

School District of Jefferson 2024 Summer School Student Handbook



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Mission Statement

"Empowering Futures Together"

Non-Discrimination Policy

The School District of Jefferson does not discriminate against any person on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its educational programs or activities. Federal law prohibits discrimination in employment based on age, race, color, national origin, sex or handicap.

Organizational Structure

The School District of Jefferson is pleased to offer summer school for academic achievement and enrichment purposes. High school courses for credit recovery and enrichment are offered. Middle School and Elementary academic and enrichment classes will also be taught. All courses except Kindergarten camp and JMS Counts are taught at Jefferson High School. There is something for all children in our summer school program!

Summer School Administration

Nikki Krause and Rick Lehman will be Co-Principals of the 2024 Summer School program. The Head Summer School Administrative Assistant is Jenny Brawders. You may contact us at 920-675-1195.

Summer School Locations

All courses except JMS Counts are taught at Jefferson High School, 700 W. Milwaukee St, Jefferson, WI. Summer school golf, fishing, and bowling have transportation provided to off-site locations during class periods. JMS Counts credit recovery class will be at Jefferson Middle School, 501 S. Taft Ave, Jefferson, WI.

Who Is Eligible

The School District of Jefferson offers a comprehensive Summer School program to students living in the Jefferson area. Our summer program is available to children regardless of whether they attend public or parochial school during the year at no cost. Open Enrolled or out-of-district students can request applications through the School District of Jefferson district office at (920) 675-1000.

Summer School Schedule

Summer school will begin on Monday, June 10, 2024, and end on Thursday, July 19, 2024. There will be **no school on Thursday, July 4th or Friday, July 5th, 2024** in celebration of Independence Day. Please be sure to check course descriptions in the course catalog to make sure you know how many weeks each course is offered. Most classes meet for 55 minutes. (Some courses specify they are for 2 hours or more.) Please refer to course descriptions in the course catalog for the length of each class.

Session 1: Monday, June 10- Friday, June 28
Session 2: Monday, July 1- Friday, July 19

Daily Schedule:

0 Hour	6:00-7:55 AM
1 st Hour	8:00-8:55 AM
2 nd Hour	9:00-9:55 AM
3 rd Hour	10:00-10:55 AM
4 th Hour	11:00-11:55 AM

Breakfast & Lunch Program

Monday, June 10, 2024, and end on Thursday, July 19, 2024. ***(No meals served on July 4 or July 5, 2024).***

The School District of Jefferson plans to offer breakfast and lunch through the Summer Food Program. The program will be further outlined in spring 2024 by Food Services and Wisconsin DPI. All children 18 years of age and under are eligible to receive breakfast and lunch. You do not need to sign up or apply for the program. Breakfast and lunch will be served daily while summer school is in session.

Daily Dismissal

We ask for your cooperation for the safety and protection of your children. Please be on time to transport your children. If your child is not participating in the lunch program at JHS, they will need to be picked up at 11:55 AM. If children are not picked up by 12:30 PM, they will be waiting in the Summer School office so they are not left unattended in the parking lot.



- 1- Car Drop Off/ Pickup**
- 2- Bus Loading/ Bike Racks**
- 3- Staff Parking**

Registration

Summer School registration will be done in two steps.

1. Summer School Sign Up - Monday, February 26, 2024-Friday, March 22 2024, online sign-up form will be open to inform the district of student intent to attend and provide demographic and contact information.
2. Summer School Class Selection - Wednesday, April 10, 2024, at 5:00 PM online class selection will open and remain open until Monday, April 29, 2024.

The course catalog will be available on the district website at www.sdoj.org and in each school office. Copies of the course catalog will also be available on class selection help night, Wednesday, April 10, 2024, at Jefferson High School from 5:00-6:30 PM, in the Cafeteria/Commons. We will have computers and translators available for your convenience and we will be available to assist you with any class selection concerns.

