

# Linton-Stockton School Chromebook Guidelines

The policies, procedures, and information within this document apply to all Chromebooks used at Linton-Stockton School Corporation (LSSC) by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.



## **Receiving Your Chromebook:**

For the 2017-2018 school year, Chromebooks will be distributed on July 18, 8:00 a.m - 8 p.m, July 26, 12:00 p.m - 8:00 pm and August 8, 12:00 p.m. - 6:00 p.m. in the High School Media Center. ***Parents & Students must sign and return the Chromebook Policy Signoff before the Chromebook can be issued to their child.*** This document will need to be signed and returned before a device will be issued to your child.

### **Protection Plan:**

Linton-Stockton School offers a Chromebook protection plan (insurance) that may be purchased at the time of deployment of the Chromebook to your child. The annual fee will be \$29 per device and must be paid prior to the first claim. If the plan is declined, a waiver accepting full responsibility for the device must be signed.

### **Training:**

Students will be trained on how to use the Chromebook by their teachers.

### **Return:**

Student Chromebooks and accessories (charger and case) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook and case each year while enrolled at Linton-Stockton for the lifecycle of the device.

Any student who transfers out of LSSC will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian will be turned over to a collection agency.

## **Taking Care of Your Chromebook:**

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported via the technology ticket system. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

### **General Precautions:**

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless

directed to do so by a teacher.

- Students should never carry their Chromebook while a USB is connected to the device.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

### **Carrying the Chromebook:**

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in the school issued case is required when not in use.

### **Screen Care:**

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. paper, pens, pencils, notebooks).
- Clean the screen with a soft, dry antistatic, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

## **Using Your Chromebook**

### **At School:**

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher in unique circumstances. The Chromebook does have a camera. The camera is intended to be used for learning

activities. Teachers will use discretion when utilizing this feature.

### **At Home:**

All students are required to take their Chromebook home each night throughout the school year for charging. ***Chromebooks must be brought to school each day in a fully charged condition.*** Students need to charge their Chromebooks each evening and bring them ready for use daily. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

### **Sound:**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. (Students are encouraged to bring earbuds or headphones.)

### **Printing:**

*At School:* Printing functionality will not be available on the Chromebooks. Instead, we will utilize cloud document sharing features. Teaching strategies will facilitate digital copies of assignments.

*At Home:* The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this.

<http://google.com/cloudprint>

## **Managing Your Files and Saving Your Work:**

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

## **Personalizing the Chromebook:**

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Linton-Stockton School. Spot checks for compliance will be done by administration or LSSC Technicians at any time.

## **Software on Chromebooks:**

### **Originally Installed Software:**

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in useable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

### **Virus Protection:**

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

### **Additional Software:**

Students are unable to install additional software on their Chromebook other than what has been approved by LSSC.

### **Inspection:**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

### **Procedure for Restoring the Chrome OS:**

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a 1:1 environment, it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise.

Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

## **Protecting & Storing Your Chromebook:**

### **Chromebook Identification:**

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number and LSSC asset tag on the device and charger
- *Individual's Google Account username*

*Under no circumstances are students to modify, remove, or destroy identification labels.*

### **Storing Your Chromebook:**

When students are not monitoring their Chromebook, secondary student devices should be stored in their lockers with the lock securely fastened, and elementary student devices should be stored in a secure classroom. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in an unattended vehicle.

### **Storing Chromebooks at ExtraCurricular Events:**

Students are responsible for securely storing their Chromebook during extracurricular events.

### **Chromebooks Left in Unsupervised / Unsecured Areas:**

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extracurricular 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.

