

# Fort Cherry School District 1:1 Chromebook Handbook



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## Junior-Senior High School Grades 7 – 12



**A. Ownership of the Chromebook**

The District retains sole ownership of Chromebooks. Chromebooks are lent to the students for educational purposes only during the academic year, and permission for use of the same may be revoked by the District at any time for a limited time or permanently based on a student's violation of District policies, procedures, and/or agreements. Possession and use of a Chromebook by a District student is a privilege, not a right.

**B. Compliance with District Policies**

- The issued technology resource, i.e. Chromebook, is considered Fort Cherry property and is a "loaner" to current enrolled students. Therefore, regardless of whether utilization occurs on or off school property; before, during, or after school; and connected to school district WI-FI or other connection portals outside the Fort Cherry network, the student shall be bound by all provisions within School District Policy (including, but not limited to Policies 218.3, 237, and 815) and to all consequences within the policies, procedures, and agreements.
- Consequences for violation of any provision of the policies, procedures, and agreements listed above may result in any or all of the following: revocation or suspension of Chromebook privileges and/or privileges to use the District's internet or other network, discipline up to and including suspension or expulsion from school, incurring of fees for loss, theft, damage or destruction of/to the Chromebook and/or power cord, loss of participation credit for a course, and/or legal action.

**C. Procedures for Chromebook Obtainment and Possession**

- Chromebook Pick-Up

A non-refundable user fee for a Chromebook is collected at this time. The annual fee is determined by the District and all parents and students are notified before Chromebook pickup. The user fee must be in cash and a receipt will be issued by the District at the time of pick-up. Before the Chromebook may be issued, parent and child must complete all required paperwork:

- Chromebook Leasing Agreement
- Technology Use Agreement for Student Users
- Website and Social Media Guidelines

Students will be required to demonstrate usage through log-in procedures and connection to Wi-Fi.

- Chromebook Collection

At the end of each school year, students will return their Chromebooks and chargers. The devices will be checked and cleaned and the same device will be ready for distribution in August of the next school year.

- Transferring/ Withdrawing Students

Students who transfer/withdraw from Fort Cherry must turn in their Chromebooks and chargers to the office on their last day of school attendance. If a student does not return their Chromebook prior to leaving the School District, the student will be charged the full amount for replacement.

#### **D. Utilization of Chromebook—Requirements**

- Students in Grades 7-12, who are part of the Chromebook initiative, will be required to bring a fully charged Chromebook to school each day and carry it with them to each class period, unless specifically advised not to by his/her teacher. Failure to bring a fully charged Chromebook to school and/or to any class may result in disciplinary action, and/or an adverse effect on the student's participation grade for the course. (Note: Chromebooks must be charged for approximately 8 hours in order to be fully charged.)
- All students with additional needs will be provided appropriate accommodations through the Office of Pupil Services in order to facilitate appropriate Chromebook utilization within their daily schedule.
- Chromebooks are to be used only for educational purposes at all times. The term "educational purpose" or "educational value" means use that has a direct or indirect impact on the student educational program of the Fort Cherry School District, which is in line with the curriculum approved by the Fort Cherry School District Board of Directors.

➤ **Charging Chromebooks**

- Chromebooks must be brought to school each day with a full charge. It takes approximately 8 hours to fully charge a Chromebook.
- Students must charge their Chromebooks at home every evening.

➤ **Logging into a Chromebook**

- Students will log into their Chromebooks using their school issued Google Apps for Education email account. Students are required to log-on only to the portal provided by Fort Cherry School District; this account must be used.
- Students must never share their account passwords with others, unless requested by a building principal.
- Students are prohibited from sharing the Chromebook with any other students, family members, or any other person.

➤ **Managing and Saving Your Digital Work with a Chromebook**

- The majority of student work must be stored in Internet/Cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive. Students are only permitted to save/store school related work in locations authorized by the District.
- Students must always remember to save frequently when working on digital media. Students are responsible for backing their data to protect from loss. The District will not be up responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

➤ **Backgrounds and Themes**

- Inappropriate media may not be used as Chromebook backgrounds or themes, or in any other manner on a Chromebook. The presence of such media may result in disciplinary consequences.

➤ **Sound**

- Sound must be muted at all times unless permission is obtained from a teacher. Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

➤ **Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work must be stored in an Internet/Cloud application, students will only print directly from their Chromebooks when given permission by teacher.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

➤ **Using a Chromebook Outside of School**

Students are encouraged to use their Chromebooks at home and other locations outside of school *for educational purposes only*. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. At all times, students must log on to the internet **only** through the portal provided by Fort Cherry.

