

## Chrisman 1-to-1 Handbook

### 1. Receiving Your Chromebook

- All parents/guardians and students are required to attend an Orientation Meeting and sign the CUSD #6 Chromebook Agreement before a Chromebook can be issued to the student. This includes new students who transfer midyear.
- Each student will be provided a Chromebook and a protective case. Any additional accessories will be at the student/family's expense to provide, including a mouse, earbuds, etc. Some may be available for rental from the school for individual class assignments.

### 2. Returning Your Chromebook

- End of Year
  - At the end of the school year, students must turn in their Chromebook and charger. Failure to turn in the Chromebook will result in the student being charged the full replacement cost of the Chromebook and charger. The District may also file a report of stolen property with the local law enforcement agency.
- Transferring/Withdrawing Students
  - Students who transfer out of or withdraw from CUSD #6 must turn in their Chromebook and charger to their school's Main Office on their last day of attendance. Failure to turn in the Chromebook and charger will result in the student being charged the full replacement cost of the Chromebook and charger. Unpaid fines of students leaving CUSD #6 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 reported to a teacher and then to the Technology Coordinator. Students must provide any information they may have as to why the device does not work properly. A damage report can then be submitted as soon as possible for a replacement. District-owned Chromebooks shall never be taken to an outside computer service for any type of repairs or maintenance. Students shall never leave their Chromebooks unattended. Failure to take proper care of the Chromebook and power cord may result in disciplinary action and/or being charged up to the full replacement cost of the Chromebook.
- General Precautions
  - Food or drink should not be next to a Chromebook.
  - Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
  - Chromebooks and chargers should not be used or stored near pets.
  - Power cords must not create a tripping hazard.
  - Chromebooks must remain free of any writing, drawing, stickers, and labels with the exception of the district barcode.
  - Heavy objects should never be placed on top of Chromebooks.
- Carrying Chromebooks
  - Never lift a Chromebook by its screen.
  - Never carry a Chromebook with the screen open.
- Protective Case
  - Each student will be provided with a protective case. This is a "stay-in case," so the Chromebook must remain in its case at all time. It is designed to better protect the Chromebook in case it is dropped or bumped. There is no case that can protect from abusive handling.

- This is the only 'bag' that will be allowed to be carried during school hours to classes. Carrying the Chromebook in a padded backpack is acceptable outside of school hours provided the backpack is handled with care. For example, you should not toss the bag or drop the bag if the Chromebook is inside.
- Screen Care
  - The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, 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 (ex: pressing down, stacking books on top of it).
  - 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 or flash drives).
  - Only clean the screen with a soft, dry microfiber or anti-static cloth.
    - Do not use window cleaner or any type of liquid or water on the Chromebook/Device.
- Asset Tags/Serial Number/Barcodes
  - All Chromebooks will be labeled with a District tag. This label 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 label or turning in a Chromebook without a District label.
- Personalization
  - Chromebooks and cases must remain free of any permanent decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Edgar County CUSD #6. Spot checks for compliance will be done by the administration or tech support at any time.

#### 4. Using Your Chromebook at School

- Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. Failure to bring the Chromebook to school each day will result in disciplinary action.
- Charging Chromebooks
  - Students should charge their Chromebooks every evening. If the Chromebook is taken home, they should be charged there. If left at designated charging stations during 8th hour, they should be plugged in and charged there. There will be charging stations available in most classrooms and during PE; however, charging during class time is at the teacher's discretion.
- Devices Left in Unsupervised/Unsecured Areas
  - Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds, cafeteria, unlocked classrooms, library, locker rooms, hallways, bathrooms, bus, in a car, or any other entity that is not securely locked or in which there is not supervision.
  - Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.
- Backgrounds and Themes
  - Students may set school appropriate backgrounds and themes for their Chromebook.
  - Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media may result in disciplinary action.
- Sound
  - Sound must be muted at all times unless permission is obtained from a teacher.
  - Headphones/earbuds may be used at the discretion of the teachers.
  - Students should have their own personal set of headphones/earbuds for sanitary reasons.

- Camera
  - Chromebooks have a built in webcam. The District does not have the ability to remotely access the webcam. At no time will webcams be used to monitor students.
- Printing
  - Students will be encouraged to digitally publish and share their work with their teachers and peers through Google Classroom, Google Docs, etc.
  - If a student needs to print, he/she may share the document with a teacher who can print for them. Also, the HS computer lab and Business classroom will have printers accessible through regular desktop computers that students are free to use with teacher permission.
  - Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home (a wireless home network is required for this). Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.
- 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.
- Managing and Saving Your Digital Work With a Chromebook
  - The majority of student work will be stored in Google Drive and can be accessed from any computer with an Internet connection and most mobile Internet devices.
  - 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.

## 5. Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use. Some applications (such as Google Docs) can be used while not connected to the Internet. All students and parents/guardians will be shown how to do this at orientation.
  - Students are bound by the CUSD #6 Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document wherever and whenever they use their Chromebooks.

