebook when it is not in use.
- Never use another student's account.
- Notify their Advisory Teacher if they believe their account has been accessed by someone else.
- Follow COIL/FUSD directions regarding account security and password changes.

6. DIGITAL CITIZENSHIP, ACADEMIC INTEGRITY & AI

Students are expected to demonstrate responsible digital citizenship when using school technology.

Information obtained online must be used appropriately and ethically. Students are expected to give credit to sources when required and follow COIL expectations regarding plagiarism and academic integrity.

Artificial intelligence (AI) tools and other digital resources may only be used in accordance with teacher directions, course expectations, and applicable COIL/FUSD policies.

Students remain responsible for the work they submit. Use of AI or another digital tool does not replace the student's responsibility to understand their work, follow assignment requirements, and appropriately identify or cite outside assistance when required by the teacher.

7. PHOTOS, VIDEO & RECORDING

School-issued Chromebooks may include cameras, microphones, and recording capabilities.

Students must use these features responsibly.

- Students must obtain appropriate permission before photographing or recording another person.
 - Photos, video, or audio of another individual may not be posted or distributed without appropriate permission.
 - Cameras or recording devices may never be used in restrooms, locker rooms, or other locations where an individual has a reasonable expectation of privacy.
 - Recording features should be used for educational purposes when directed or permitted by school staff.
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8. DAMAGE, LOSS OR THEFT

Students and families should report a damaged, lost, or stolen Chromebook or charger to the student's Advisory Teacher **as soon as possible**.

Normal wear and accidental damage will be reviewed by COIL Administration and/or appropriate technology personnel.

Families may be held financially responsible for damage or loss resulting from intentional damage, misuse, neglect, or failure to return school-issued equipment, consistent with applicable COIL/FUSD policies and requirements.

Repair or replacement costs, when applicable, will be determined based on the equipment, circumstances, and current replacement or repair cost.

If a Chromebook is stolen, COIL may require additional documentation, including a police report when appropriate.

COIL/FUSD may use available device-management or location tools to assist in locating school-owned equipment when permitted by applicable policy.

9. RETURNING SCHOOL-ISSUED TECHNOLOGY

Chromebooks, chargers, and other school-issued equipment must be returned when requested by COIL.

Students will be required to return equipment:

- Upon withdrawal or disenrollment from COIL;
- At the end of the school year;
- When a replacement or exchange is required;
- When requested by COIL Administration or appropriate staff

All assigned equipment should be returned in satisfactory condition, allowing for reasonable wear from normal use.

Failure to return school-owned equipment may result in applicable replacement charges or other actions consistent with COIL/FUSD policy.

STUDENT & PARENT/GUARDIAN ACKNOWLEDGMENT

By signing the Technology Agreement, the parent/guardian and student acknowledge that they have reviewed and agree to follow the **COIL Technology Lending Agreement & Chromebook Use Guidelines**.

They understand that:

- School-issued technology remains the property of COIL/FUSD.
- The student is responsible for the proper care and use of all assigned equipment.
- School-issued technology is intended to support the student's educational program.
- Technology concerns, Chromebook requests, and device issues must be communicated through the student's **Advisory Teacher (AT)**.
- Lost, stolen, or damaged equipment must be reported promptly to the student's Advisory Teacher.
- School-issued equipment must be returned when requested by COIL.
- Failure to follow these expectations may result in appropriate action in accordance with COIL/FUSD policies.