

Shelley School District #60

1:1 Chromebook Handbook

MISSION STATEMENT

Our youth will flourish and prosper in the 21st Century through preparation in a world-class learning environment by preparing today's students to meet tomorrow's challenges.

The Vision for Teaching and Learning at Shelley School District #60

The 1:1 Chromebook Project gives students the tools to have instant access to the world of information and also to become producers rather than just consumers of information that is available through the use of technology. The first step in achieving this goal is to provide each student attending school daily access to a Chromebook during the school year.

Shelley school district is taking the initiative to transform teaching and learning within the school. The 1:1 Chromebook Project promotes several 21st century skills:

- critical thinking
- collaboration
- communication
- creativity
- problem solving
- analysis
- application
- evaluation
- information literacy
- technology literacy
- global and cultural awareness
- self-direction

USE OF ELECTRONIC DEVICES

Use of Shelley School District's electronic networks and devices is a privilege, not a right; inappropriate use will result in a cancellation of that privilege. Users have no expectation of privacy in any materials that are stored, transmitted, or received via the district's electronic network or device. Any and all usage of the network or device and any and all information transmitted or received in connection with such usage can be monitored. The district reserves the right to monitor, inspect, copy, review, store, add, or delete installed software, hardware, files, etc., at any time and without prior notice. The technology director, principals, and district administration will make all decisions regarding whether or not a student has used the network or device inappropriately. The district may deny, revoke, or suspend access to the district's electronic network or device at any time. Violations may include additional disciplinary action.

PART ONE: Student and Parent Responsibilities

The following is a list of rules and guidelines that govern the use of the SD #60-issued student Chromebooks. This document makes specific reference to the SD #60 Chromebooks; however, items outlined in the Shelley School District Responsible Use Policy (Policy #3270) apply as well.

Items Issued to Student and Those Required

Shelley School District #60 will issue each student a numbered Chromebook and Chromebook charger. Students will not be provided with a case. Shelley School District #60 will retain records of the serial numbers of provided equipment.

Students Will

- Bring their Chromebooks to school fully charged daily.
- Return the devices to the Technology Department at the end of the school year, potentially during breaks, and at the school's discretion for general maintenance checks, etc.
- Transport the device in a Chromebook case or protective sleeve.
- Ensure that repairs, loss, theft, and/or damages are reported to the school within 24 hours of the incident.

Students Will NOT

- Attempt to change any Shelley School District #60 network or server configuration or the configuration of the Chromebook.
- Attempt to record and/or take pictures of staff or students without their explicit consent and knowledge. This includes the use of
 - webcams
 - microphones
 - cameras
 - cell phones
 - any other digital device
- Electronically chat during class unless relative to academic-related expectations.
- Participate in activities on social media or any website unless approved by the teacher.

Parent Expectations

- This learning opportunity is exciting for your student(s). Participate with them as they learn to use this instructional tool to enhance their educational experience.
- While the school system will provide internet content filtering for the security of your student, there is no substitute for parental supervision when using the Chromebook. Parents are ultimately responsible for monitoring student use of the Chromebook and internet at home.
- Parents must ensure that loss, theft, and/or damages are reported to the school within a reasonable time frame.
- Parents should review the SD #60 Technology Acceptable Use Policy ([Policy #3270](#)) and this handbook.
- Parents are responsible for ensuring the return of the Chromebook and Chromebook

charger at the end of the current school year or before the student withdraws from school.

- Parents are responsible for ensuring the return of the Chromebook if Chromebook privileges are revoked.

Discipline

Any student who violates the rules and expectations outlined in this handbook will be subject to disciplinary action. Consequences may vary depending on the violation or degree of computer misuse. Students who violate the rules may have their hard drives restored to the original settings. Serious violations will result in the students' use of technology restricted and/or revoked. Students and parents should reference the Shelley School District #60 Handbook for all disciplinary steps.

Part Two: Chromebook General Use

Student Use in Classrooms

- Students will be required to take their Chromebooks to each class each day, unless told differently by the teacher for that specific day.
- When the Chromebook is not being used in class it is to be closed.