Enrichment Class Attendance

Although we would like all students to attend enrichment classes on a regular basis, the attendance policy is more relaxed. Please take into account that teachers prepare lessons for all students enrolled in their classes. Students will not be dropped from enrichment classes based on attendance. (Per Board Policy 2440)

Attendance Policy for Credit Recovery Classes

Any student that is absent for more than 5 days, will be withdrawn from the 2024 Summer School Program (non-school sponsored activities).

Tardy Policy for Credit Recovery Classes

Any student with more than 5 tardies in a particular class may be removed from the class.

Reporting Student Absence

Once summer school is in session, our office is located in the High School Main Office. Parents are requested to call the Summer School office at 920-675-1195 or email summerschool@sdoj.org to report a student's absence.

Program Course Changes

Requests for schedule changes can only be made if the request is made by a parent in person or in writing. Entry into another course can only be made if that class has an opening.

Withdrawal From Courses

Please notify the Summer School office at 920-675-1195 if you choose to withdraw your child from summer school.

Visitors to the School

Insurance practices dictate that students who are not enrolled in the Jefferson summer school program are not permitted to visit. Any person other than a District student or a District employee who is present on school premises is regarded as a visitor. Visitors may include parents and guardians of students, School Board members, school volunteers, invited speakers, vendors, representatives of the news media, interested citizens, etc.

Since the building principal is responsible for helping ensure the safety of all persons in the school and for maintaining a school environment conducive to learning, all visitors are expected to report to the school office for a visitor's pass before going anywhere in the building during the school day. Determination or disposition of an individual's request to visit the school will be made by the building principal or his/her designee in accordance with administrative procedures currently in force. (Per Board Policy 9150)

Raptor Visitor Management System

A top priority for the School District of Jefferson is the safety and security of our students and staff. As such, the district is using the Raptor Visitor Management System in all our schools.

Upon entering a district building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system.

The Raptor system checks the visitor's name and date of birth for comparison with a national database. This information is not shared with any outside agency. If entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

We appreciate the cooperation of all visitors as well as your support in enhancing the safety protocols of our school district.

Bus Riders

Dousman Transport will again be transporting students from these five locations:

*Please note the different locations, in bold, due to construction at the buildings.

Sullivan Veteran's Memorial Park (Grove Street), St. Peter's Lutheran School, Rome Community Center, Sherwood Drive, and **-at the corner of South Sanborn Avenue and East Dodge Street (by East Elementary)**. Students need to schedule a full, four-hour schedule to be bussed. If you are interested in a private contract for busing, (i.e., to a licensed daycare) please contact-Caroline Courtney at Dousman Transport, 920-674-5112. (Per Board Policy AG8610)

Please be certain to discuss with your children the bus rules that are included in this handbook.

BUS RESPONSIBILITIES

1. Students are expected to obey rules and regulations concerning the safety and comfort of all bus riders.
2. Students should be aware of the fact that the bus driver is in charge of the bus at all times.
3. Horseplay, scuffling, fighting, and moving from seat to seat is forbidden.
4. Name-calling, cursing, or obscene language is strictly forbidden.
5. Riders must keep hands, arms, and heads inside the bus at all times.

6. Students are expected to be at the reception point at least three minutes before scheduled pick-up time.
7. Tampering with the bus seats or bus equipment is forbidden. Damage to seats or other parts of the bus must be paid for by the person doing the damage.
8. Riders should assist in keeping the bus safe and clean.
9. Students who do not follow the rules will be reported to the principal for disciplinary action.
10. Bus riders are expected to be courteous to fellow pupils, older students should help the younger children, and everyone is expected to be courteous to the driver.

Weapons on School Premises

The Board of Education determines that possession or use of a weapon by students is detrimental to the welfare and safety of students, school personnel, and the Community.