# Repairing or Replacing Your Chromebook:

## Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Tech Office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

## Accidental Damage or Loss Protection:

As part of the 1:1 Chromebook initiative LSSC is recommending the purchase of Electronic Device Protection with Accidental Damage at the time of deployment of the Chromebook to your student. LSSC will be the sole provider of this protection plan. Under this insurance policy, the Chromebooks are protected against accidental damage or loss due to an act of nature. The LSSC will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This protection plan does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Linton-Stockton School will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

**Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

# **Linton-Stockton School Chromebook Device Protection Plan**

LSSC recommends that a protection plan (insurance) be purchased at the time of deployment of the Chromebook to your child. The plan cost is \$29.00 annually for each Chromebook. Each claim covered by the plan will be assessed a deductible within the current school year. Each claim deductible will be \$25.00 If a student withdraws from LSSC and then re enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

<b>Annual Premium Due At Orientation</b>	<b>Deductible Claim</b>
<b>\$29 per device</b>	<b>\$25</b>

## **Lost or Intentionally Damaged Device and Accessories:**

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Chromebook
- AC Adapter & power cord
- Device case

## **Chromebook Technical Support:**

The Tech Office in the High School will be a point of contact for repair of the Chromebooks. After a technology ticket is received, services provided by the Tech Office include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair

- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

## **Technology Acceptable Use:**

### **General Guidelines:**

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at LSSC. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of the LSSC.
- Access to the LSSC technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the Corporation's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the district's Acceptable Use Policy, Plan of Discipline, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the district's Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies that this document (LSSC Chromebook Policy) contains.

### **Privacy and Safety:**

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.

- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

### **Legal Propriety:**

- All student and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the LSSC discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

### **Email:**

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the LSSC. The interface is heavily monitored by corporation network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other LSSC students and faculty.

### **Consequences:**

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Noncompliance with the policies of the Chromebook Policy Guidelines or the Corporation's Acceptable Use Policy will result in disciplinary action as outlined by the student handbook and/or other school policies for the user unless there is

proof that another is responsible.

- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The Corporation cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

# Linton-Stockton School

## Chromebook Policy Handbook

### Sign-Off and Student Pledge



- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- **I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.**
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Linton-Stockton School.
- I will follow the policies outlined in the Chromebook Policy Guidelines and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or fire damage.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger and case in good working condition at the end of each school year.

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Linton-Stockton School

## CHROMEBOOK RENTAL AGREEMENT

*Student/Parent Chromebook Use Agreement 2017-2018*

In this agreement, “Chromebook” means Dell Chromebook and all its components, software, battery, and charger.

**Parent and Student Please initial each section:**

<p><b>P:</b></p> <p><b>S:</b></p>	<p><b>TERMS:</b></p> <ul style="list-style-type: none"> <li>You will comply at all times with the Linton-Stockton School’s Chromebook Policy Handbook and its guidelines as well as the LSSC Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.</li> </ul>
<p><b>P:</b></p> <p><b>S:</b></p>	<p><b>TITLE:</b></p> <ul style="list-style-type: none"> <li>Legal title to the Chromebook is in the School Corporation and it shall remain in the School Corporation. The student’s right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.</li> </ul>
<p><b>P:</b></p> <p><b>S:</b></p>	<p><b>LOSS OR DAMAGE:</b></p> <ul style="list-style-type: none"> <li>If the property is accidentally damaged or incurs loss due to an act of nature, LSSC will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student’s parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the School Corporation by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.</li> </ul>
<p><b>P:</b></p> <p><b>S:</b></p>	<p><b>REPOSSESSION:</b></p> <ul style="list-style-type: none"> <li>Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.</li> </ul>
<p><b>P:</b></p> <p><b>S:</b></p>	<p><b>TERM OF AGREEMENT:</b></p> <ul style="list-style-type: none"> <li>Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School Corporation or upon student withdrawal from the LSSC.</li> </ul>
<p><b>P:</b></p> <p><b>S:</b></p>	<p><b>APPROPRIATION:</b></p> <ul style="list-style-type: none"> <li>Your failure to return the property, and the continued use of it for non-school purposes without the school’s consent, will be considered unlawful appropriation of school property and a collection process will be started with local law enforcement.</li> </ul>