Student Access to the Internet at School

- At school, students will have access to the internet through the SD #60 network. When not at school students can access the internet if they have internet access available to them in their homes or other locations.
- Students who access inappropriate sites or are accessing sites that are not related to the class they are in will face disciplinary action from the teacher and/or the administration.
- If sites are accessed by accident (which does occur at times) it is required that the student immediately move to another site and report the incident to his/her teacher or school administrator.

Chromebook Safety

- Your Chromebook must be secure (a locker, when locked, is considered a safe place). Don't leave the Chromebook on the floor where it might be stepped on. Don't leave it in a car or anywhere it might be exposed to extreme temperatures.
- Chromebooks left in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility.
- If on a school-related trip, never leave Chromebooks in the gym, in a locker room, on a playing field, or in other areas where it could be damaged or stolen.
- Never leave the Chromebook unattended in a public area. If the Chromebook is lost or stolen, it will be the student/parent's responsibility to cover the full cost of replacement, regardless of insurance.

Advice to Parents

- Students are allowed 24/7 Chromebook access, and parents should monitor their student's time and activities on the Chromebook. Parents should have students utilize their Chromebooks in a central location and ask to see schoolwork.
- If sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site, and report the incident to a parent.
- When not in school, it is the parent's responsibility to observe, monitor, and communicate with students when they are utilizing their Chromebooks.
- Ultimately the Chromebook is the property of the school, and the school has the right to determine what is appropriate and search the computer if necessary at any time.

Part Three: Chromebook General Care

Students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect their assigned Chromebooks. Failure to follow the General Use and Care guidelines may result in the loss of the Chromebook.

General Care

- Do not remove or interfere with the serial number, or any other identification placed on the Chromebook and charger.
- Do not attempt to remove or change the physical structure of the Chromebook, including keys, screen cover, or plastic casing.
- Keep the equipment clean (See explanation below).
- Do not do anything to the Chromebook that will permanently alter it in any way.
- Ensure the Chromebook has air circulation while charging.
- Close the lid of the Chromebook, when it is not in use, in order to save battery life and protect the screen.
- Do not walk from one location to another with an open Chromebook. This rule is applicable at school **and** at home.
- Understand that anything on the desktop will not be saved or retrieved if there are system issues. The use of the cloud-based storage provided through Google Apps for Education or traditional backup methods is recommended.
- Understand that in the event of a Chromebook reimage, it is the student's responsibility to ensure that all locally saved items are backed-up to a portable storage device.
- Avoid temperature extremes with your Chromebook. Extreme hot or cold temperatures will drastically shorten battery life. Do not leave your Chromebook in a vehicle!
- Read and follow any maintenance alerts from the school technology personnel or the administration office.

Chromebook Cases

Students are required to use a protective case or chromebook sleeve when transporting the

Chromebook. The case should have a padded slot specifically designed for a Chromebook. Any case/backpack with this slot is acceptable. It is important to keep the case clean and take time to remove any items such as paper clips that can scratch the exterior of the Chromebook.

Food and Liquids

Exposure to food and liquids will severely damage a Chromebook and will result in large repair costs. Water, pop, juice, power drinks, etc. will all ruin your Chromebook completely. Open cans or cups of liquid (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with your Chromebook, even if it is sealed. The protection of your assigned Chromebook is your responsibility.

Carrying the Chromebook

- Always completely close the lid and wait for the Chromebook to enter sleep mode before moving it, even for short distances.

Cleaning the Chromebook

Use a soft, dry, lint-free cloth when cleaning the Chromebook. If necessary, the cloth may be slightly dampened with water. Chromebook screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use cleaning products with acetone or ammonia (like Windex). Screens are expensive to replace, so it is imperative that they are cleaned properly..

Charging the Chromebook

- It is the responsibility of the student to start the school day with a fully-charged Chromebook.
- A routine should be established at home for charging the Chromebook overnight.
- It is the student's responsibility to maintain the charger. The student/parent will be responsible for lost or damaged chargers.

Sleep Mode and Shutting Down the Chromebook

- Closing the lid of the Chromebook will put it into Sleep Mode.
- To shut down your Chromebook, click the shutdown button and wait for the computer to power-off before closing the lid. This step will help charge your Chromebook faster.