Possession or use of any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. For purposes of this policy, it is immaterial that a weapon may be inoperable or "unloaded," and weapons also include, but are not limited to, any pistol, revolver, rifle, shotgun, air gun or spring gun, explosive devices including ammunition, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, knives (excluding traditional pocket knives with an encased blade less than two inches in length and which is not included as a "weapon" elsewhere in this policy) including any knife the blades of which can be opened by a flick of a button or pressure on the handle, and a pocket knife where the blade is carried in a partially opened position.

The possession or use of any such weapon by a student will result in suspension and/or proceedings for the expulsion of the student involved. (Per Board Policy 7217)

Dress Code

Although we respect a student's right to make these choices, we also need to set appropriate standards. As always, garments bearing offensive words or offensive slogans including references to alcohol, tobacco, drugs, or sexual activity are not allowed. In addition, hats, bandanas, and other headwear are not acceptable. When disagreements about appropriateness arise, the summer school will defer to the judgment of the adult teacher or administrator.

The following additional guidelines have been established.

1. Visible undergarments are not appropriate in a school setting.
2. No coats may be worn in the classroom. In case of colder than usual classrooms, students should be prepared with appropriate clothing.
3. No bare midriffs, open-back shirts, halter tops, strapless shirts, spaghetti straps, or single-strap shirts may be worn. All shirts must have straps that are at least 2 inches thick. All shirts must cover the back, stomach, and cleavage.
4. Very short mini-skirts, dresses, or shorts are not appropriate for school. In general, attire should extend beyond the fingertips when the hands are held loosely at the side.
5. Neither wallet nor hip chains should be worn to school.
6. Gang-affiliated jewelry or dress of any kind will not be allowed.
7. Pajamas are not to be worn in school.
8. In the event a student wears clothing that is inappropriate, the student will be asked to change the clothing.

(Per Board Policy 5511)

Cell Phones and Two-Way Communication Devices

Students may not bring, or use any 2-way communication devices while at school. (i.e., beepers, Walkie Talkies, or electronic pagers). The exception to this rule is regarding cell phones. Although not recommended, students are allowed to bring cell phones to school. Cell phones can be used prior to school and after school, but not during the school day. From 8:00 to 11:55 AM, cell phones are not to be turned on, and they are not to be used. From 8:00 to 11:55 AM, cell phones are to be turned off and stored in the student's backpack or designated space.

If a student violates the cell phone expectations explained above, the following consequences may result:

1st offense = cell phone/two-way communication device is confiscated and returned to the student at the end of the school day

2nd offense = cell phone/two-way communication device is confiscated, parents are called. Parents can pick up the cell phone at their earliest convenience. Summer school hours are 7:30 AM to 1:00 PM.

3rd offense = administration may choose to suspend the student from school.
(Per Board Policy 5136)

Gambling

Gambling of any kind is prohibited.

Guest Teachers

Substitute teachers are to be given the same respect as regular classroom teachers. The responsibility is on the student to treat a substitute teacher with the respect and courtesy that is due all persons.

Bringing Valuables to School

Students are expected to be in charge of what they bring to school. If you bring something of value and it is lost or stolen, the school cannot be responsible. We strongly recommend that students refrain from bringing personal items of value to the school.

Lost and Found

The Lost and Found is located outside the Summer School Office. Items are always available for students to look through. At the end of the summer school program, leftover items will be donated.

Leaving School Grounds During Class Time

For liability and student safety reasons, students are not permitted to leave the school campus during summer school hours, unless they are accompanied by staff to attend class in another location. All registered students are required to remain on school property unless they are leaving school to go home for the rest of the day. Students will not be permitted to leave campus and

return for classes. **Students who ride the bus must have a complete four-hour schedule, with no gaps in their schedule.** If a student is in violation of this policy and has received a warning about leaving campus, they will be removed from summer school for the remainder of summer school.

