

Chardon Schools

Chromebook Policies and Procedures



Collaborate. Create. Captivate

CHARDON
SCHOOLS



The mission of the 1-to-1 program for Chardon Schools 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, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge.

Device Purpose

The Chardon Schools is supplying students with a Chromebook device. This device is property of Chardon Schools. The supplied device will provide each student access to educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, Infinite Campus, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

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1. RECEIVING YOUR CHROMEBOOK:

District Owned/Issued Chromebooks

- Chromebooks will be distributed within the first few weeks after the start of school each year to Middle School and High School students. Parents/Guardians and students are encouraged to attend an informational meeting as well as read and electronically sign the Chromebook Agreement before the Chromebook can be issued to their child. This Chromebook Policy outlines the procedures and policies for student use and for students and families to protect the Chromebook investment for the Chardon Schools. Chromebooks will be collected at the end of each school year and students will be reissued the same Chromebook every year while they are enrolled in the district.

2. RETURNING YOUR CHROMEBOOK:

All district owned Chromebooks must be returned following the guidelines in their respective school buildings.

- **Students leaving the district must return district owned Chromebooks to the office of their school.**
- Any Chromebook not returned at the end of the year or when the student is no longer enrolled will be considered stolen property and law enforcement agencies will be notified.
- Chromebooks will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear.

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 submitted to the Media Center of their school to be sent to district IT staff as soon as possible so that they can be taken care of properly. *Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.*

3a: General Guidelines

- Chromebooks must have a Chardon Schools label on them at all times and this tag must not be removed or altered in any way.
- No food or drink should ever be near your Chromebook.

- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- *Students should never carry their Chromebooks while the screen is open.*
- Chromebooks must remain free of any writing, drawing, or unapproved stickers.
- Vents CANNOT be covered.
- Chromebooks should never be left in a car or any unsupervised area.
- **Students are responsible for bringing completely charged Chromebooks for use each school day.**

3b: Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Case use is required when transporting the Chromebook to and from school and from classroom to classroom.

3c: Screen Care

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

- 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 place anything in a carrying case that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Do not place the device near magnets or anything with high electric current.
- Dust the screen with a soft, dry microfiber cloth or anti-static cloth. If a more thorough screen cleaning is required, use a clean, water dampened microfiber cloth. Do not use any type of cleaning solvent on your Chromebook.

4. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their class teacher.

4a: Chromebooks Left at Home

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school. This should occur before the school day starts or on lunch time to reduce distractions during the school day.
- If unable to contact parents or guardian to bring the device to school, the student may use the district desktop computers in the teacher classroom (if available). If no extra computers are available, the student may not be permitted to use a computer that day and must comply with teacher-specific classroom procedures for completion of assignments.
- Repeat violations of this policy could result in disciplinary action.

4b: Chromebooks Needing Repair

- Chromebooks needing repair will need to be given to Media Center staff to have a trouble ticket created. Students can request a status update from Media Center or Technology staff on when they should anticipate their repair to be completed. All repairs will be handled by district IT Staff.
- Students and families should never attempt to fix a broken Chromebook nor should they have anyone else attempt to fix their Chromebook.
- Loaner Chromebooks may be issued to students when their Chromebook is out for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred while in their possession. Additional fees may be assessed for damages to or loss of a loaner unit.

4c: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.

4d: Passwords and Background Images

- Take care to protect your password. Do not share your password.
- Password resets can be facilitated by technology staff. They will either reset it upon request or submit a trouble ticket to have it reset.
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, pictures or anything else deemed inappropriate by Chardon Schools staff and will result in disciplinary actions.

4e: Audio Restrictions

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher but will not be provided by Chardon Schools. Students should purchase a pair of headphones/earbuds for personal use.

4f: Printing from your Chromebook

- Chardon Schools is encouraging digital transfer of information by sharing and/or emailing information, papers, etc.
- Printing from the Chromebooks will not be available.
- Printing will still be available from district desktop computers in the buildings if needed.

4g: Account Access

- Students will only be able to login using their *@chardonschools.org account.
- To ensure the safety of your Google account, students must log out of their Chromebook when not in use. Students should also log out of their Google account on other devices when not in use.
- Make sure you are not in guest mode or you will not be able access your Chrome extensions or apps.
- Account login information can be supplied to a student by the technology staff. The staff can do this directly or request login information using the district help desk system.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Apps for Education is a suite of products which includes Gmail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that allows students to create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook or device, anywhere, at any time.
- All items will be stored online in the Google Cloud environment.
- Prior to leaving the district, or graduating, students that want to save any work need to use Google Takeout to transfer any work to a personal Gmail account.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

Chromebooks run a modified version of the Chrome browser. It connects to web resources, apps and extensions provided on the internet. It does not run Microsoft/Windows application software or Mac application software.

6a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing.

6b: Virus Protections & Additional Software

- The Chromebook is built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there's no need to worry about lost homework

6c: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system then it needs to be submitted to the Media Center so a trouble ticket can be created.