➤ **Operating System and 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.

➤ **Content Filter**

The Fort Cherry School 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. The District will in all other ways comply with CIPA relative to student use of Chromebooks. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students/teachers/other authorized must contact the Fort Cherry Technology Department for resolution.

➤ **Google Apps for Education**

Chromebooks are seamlessly integrated 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.

➤ **Chrome Web Apps and Extensions**

Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store, *for educational purposes only*. All such apps are pre-approved by the District. Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the District. Some web apps will be available to use when the Chromebook is not connected to the Internet.

➤ **Hardware**

In accordance with District Policy, moving, repairing, reconfiguring, modifying, or attaching external devices to the computer equipment/network without proper permission or reconfiguring, modifying, or attaching external devices to the Chromebook without proper permission is prohibited.

➤ **Records**

The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name/graduation year of the student assigned to the device.

➤ **Users**

Each student will be assigned the same Chromebook for the duration of his/her time at Fort Cherry. *Take good care of it!*

➤ **No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to **any** usage of a Chromebook including but not limited to with respect to data stored on the Chromebook, on the Cloud, or on any District network, nor do they have any expectation of privacy with respect to any app installed by either themselves or the District. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time, and by any means including but not limited to collecting the Chromebook, electronic remote access, or the use of monitoring software but excluding monitoring through use of a web cam. The District also reserves the right to alter, add or delete any software, hardware or apps installed on the Chromebook by the District or by the student.

➤ **Copyright and File Sharing**

Students are required to follow all copyright laws relative to all media including text, images, programs, music, and video. Downloading, sharing, and posting on-line illegally obtained media is prohibited.

## E. **Appropriate Uses and Digital Citizenship**

Appropriate use of Chromebooks, both inside and outside of school, are limited to educational use only. At all times when Chromebooks are used, students must adhere District Policies, Procedures, and Agreements

The following guidelines regarding good digital citizenship are provided as guidance for students regarding **some** of their important duties with respect to use of the Chromebook. These guidelines are provided as a useful reminder only, and are not a complete list of all requirements.

**Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with 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.

**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, contact 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.

**Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, defame, offend, bully or stalk people. I will show respect for other people in my choice of websites: I will not visit sites or disseminate material that are/is sexually oriented, profane, degrading to others, pornographic, threatening, racially, ethnically, or religiously offensive, or otherwise inappropriate, or illegal. *(Note: An exception may be made when a student's work on a project assigned under Board approved curriculum may involve accessing or preparing materials that could be considered to include offensive subject matter. Students must always secure permission of a teacher or other designated District personnel before engaging in such use.)* I will not enter other people's private spaces or areas. I will not disseminate material that I know to be inaccurate. I will report all knowledge of prohibited materials in the School District internet/network or on District-provided computer equipment immediately to the building principal. I will not obtain or modify files, passwords, or data belonging to other users. I will not disrupt the work of others. I will not impersonate another or use electronic media anonymously or under pseudonyms. I will not attempt to circumvent systems security, guess passwords, gain unauthorized access to local or wide area net resources, or attempt to harm the system or infect it with a virus.



**Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will report all knowledge of such materials in the School District system immediately to the building principal.

**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.

**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.

## **F. Chromebook Care and Maintenance**

Students are responsible for the general care of the Chromebook and charger which they have been issued by the Fort Cherry Technology Department. At any time, if a Chromebook is found to be broken or fails to work properly, the student should report to the High School Technology Department located in the HS Library at his/her earliest convenience. Students and parents are prohibited from taking District-owned Chromebooks to an outside computer service for any type of repairs or maintenance, and are prohibited from performing any self-repairs or self-maintenance. Students must never leave their Chromebooks unattended except when locked in their hallway locker, and must ensure the security of their Chromebooks when used at all other locations outside of the school campus.

- General Precautions
  - No food or drink should be next to a Chromebook.
  - Cords, cables, and removable storage devices must be inserted with care.
  - A Chromebook should not be used or stored near pets.
  - A Chromebook should not be used with the power cord plugged in when the cord may be a tripping hazard.
  - Heavy objects should never be placed on top of a Chromebook.
  - Students must keep their device clean and take proper care of their screen and keyboard. Do not use household cleaners to clean Chromebook, especially the screen.
  - Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, and/or casing.
  - All problems with Chromebooks must be reported promptly to the Technology Department and/or Principals' Offices

- Carrying of the Chromebook

- Always transport Chromebooks with care. It is best to carry the Chromebook to and from school in a backpack and/or bag.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

- 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.
- Do not place anything in the protective case that will press against the cover. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or antistatic cloth.