Emergency Drills Involving Students

Under the direction of and in consultation with the designated District Safety Coordinator, it is the responsibility of each building principal to ensure that his/her school schedules and conducts an appropriate number of (1) fire drills; (2) tornado and other hazard drills; (3) school safety incident-response drills; and (4) school violence response drills, in accordance with state law requirements and the District's school safety plan. (Per Board Policy 8420)

Severe Weather Emergencies and School Closings

When school is closed or delayed due to inclement weather or an emergency, the following notifications will be provided: Rapid notification service to include an email and voicemail to parents, students and staff. Posting of information on the district's website. Posting of information on Facebook. Broadcasting of information on the following stations: WFAW-Fort Atkinson (940 AM and 107.3 FM), WTMJ 620 AM/Channel 4 Milwaukee, WISC-TV Madison (Channel 3), and WMTV Channel 15 Madison. Severe weather emergency procedures are published yearly. In the event of severe weather, students will be directed to take cover in the nearest weather emergency shelter. Students are to cooperate with teacher directives in order to ensure safety of all persons. (Per Board Policy 8220)

Emergency Care Information

The safety and welfare of your child is a priority to all staff in the school district. If your child becomes ill or injured while under the supervision of the school, the following steps will be taken:

If your child has a minor accident or illness:

- First aid will be administered by trained staff in the school.
- You or your emergency designee will be contacted.
- If your child is comfortable doing so, she/he will be sent back to class.

If your child is unable to return to class:

- You or your emergency designee will be called to transport your child home.
- If no authorized adult can be reached, your child will be kept in school and continued attempts will be made to reach you or the emergency designee.

If your child is in need of immediate medical attention due to a serious injury or illness:

- On-site first aid will be rendered immediately according to school-approved procedures by trained school staff.
- You or your emergency designee will be contacted.
- When deemed necessary by the school administration or the parents, 911 will be called.

(Per Board Policy 5310.01 & AGs)

Alcohol, Tobacco Use, Vaping, and Other Drugs

Alcohol, tobacco, e-cigarettes, and other drugs, along with associated paraphernalia (lighters, nicotine delivery devices, anything that contains tobacco, oil, or “look-alike” items) are not allowed and will not be tolerated at school, on-campus or at any school-related functions. Students violating this policy may be suspended, cited by local police, and may be expelled. (Per Board Policy 5512.01 and 5512)

Search of Students and/or Their Personal Belongings

District staff may conduct a search of a student or the student’s personal belongings (e.g., backpacks) when the student voluntarily consents to the search or where there is reasonable suspicion that the student has in his/her possession items that violate the law, Board policies, or school rules. The search shall be conducted in a reasonable manner and must not be overly intrusive in light of the age and sex of the student and nature of the infraction. Searches of a student’s person or personal belongings should generally be conducted outside the presence of other students. When searching a student’s person (such as pockets or shoes), the following protocol shall be followed:

- o A minimum of two school employees shall be present during the entire search;
- o A minimum of one school employee of the same gender as the student shall be present for the entire search; and
- o The student shall empty their own pockets or their own shoes/socks, as an example, as opposed to the employee placing their hands in the student’s pockets.(Per Board Policy 5771)

Physical Display of Affection

Overt signs of affection, such as kissing, holding hands, and sitting on each other’s lap, are not considered desirable for the reputation of the individual or the school, nor are they appropriate for a school setting. Therefore, they will not be permitted at any time.

Profanity

Profanity and vulgarity, and defiance of duly constituted authority are examples of unacceptable behavior. Excessive/frequent use of profanity may be referred to the police department for disorderly conduct, and students may be suspended from school.

Student Conduct and Discipline

The District shall not unlawfully discriminate in standards and rules of behavior or disciplinary actions, including suspensions and expulsions, on the basis of a student's sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established procedures.

The District shall maintain a Code of Classroom Conduct that has been approved by the School Board. At a minimum, the Code of Classroom Conduct shall set forth (1) any rules of conduct for students that the Board wishes to establish; and (2) standards and procedures surrounding the possible removal of a student from his/her class due to the student’s conduct.