Downloading Programs and Personalizing the Chromebook

- All streaming/downloading must be for educational purposes, approved by the teacher. If streaming/downloading overextends the internet bandwidth, students may be restricted in their ability to perform these functions..
- **Stickers and other markings on the outside of the Chromebook must be removable.** Chromebooks must be free of such personalization when returned to the school or the student may be assessed a fee.

Chromebook Problems

- It is a student's responsibility to maintain a 100% working Chromebook at all times.
- All Chromebook repairs can only be done by SD #60 or authorized retailers. Any Chromebook worked on by an outside source can be determined as intentionally broken and parents/students will be held liable for the entire cost of the Chromebook.
- If the student's Chromebook is not working properly, the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, contact the IT department in the library.
- When in doubt, ask for help.

Chromebook Damages

- Students will be required to contact the IT department for help if their device breaks or fails to work properly.
- If a Chromebook is damaged, the school must be notified within a reasonable amount of time. The student's family may be responsible for damages beyond normal wear and tear of the Chromebook or charger. SD #60 reserves the right to charge the student or parent the full cost for repair or replacement when damage occurs.
- A student who does not have a Chromebook due to a computer being damaged accidentally may be issued a Chromebook for day use, depending upon availability and at the administrator's discretion.

Loss or Theft of Chromebook

- Chromebooks that are lost or stolen need to be reported to the IT department within 24 hours of the incident.
- If a Chromebook is lost, the student will be financially responsible for its replacement, regardless of insurance.
- If a Chromebook is stolen or vandalized, the parent shall file a police report within 24 hours of the incident.

Chromebook Insurance

- Devices will be checked out without insurance; however, students/parents/guardians are responsible to pay the full cost of the damage if no insurance has been paid.
- SD #60 will offer an optional insurance plan. See Appendix I.

APPENDIX I - Optional Insurance

Shelley School District #60 1:1 Optional Insurance Plan

I, _____, elect to participate in the 1:1 Insurance Plan for my student, _____.

\$25.00 Annual Premium – Insurance starts after the Annual Premium has been paid to Shelley

School District #60.

As a participant in this insurance program I will receive the following benefits:

1. **Damage Coverage:** If the device is damaged and/or the Power Cord is lost or damaged, I will pay 50% of the cost of repairs or a \$15.00 deductible, whichever is less.
2. **Total Replacement:** If the Chromebook needs to be replaced due to damage, I will pay a \$75.00 deductible if deemed by the administration as an accident. I will pay a \$175.00 deductible if evidence substantiates the incident as negligent or total disregard.

Shelley School District #60 administration reserves the right to quote the costs of repairs and replacements. All deductibles must be paid before the repaired or replaced computer and/or Power Cord are provided to the student.

*Devices will be checked out without insurance; however, student/parent/guardian is responsible to pay the full cost of the damage if no insurance has been paid.

Parent/Guardian Signature _____ Date _____

APPENDIX II - School Device Agreement

Shelley School District #60 Student/Parent Agreement For Chromebook Use

Whereas the Chromebook is property of Shelley School District, I ...

- understand a school district employee can take my Chromebook away at anytime, and it is subject to inspection at any time without notice.
- will not attempt to download other software or apps.
- shall not disassemble any part of my Chromebook or attempt any repairs, nor will I allow any outside individual or company to attempt any repair of my device.
- will not deface any identifying information on the Chromebook, nor will I place any permanent decorations on the Chromebook.
- will report any damage to my Chromebook or loss of my Chromebook to the school district immediately.
- am responsible for all damage or loss caused by neglect or abuse.
- will keep all passwords private and not share them with other individuals.

As a responsible user of school technology, I will...

- bring my Chromebook and charger to class on a daily basis.
- take good care of my assigned Chromebook and charger.
- protect my Chromebook by transporting it in a case.
- charge my Chromebook daily.
- keep food and beverages away from my Chromebook.
- never leave my Chromebook unattended and know where my Chromebook is at all times.
- never loan out my Chromebook to other individuals.
- only sign into my own assigned device using my own login information.
- return the Chromebook, charger, and any other checked-out materials in good working condition.
- use my Chromebook in ways that are appropriate and educational.
- read and adhere to the district computer/technology policies.

I understand and agree to the stipulations set forth above.

Student Name (please print): _____

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____