## 6. Operating System & 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.
- Updates
  - The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
- Virus Protection
  - Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
  - There is no need for additional virus protection.
- Malicious Use
  - Students are bound by the CUSD #6 Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document for all Chromebook use.

## 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 in 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 be unblocked.

## 8. Software

- Google Apps for Education
  - Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings, and Forms.
  - All work is stored in the Cloud.
- Chrome Web Apps and Extensions
  - The CUSD #6 Acceptable Use Policy applies to all Chrome web apps and extensions individually added by the student.
  - Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
  - Students are responsible for the web apps and extensions they install on their Chromebooks.
  - Some web apps will be available to use when the Chromebook is not connected to the Internet.

## 9. Chromebook Identification

- Each protective case will be labeled with the student's name. This label may not be removed, written on, or tampered with in any way.
- Records
  - The District will maintain a log of all Chromebooks, which includes the Chromebook serial number and name/ID number of the student assigned to the device.

## 10. Repairing/Replacing Your Device

- Technology Coordinator
  - All devices in need of repair must fill out a Damage Report and be brought to the Technology Coordinator as soon as possible.
  - The Technology Coordinator will analyze and fix the problems they can and escalate the issues they cannot fix to the manufacturer and/or insurance company.
  - Students who are found to repetitively break the Chromebook, accidentally or otherwise, can have privileges revoked at the discretion of the administration, such as disciplinary action, restriction to using the Chromebook only at school, no access to a loaner device, or all Chromebook access being revoked.
- Insurance
  - Chromebook Insurance is available to every student for \$25 on an annual basis. This will cover all accidental damage done to the Chromebook during the school year at no further cost to the student while the device is in the school-issued case.
  - After any damage (accidental or intentional) or any problems arise from the Chromebook, a damage report must immediately be filled out and turned into the Technology Coordinator. For example, if there is a small crack but can still be used without a problem, it should still be reported right away.
  - Devices will NOT be repaired without an explanation of the cause of the damage. If a student is proven to have put false information on the damage report, disciplinary action will follow such as revoking access to the Chromebook, detention, or suspension. A copy of the damage report will be sent to the parent/guardian.
- Fines
  - Insurance offered by the school will NOT cover any intentional damage or blatant misuse of the Chromebook or lost/stolen Chromebook or accessories or damage that occurs when the

device is NOT in the school-issued case. These will be the responsibility of the student and parents/guardians, and the replacement cost must be paid to the school. Each damage report filed due to one of these instances will result in a \$25 fine and a lost/stolen Chromebook will require the full replacement charge of \$276. Families may have the option to make monthly payments on the assessed fines if needed. Contact the district office to discuss this option.

- If a student and his/her parent/guardian choose not to purchase the insurance, they will be responsible for any damage, accidental or otherwise, done to the Chromebook. Each damage report filed will result in a \$25 fine. Any damage that results in the Chromebook being totalled or if the Chromebook is lost will require the full replacement charge of \$276. Families may have the option to make monthly payments on the assessed fines if needed. Contact the district office to discuss this option.
- Loaner Chromebooks
  - During repair
    - Loaner devices may be issued to students when their Chromebook requires repair.
    - A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned Chromebook.
    - Any Chromebook on loan to students having theirs repaired may be taken home.
    - The Technology Coordinator will contact students when their Chromebook is repaired and available to be picked up.
  - The student does not bring Chromebook to school
    - If a student does not bring his/her Chromebook to school, the student must pick up a loaner device from the Technology Coordinator during Home Room or Breakfast.
    - A student borrowing a device must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
    - The Technology Director will document the number of times a loaner is issued to each student for not having his/her own device at school and will send reports to the building principal's office, which may result in disciplinary action.
    - The students that obtain a loaner will be responsible for returning the borrowed device to the Technology Coordinator by 3:30 pm, or a report will be submitted to the principal for discipline.

#### 11. No Expectation of Privacy

- Anyone using a District-owned Chromebook, using District equipment and/or the District network systems has no expectation of privacy in such use. The District has the right to, and does, monitor use of these systems.
- Monitoring Software
  - Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on a student Chromebook.

#### 12. Appropriate Uses & Digital Citizenship

- District-owned Chromebooks are to be used for educational purposes and students are to adhere to the CUSD #6 Acceptable Use Policy and all of its corresponding administrative procedures at all times.

## CUSD #6 Chromebook Agreement

By signing below, the student and his/her parent/guardian agree to follow and accept:

- All policy and procedures as identified in the student handbook and acceptable use policy.
- The 1:1 Handbook policy and procedures.
- That CUSD #6 owns the Chromebook, software, and issued peripherals
- If the student ceases to be enrolled in CUSD #6, the student/parents will return the Chromebook in good working order or pay the full \$276.00 replacement cost of the device.
- The student will immediately report any problems or damage of the Chromebook to the office and agrees to pay the fine when non-warranty repairs are required.
- In no event shall CUSD #6 be held liable to any claim of damage, negligence, or breach of duty.

Print Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Parent/Guardian's Name \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_