In addition to the rules found in the Code of Classroom Conduct, the Board authorizes the Superintendent, and any of his/her appropriately licensed designees, to set forth additional rules of

conduct for students. Further, subject to administrative oversight and to the extent consistent with applicable law and with the District’s policies, procedures, and more formal rules of conduct for students, school staff are permitted to issue and reasonably enforce situation-specific conduct directives for students that support the provision of a safe and productive school environment. (Per Board Policy 5600)

Vandalism and Treatment of School Property

Vandalism, such as intentionally defacing school or personal property, as well as theft of school or personal property, will not be tolerated. Students should not mark school furniture, equipment, walls, ceilings, or floors with pens, pencils, paints, or other marking devices. Tampering with fire alarms and extinguishers is a violation of state law. Anyone willfully damaging or destroying school property through arson, vandalism, or larceny, or creating a hazard to the safety of others will be suspended from school, will face possible expulsion, and will be referred to the proper law enforcement agency.

Cases Not Covered by Specific Rules

It is understood that the rules contained in this handbook are not all-inclusive. The administration and teachers may take such action as is necessary and not forbidden by law to ensure the orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of students either individually or collectively, regardless of the existence or non-existence of a rule covering the offense. School rules apply to all students enrolled regardless of age.

SDoJ Summer School - CHROMEBOOK HANDBOOK

The School District of Jefferson, during the Summer School session of 2024, will supply some of the students with a Chromebook device. This device is the property of the School District of Jefferson. The supplied instructional device’s function is to provide each student access to the required educational materials needed to be successful. The supplied device is an educational tool not intended for personal use such as gaming, social networking, or high-end computing.

The Chromebook initiative is more than simply putting devices into the hands of students. Common sense, experience, and research all point to the same conclusion -- simply placing technology in students’ or teachers’ hands will have no positive impact on student achievement. Technology does not teach kids -- highly skilled teachers do. By providing a Chromebook device to students, the School District of Jefferson’s goals include the following:

Improved Student Learning: Using high-leverage instructional strategies that are research-based and incorporating technology tools to enhance the curriculum, student learning outcomes will improve.

Personalized Learning: Providing opportunities for students to meaningfully engage with content and topics of interest, individualizing how students demonstrate learning, customizing the delivery times and methods to meet the needs and strengths of each learner. Offering learning opportunities that students identify as meaningful and authentic, we will capture students’ interest and engage them in the process of learning.

21st Century Skills: We will prepare students with critical 21st Century Skills including digital literacy, problem-solving, collaboration, communication, creativity, and global connectedness to prepare them for a successful future.

Provide Equity of Access: We will provide all students access to technology tools and educational resources.

1. RECEIVING YOUR CHROMEBOOK

The School District of Jefferson will supply Chromebooks to students, based on need, for their educational programs. This Chromebook handbook outlines the procedures and policies for families to protect the Chromebook investment for the School District of Jefferson.

1a: STUDENT CHROMEBOOKS

- Though SDoJ Chromebooks are assigned to specific students, this does not rescind the SDoJ's right to inspect the Chromebook at any time.
- If families choose not to sign and return the agreement, a student will still need to follow the terms of the Chromebook handbook.
- All students will be expected to follow the terms of the Chromebook handbook while using any school-issued device.

2. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of their school-issued Chromebook. Chromebooks that are broken, or fail to work properly, will be repaired by SDoJ staff as soon as possible. Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance.

2a: General Precautions

- Food and drinks are not allowed near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebooks while the screen is open.
- Student's name will be affixed to the Chromebook and charger by the District.
- Student's name shall remain on the device at all times.
- Never place a magnet near the Chromebooks.
- Vents CANNOT be covered. Chromebooks must have an SDoJ Barcode on them at all times, and this barcode must not be removed or altered in any way. No other stickers or labels should be put on the Chromebook by the student.
- Chromebooks should never be left in an unsupervised area.
- In case of loss, damage, or theft, immediately contact your school office.

