Chromebook Procedures and Information

	Central R-3 Central Elementary School With Chromebooks
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The mission of the Chromebook program in the Central R-3 Central 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. **Using A Chromebook**
   a. Parent/Student Requirements

      All parents/guardians and students are required to sign the Technology Acceptable Use Agreement. This can be found at www.centralr3.org, under "Departments," "Technology."

   b. Distribution

      In 2nd grade, Chromebooks will be assigned to classrooms and not to students by the Technology Department and the library. Then, the classroom teacher will assign students to use the same Chromebooks each school day. The charger/power adapter will remain in the classroom assigned. It is the responsibility of the classroom teacher to maintain the same number of Chromebooks and charger/power adapters in the classroom as students (no more and no less).

      In 1st grade and Kindergarten, Chromebooks will be made available via carts. Carts may be assigned to a teacher or groups of teachers by the Technology Department in conjunction with the Librarian or Library Assistant.

      Chromebooks will never be sent home or leave school with students.

2. **Returning A Chromebook**
   a. End of Year

      At the end of the school year, teachers will turn in student Chromebooks and charger/power adapters to the library on their assigned day during the last week of school.

   b. Transferring/Withdrawing Students

      It is the responsibility of the classroom teacher to maintain the same number of Chromebooks and charger/power adapters in the classroom as students (no more and no less). If a student transfers/withdraws, then the teacher will return the Chromebook and charger/power adapter to the library.

3. **Taking Care of Chromebooks**
   Students are responsible for the general care of the Chromebooks they are using. 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 the Chromebook they are using 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 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 Chromebooks
- Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

c. 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.
- 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.
- Chromebook cleaning supplies will be provided by the Technology Department to classroom teachers each quarter, four times per school year. Classroom teachers will ensure Chromebooks are fully cleaned, especially the screen, once per quarter.

d. Asset Tags
- All Chromebooks will be labeled with 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.

4. **Using A Chromebook At School**

  Students will be directed by their teachers on whether or not to use Chromebooks.

a. Chromebooks being repaired
- 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. Teachers will be responsible for taking and reporting Chromebook issues to the library. Teachers will fill out a "Student Chromebook Issue" form regarding the issue and attach it to the Chromebook before taking it to the library. Teachers will be responsible for ensuring the Chromebooks assigned to their classrooms are fully functional at all times.

- A member of the Technology Department, the Librarian, or Library Assistant will replace the problem Chromebook with a working Chromebook.

b. Charging Chromebooks
- Teachers will be able to charge Chromebooks in their classrooms using charging stations (or Chromebooks will be charged on carts).

c. Backgrounds and Themes
- Backgrounds, profile images, and themes will be set and settings will be locked by the Technology Department for students and may not be changed.

d. Sound
- Sound must be muted at all times unless permission is obtained from a teacher.
- Earbuds may be used at the discretion of the teacher.
- Earbuds should be part of the grade level-provided/teacher-provided classroom supplies list given to parents/guardians. Parents/guardians should supply earbuds for their child. Headphones, instead of earbuds, may be used if permission is given by the teacher. Earbuds are recommended over headphones.

e. Printing
- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/cloud application, students will not print directly from Chromebooks at school. Teachers will be able to print student work from their teacher computer.

f. Logging into a Chromebook
- In 2nd grade and 1st grade, students will log into Chromebooks using their school issued Google apps for Education account.
- In Kindergarten, students will not use Google apps for Education accounts. Kindergarten Chromebooks do not require students to log in.
- Students should never share their account passwords with others, unless requested by an administrator.

g. Managing and Saving 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.

5. **Operating System and Security**
Students may not use or install any operating system on Chromebooks 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 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.

6. **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.

7. **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 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.

8. **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 using the device.

9. **Repairing/Replacing Your Chromebook**
   a. Repairs
      - 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. Teachers will be responsible for taking and reporting Chromebook issues to the library. Teachers will fill out a "Student Chromebook Issue" form regarding the issue and attach it to the Chromebook before taking it to the library. Teachers will be responsible for ensuring the Chromebooks assigned to their classrooms are fully functional at all times.
      - A member of the Technology Department, the Librarian, or Library Assistant will replace the problem Chromebook with a working Chromebook.

   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. Deliberate Damage or Neglect:
- If deliberate damage or neglect occurs by a student, then the student will be charged the replacement cost necessary for the repair to be made.
- The student will not be charged for normal wear and tear or accidental damage to the Chromebook.

10. **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 and parents/guardians 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.

11. **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.