7. ACCEPTABLE USE GUIDELINES

7a: General Guidelines

- The District Acceptable Use Policy applies to all student use of Chromebook devices

7b: Google Apps For Education Account

Google Apps for Education accounts (including GMail) will be given to all students in the private Chardon Schools Google Apps for Education domain. The only identifiable information provided to Google will be student's name and the district provided email address. This is a necessary to permits students access to a Chromebook and additionally give students the ability to participate in communication with peers and staff for educational use. Students under the age of 13 ordinarily need parent permission to have Google accounts; however, COPPA (Children's Online Privacy Protection Act) allows Chardon Schools to act as the parents' agent and approve the accounts on their behalf. To be COPPA compliant, we must also provide a process for opting out of the Email Communications (Gmail) portion (see section 7c).

7c: Google Opt-Out

The Chardon Schools want students to be interested and excited in learning and parents to be involved with their student's education. To discuss how Google Apps for Education will be used at your child's school, please talk to your child's teacher(s) or school administrator. Additionally, parent meetings will be held at your child's school to answer questions and help you to understand your options.

If you still feel it would be best for your child not to utilize these tools, please contact your child's school to request information on opting out.

7d: Consequences

- The student, in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, 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.

7e: At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.
- Transport your Chromebook in the district provided case at all times.

- School district-supplied filtering is provided for at home to ensure the device is used for educational purposes only.

8. PROTECTING & STORING YOUR CHROMEBOOK

8a: Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password
- MAC address of the Chromebook
- User label attached to the Chromebook transport case

8b: Account Security

- Students are required to use their *@chardonschools.org domain user ID and password to protect their accounts and are required to keep that password confidential.

8c: Storing Your Chromebook

- When students are in school and are not using their Chromebook, they should store them in their transport case within their locked locker.
- Use of the transport case when not in use is encouraged to prevent damage.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Middle and High School students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed for homework and charging purposes.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and to prevent temperature related issues.

8d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, locker rooms, media center, unlocked classrooms, on top of lockers, restrooms and hallways.
- Any Chromebook left in these areas is in danger of being lost.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks will be confiscated by staff and taken to the Media Center in the building. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

9. REPAIRING/REPLACING YOUR CHROMEBOOK

Middle/ High School students should submit Chromebooks that need repair, with the protective case, to their building Media Center Staff. Media Center Staff should be notified of any damage or issue to a student's Chromebook and submit a trouble ticket.

Examples of charges for Chromebook Repair are shown below. Students and student families will be responsible for all damages to their district issued Chromebook. If a device is lost or stolen the student and student family will be responsible to replace the Chromebook. Optional insurance is available through the district.

Examples of charges for Chromebook Repair (estimates)

Replace Damaged/Lost Chromebook--\$ 379.00

Replacing Screen--\$ 135.00

Replacing Keyboard/touchpad--\$ 75.00

Replacing Power cord--\$ 50.00

10. CHROMEBOOK FAQ'S

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("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 Chardon Schools' Technology Department will maintain devices through our Google Apps for Education domain. As such, the school can pre-install web applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB Mice and keyboards
- USB storage and SD cards
- Headsets, microphones, and earbuds

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a WiFi signal to access the web. The Chromebook does offer the ability through some Apps for users to work in an "offline" mode if WiFi is unavailable.

Q. Will our Chromebook have 3G?

A. No. The district Chromebooks will not have 3G broadband.

Q. Do Chromebooks come with Internet Filtering?

A. Yes, the Chromebooks are subject internet filtering by district policy. The Chardon Schools will be filtering internet access both onsite and offsite using the district's web filter.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks. The Chromebook operating system is implemented in such a way that it cannot be compromised.

Q. Battery life?

A. Chromebooks have a rated battery life of 6.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

**Chardon Schools
Chromebook Policies and Procedures Agreement**

Student Agreement

I have read, understand and agree to abide by the Chardon Schools Chromebook Policies and Procedures. Should I commit any violation or in any way misuse my Chromebook, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me. I understand that I am to treat this Chromebook no different than any other district owned piece of equipment. I will not alter any Chromebook, or use Chardon Schools Chromebooks in a manner that is not aligned with the district Chromebook Policies and Procedures. If I am under 18, I understand that when I turn 18, this Agreement will continue to be in effect and I agree to abide by this Agreement.

Parent or Guardian Agreement

As the parent or legal guardian of the above minor, I have read, understand and agree that my child or ward shall comply with the terms of the Chardon Schools Chromebook Policies and Procedures. I understand that the Chromebooks are a privilege and can be revoked if misused. I understand that if the Chromebooks is damaged, lost, or stolen that my child or I will be responsible to reimburse the district for the cost of the repair or replacement. I am signing this Policy and agree to indemnify and hold harmless the School, and the School District that provides a Chromebook to my child or ward, against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her Chromebook or violation of the foregoing Policies and Procedures. Further, I accept full responsibility for supervision of my child's or ward's use of his or her Chromebook if and when such access is not in the School setting. I hereby give permission for my child or ward to use a Chromebook authorized by the Chardon Schools and agree to the above terms and Policies and Procedures.