2b: Carrying Chromebooks

- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting it from the screen. Always support a Chromebook from its bottom with the lid closed.

2c: Screen Care

The Chromebook screens can be easily damaged! The screens are sensitive to damage from excessive pressure on the screen.

- When in use, the Chromebook screen should be in an upright position. It should never be opened all the way so that the screen is lying flat.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen. Do not use the screen to trace an image onto paper.
- Do not poke the screen with anything that would mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents, and some solvents can even damage the screen. Try always to use a water-dampened towel or a highly diluted solvent.

3. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are for educational use only.
- Students are expected only to use the Chromebook with their school accounts.

3a: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred while the Chromebook is in possession of the student. The student may pay the full replacement cost if the Chromebook is lost or stolen.

3b: Backgrounds and Passwords

- Students are not allowed to change their background, screensaver, or profile picture. Those are set by the district.
- Any references to guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or gang-related symbols or pictures may result in disciplinary action.
- Take care to protect your password. **Do not share your password.**

4. MANAGING and SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Apps is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real-time with other people, and store your documents and your other files.
- All items will be stored online via Google Drive.
- All documents created with SDOJ accounts or 3rd party vendors may be subject to inspection by the school at any time.

5. OPERATING SYSTEM ON YOUR CHROMEBOOK

5a: Updating your Chromebook

- When a Chromebook starts up, it automatically updates itself, so it has the latest Chrome operating system version.
- Chromebooks will automatically reboot if left on for more than 7 days to receive updates.

5b: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the district's IT Department. Students are not to secure technology support from an outside vendor.

5c: Software Installation

- Chromebooks can seamlessly access the Google Apps for Education suite of productivity and collaboration tools, apps available in the Chrome Web Store, and content across the entire web.

6. ACCEPTABLE USE GUIDELINES

6a: General Guidelines

- Access to the SDOJ technology resources is a privilege and not a right. Each student and parent/guardian will be required to follow the Acceptable Use Policy.
- Students will have access to all available forms of electronic media and communication, which is in support of education and research and support the educational goals and objectives of the School District of Jefferson.

- Students are responsible for their moral, ethical, and educational use of the School District of Jefferson's technology resources.
- Transmission of any material that violates any federal or state law is prohibited. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- For school and online safety, students are prohibited from bringing personal devices.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and may be subject to disciplinary action per the student handbook and other applicable school policies.

6b: Privacy and Safety

- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, passwords of other people, or additional private and confidential information.
- Storage is not guaranteed to be private or confidential as all Chromebook equipment is the School District of Jefferson's property.
- Student use of Chromebooks may be monitored remotely by staff with the help of computer management software. Students may or may not be aware of when they are being monitored. Students should not interfere with the functioning of the management software.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, exit the site immediately and report the activity to the supervising teacher or paraprofessional, or building principal.

6c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, administrator, or parent/guardian.
- Plagiarism is a violation of the Student Information Technology Systems Acceptable Use Policy (Board Policy 7540.03). Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators may be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, may result in criminal prosecution or disciplinary action by the District.

6d: Electronic Communication (Email, Instant Messaging)

- Always use appropriate and proper language in your communication.
- Do not send mass emails, chain letters, or spam.
- Communications sent/received are to be related to educational needs.
- Communications are subject to inspection by the school at any time.
- The District expects students to practice self-discipline, responsibility, and treat others with respect, fairness, honesty, and courtesy.
- No forms of harassment, bullying, or hazing will be tolerated at school, at school functions, on school transportation, or in connection to any activity sponsored by the District. Any violation of the Student Harassment and Bullying Policy (Board Policy 5517.01) may result in discipline.

6e: Consequences

- Students are responsible for the appropriate use of accounts and equipment issued to them.
- Non-compliance with this document's policies or the Student Safe and Responsible Use of the Internet and Other Technology Resources (Board Policy 7540.03) may result in disciplinary action.

- Electronic Communications, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- The Wisconsin Open Records Act governs the content of emails and network communications; proper authorities will be given access to their content.