- Barcode and Tags

All Chromebooks are labeled with a District asset tag.

Asset tags and serial numbers 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 or turning in a Chromebook without a District asset tag. If an asset tag falls off or becomes damaged, notify the FC Technology Department immediately.

## **G. When a Student's Chromebook Is Unavailable**

A student may not opt to keep an inoperable Chromebook, or to leave a Chromebook at home, in order to avoid doing class work. If a student does not bring his/ her Chromebook to school, he/she may be required to borrow a Chromebook, under the procedures listed below. The District notes, however, that it has a limited number of spare Chromebooks; priority in use of these "loaner" Chromebooks is given to students whose Chromebooks are under repair.

- If a student does not bring his/her Chromebook to school
  - A student may check out a “loaner” Chromebook for the day, **if available**.
  - A student borrowing a Chromebook must sign a "loaner" agreement and will be responsible for any damage to or loss of the "loaner" device and/or charger.
  - The students that obtain a "loaner" will be responsible for returning the borrowed device and charger to the FC Technology Department before the end of the school day.
  - If a "loaner" (Chromebook and/or charger) is not turned in by the end of the school day, the FC Tech Department will submit a report to the Principal's office and the Principal will work on retrieving the "loaner" Chromebook and/or charger.
  - Chromebooks and chargers which are loaned to students when students leave their Chromebook at home may **not** be taken home by the student. These loans will only be given on emergency basis.
  
- Chromebooks being repaired
  - "Loaner" Chromebooks and chargers may be issued to students when they leave their school - issued Chromebook for repair at the FC Technology Department.
  - A student borrowing a Chromebook must sign a "loaner" agreement and will be responsible for any damage to or loss of the loaned device and/or charger.
  - Chromebooks and chargers on loan to students having their devices repaired may be taken home.
  - A member of the Technology Department will contact students when their devices are repaired and available to be picked up. The "loaner" Chromebook and case must be returned to the office at that time.

## **H. Cost Incurred for Lost or Destroyed Chromebooks**

Students/parents will be responsible for the full replacement cost of any Chromebook and/or charger that is not turned in at the end of the school year or upon the student's transfer or withdrawal, or when the same is/are at any other time lost or stolen, regardless of the reason for the loss or theft. The District may also file a report of stolen property with the local law enforcement authority when a Chromebook and/or charger are not turned in when required or is otherwise lost or stolen or at any other time.

The District will repair or replace damaged Chromebooks and/or chargers resulting from normal use. To the extent not otherwise covered by the warranty, students and their families will be responsible up to and including the full replacement cost amount for damages and/or complete destruction of the Chromebook or charger;

this includes cost of damage and destruction whether the same were incurred intentionally or incurred as a result of negligence.

Unpaid fines and fees incurred as a result of a student losing, having stolen from the student, or otherwise failing to turn in a Chromebook and/or charger when required for any reason, or as a result of total or partial damage to a Chromebook, may result in reporting to a collection agency. In addition, a student may be subject to any or all of the consequences of District policy, procedures, and/or agreements.

### **Estimated Costs (subject to change)**

The following are estimated costs of Chromebook parts and replacements:

- Replacement - \$300
- Screen - \$100
- Keyboard/touchpad - \$60
- Charger (Power Cord) - \$60

## **I. Right to Alter or Discontinue the Program**

The District reserves the right to, in its sole discretion, discontinue, expand, or limit the implementation of the 1.1 Chromebook Initiatives at any time.

**Fort Cherry School District  
Chromebook Replacement & Repair Costs**

<b>Item</b>	<b>Cost (\$)</b>
Chromebook	\$ 300
Keyboard and Touchpad	\$ 60
Charger (Power Cord)	\$ 60
Chromebook LCD Screens	\$ 100
Top Cover (Black LCD Cover)	\$ 40
Bottom Cover	\$ 40
Assembly Motherboard	\$ 120
DC Jacks (for charging port)	\$ 5
Unit-Housing LCD Front (Bezel)	\$ 25
Hinge Set	\$ 20
Jack-Sound (Sound Port)	\$ 5
USB Port	\$ 3

**The District reserves the right to amend the above Replacement and Repair Costs at any time.**



