

Chromebook Procedures and Information for Students and Parents

	<p>Central R-3 West Elementary School 1:1 With Chromebooks</p> <p>Procedures & Information For Students and Parents</p>
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The mission of the 1:1 program in the Central R-3 West Elementary School is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners.

1. Receiving Your Chromebook

a. Parent/Student Requirements

All parents/guardians and students are required to sign the Central R-3 Chromebook User Agreement along with the Technology Acceptable Use Agreement. Both Agreements can be found at www.centralr3.org, under "Departments," "Technology."

b. Distribution

Students will receive information on when their Chromebook, carrying case, and charger/power adapter can be picked up.

c. Transfer/New Student Distribution

Both students and parents must sign the Central R-3 Chromebook User Agreement along with the Technology Acceptable Use Agreement during the enrollment process. Upon completion of the enrollment process, the student will report to library for assignment of an e-mail account, brief Chromebook orientation and receive their Chromebook, carrying case, and charger/power adapter.

2. Returning Your Chromebook

a. End of Year

At the end of the school year, students will turn in their Chromebook, carrying case, and charger/power adapter to the library on their assigned day during the last week of school. Failure to turn in the Chromebook will result in the students being charged the full \$295.00 replacement cost (Chromebook, carrying case, and charger/power adapter). Unpaid fines and fees of students may be turned over to a collection agency along with restricting participation privileges at Central events. The District may also file a report of stolen property with the local law enforcement agency.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from Central must turn in their Chromebooks, carrying cases, and chargers/power adapters to the library on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$295.00 replacement cost (Chromebook, carrying case, and charger/power adapter). Unpaid fines and fees of students leaving Central may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

3. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to Librarian or

Library Assistant as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebook unattended unless directed by the teacher and left in their assigned classroom.

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

b. Carrying Cases

- Each Student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

c. Carrying Chromebooks

- Always transport Chromebooks with care and in Central-issued protective cases. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

d. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything on the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, earbuds, headphones, or jump drives).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Asset Tags

- All Chromebooks will be labeled with a District asset tags.
- Asset tags may not be modified or tampered with in any way.

- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

4. Using Your Chromebook At School

Students will be directed by their teachers on whether or not to take their Chromebooks from school on a daily basis. Students are expected to bring a fully charged Chromebook to school each day that the Chromebook is taken from school.

- a. If a student does not bring his/her Chromebook to school
 - A student may stop in the library and check out a loaner for the day or have his/her teacher contact the library to have one delivered if possible.
 - Students borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
 - The library will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to the principal's office for those students that have more than two occurrences during the school year.
 - The Principal will treat such occurrences the same as coming to class unprepared, which may result in disciplinary action.
 - The students that obtain a loaner will be responsible for returning the borrowed device to the library before 2:30p.m. on normal school days. Teachers will direct students with loaners to go to the library at the end of the school day.
 - Late Fees of \$5.00 for the first day and \$1.00 for each subsequent school day will be assessed for students that fail to return a borrowed device.
- b. Chromebooks being repaired
 - Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
 - A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
 - Chromebooks on loan to students while having their devices repaired may be taken home as directed by the student's teacher.
 - A Chromebook on loan to a student should be treated with the same care as the student's school-issued Chromebook.
 - A member of the Tech Department, the Librarian, or Library Assistant will contact teachers and students when their devices are repaired and available to be picked up.
- c. Charging Chromebooks
 - Chromebooks must be brought to school each day with a full charge.

- Students should charge their Chromebook at home in the evening. Parents/guardians should assist students with properly plugging and unplugging the charger/power adapter from the home's electrical outlet; using a surge protector is recommended.
 - Students will be able to charge their Chromebooks in the classroom as directed by the students' teacher. Teachers should properly plug and unplug each student's Chromebook charger/power adapter from the classroom's electrical outlet when the Chromebook is going home (or returning from home) with the student.
- d. Backgrounds and Themes
- Media deemed to be inappropriate by school administration may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- e. Sound
- Sound must be muted at all times unless permission is obtained from a teacher.
 - Headphones may be used at the discretion of the teacher.
 - Students should have their own personal set of headphones for sanitary reasons.
- f. Printing
- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
 - Printing stations will be available in the library and other various locations. Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebook at school. Each print station will consist of a desktop computer and networked printer. Students may log into a print station to print their work. Teachers will also be able to print student work from their teacher computer.
 - Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained from here: <http://www.google.com/cloudprint/learn/>.
- g. Logging into a Chromebook
- Students will log into their Chromebooks using their school issued Google apps for Education account.
 - Students should never share their account passwords with others, unless requested by an administrator.

h. Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. Work already uploaded to Google Drive can be accessed and modified without Internet connectivity. Modifications made while offline will be kept, and once the device is connected back to the Internet, the files will be updated. Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. All documents saved in Google Drive will be accessible to the student without the need for an Internet connection. This enables students to work on documents off-line at home. Any changes made while off-line will then be updated once the user connects back to an Internet connection. Students are bound by the Central Technology Acceptable Use Policy, Central R-3 Chromebook User Agreement, and all other guidelines in this document wherever they use their Chromebook.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

a. Updates

The Chromebook operating system, Chrome, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protections against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

7. Content Filter

The district utilizes an Internet Content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked at school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site to be unblocked.

8. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms,
- All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Students are only allowed to use the appropriate Chrome web apps and extensions from the Chrome Web Store that the District has approved of and installed.
- Students are responsible for any fees for web apps and extensions they install on their Chromebooks that are not free. Inappropriate material as deemed by school administration will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. Chromebook Identification

a. Records

The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, along with the name and ID number of the student assigned to the device.

b. Users

Each student will be assigned the same Chromebook for three years. ***Take Good Care of It!***

10. Repairing/Replacing Your Chromebook

a. Repairs

- All Chromebooks in need of repair must be brought to the library as soon as possible.
- The Librarian or Library Assistant will analyze and fix the problems they can and escalate the issues they cannot fix to the Technology Department.

b. Vendor Warranty

- Chromebooks include a one year warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal 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, accidents or theft.
- All repair work must be reported to the Librarian or Library Assistant who will then report to the Technology Department.

c. Replacement Costs (subject to change)

Item	Replacement Cost
Chromebook (includes device, & management software)	\$255
Charger/Power Adapter	\$35
Screen	\$95
Screen Cover/Top Case	\$40
Bottom Case	\$40
Keyboard/touchpad	\$56
Main System Board	\$100
Carrying Case	\$40
Camera	\$12
Power port	\$15

d. Optional Insurance (subject to change)

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
- The district will provide optional coverage. Insurance is not required but is highly recommended. You can download an enrollment form at www.centralr3.org, under “Departments,” “Technology,” “Chromebook Insurance.”

11. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebook activity at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such supervision, access, viewing, monitoring, and recording of their use.

a. Monitoring Software

The Technology Department may use monitoring software that allows them to view the screens and activity on student Chromebooks.

12. Appropriate Uses and Digital Citizenship

School issued Chromebooks should be used for educational purposes and students are to adhere to the Technology User Agreement and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following.

1. **Respect Yourself:** I will show respect for myself through my actions. I will select online names that are appropriate. I will use the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others:** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property:** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property:** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.