6f: Off-Campus Use

- Chromebook care off-campus is as important as in school. Please refer to the care section.
- SDoJ accounts are web filtered regardless of device and of time of year.

7. PROTECTING AND STORING YOUR CHROMEBOOK

7a: Chromebook Identification

Student Chromebooks are labeled in a manner specified by the school. Chromebooks are identified in several ways:

- Record of district barcode and serial number
- Individual user account name and password

Chromebooks are the responsibility of the student. This device will be provided for student use for the duration of your time in the School District of Jefferson during the school day. Take good care of it!

7b: Account Security

- Students are required to use their sdoj.org domain user ID and password to protect their accounts and are required to keep that password confidential.
- Students are only to use the Chromebook with their school accounts.

7c: Storing Your Chromebook

- When students are not using their Chromebook, they are to store them in the classroom charging station.

7d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include, but are not limited to, the school grounds and campus, the cafeteria, computer labs, gym, locker rooms, library, unlocked classrooms, study halls, and hallways.
- Any Chromebook left in these areas increases the chances of computer theft, hacking, or damage.
- If an unsupervised Chromebook is found, notify a staff member immediately.

8. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available. Services provided include the following:

- Hardware maintenance and repairs
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks

8a: Vendor Warranty

- Chromebooks include a one-year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers everyday use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

8b: Repairs and Replacements

- The District IT department must complete all repairs.
- Repairs will be made for general malfunctions not caused by misuse, abuse, or neglect.
- If the property is damaged, lost, or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the District as soon as possible.
- When a Chromebook is damaged beyond repair, every effort will be made to salvage and provide credit for usable parts. Families may be billed for the cost of a new Chromebook less any available credit gained from salvaged parts.

9. CHROMEBOOK FREQUENTLY ASKED QUESTIONS

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people to access the internet. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, and built-in ability to connect to Wi-Fi, the Chromebook is ideal for any time, anywhere access to the web. " (Google)

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." (Google)

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of the School District of Jefferson's Information Technology (IT) Department will maintain devices through the district's Google Apps for Education account. As such, the school can pre-install web-applications and block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB storage, mice, and keyboards (See supported file systems)
- Secure Digital (SD) cards
- External monitors and projectors
- Headsets, earsets, microphones

Q. Does the Chromebook have a camera?

A. The device has a camera. The camera is for instructional purposes in the classroom only.

Q. Does the SDOJ track webcam photos?

A. No. As part of our ongoing commitment to student privacy, the district does not have access to the webcam.

Q. Do Chromebooks come with internet filtering software?

A. No. Chromebooks do not come with internet filtering software. However, while in the district, Chromebooks will use the school's Wi-Fi to access the internet, which is filtered.

Q. Is there antivirus built into it?

A. It is unnecessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. What if something breaks on my student's Chromebook?

A: The IT department will fix all typical defects resulting from normal wear and tear without incurring costs to the student. Defects caused by accidental or intentional actions or neglect will be the student's responsibility, similar to the expectations involving other school equipment and textbooks.

Q. What are the replacement costs of the Chromebook?

A. Replacement Costs:

Chromebook Replacement: \$200

Touchscreen Chromebook Replacement: \$300

Motherboard: \$145

Keyboard/touchpad: \$25

AC Power Charger: \$45

Screen: \$20

Q. Battery life?

A. Chromebooks have a rated battery life of 8.5 hours. However, we do expect that students will charge them at the end of each school day to ensure maximum performance during the school day.

Q. Although the school filters inappropriate materials at school, if my child accesses these sites anyway, can they get into trouble?

A. Yes, if you access sites that are not SDoJ approved, disciplinary actions may follow.

Q. Does the School District Filter inappropriate sites such as pornography, weapons, etc?

A. Yes.

Q. Does the District's filter work while the Chromebook is at home?

A. Yes, SDoJ devices are filtered anytime they are being used, including while at home.