Chromebook Guidelines for Students and Parents

This document provides detailed information to parents and students about caring for the technology being entrusted to them.

1. **Receiving a Chromebook**
   a. **Student Signature**
   Students are expected to sign the student Rights and Responsibilities Handbook document during the registration process and prior to receiving a Warren-issued device.

   b. **Student Distribution**
   Students in primary (grades 1-4), intermediate (grades 5 & 6), and middle school (grades 7-8) will be assigned Chromebooks by their classroom teachers. High school students (Grades 9-12) will receive their Chromebooks and cases during registration.

   c. **Transfer/New Student Distribution**
   All transfers/new secondary students (grades 9-12) will be able to pick up their Chromebooks from one of the Chromebook support centers located within the school.

2. **Returning the Chromebook (Secondary Students, grades 9-12)**
   a. **End of Year**
   At the end of the school year, students will turn in their Chromebooks, charger and case. Failure to turn in a Chromebook ($250), charger ($20), and case ($40) will result in the student being charged the full replacement cost of these items. The District may also file a report of stolen property with the local law enforcement agency.

   b. **Transferring/Withdrawing Students**
   Students that transfer out of or withdraw from Warren must turn in their Chromebooks, charger and case to the Mediaplex on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost for each missing asset (chromebook, charger, case). Unpaid fines and fees of students leaving Warren may be turned over to a collection agency. Warren may also file a report of stolen property with the local law enforcement agency.

3. **Taking Care of the Chromebook**

   Students are responsible for the general care of the Chromebook they have been issued by the school. Secondary students (grades 9-12) with Chromebooks that are broken or fail to work properly must take the device to one of the Chromebook support areas within the school as soon as possible so that they can be taken care of properly. Elementary/Intermediate/Middle students (grades 1-8) with Chromebooks that are broken or fail to work properly must report the problem to their classroom teacher.

   District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except when locked in their hallway locker.

   a. **General Precautions**
   ● No food or drink should be next to Chromebooks.
   ● Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into appropriate port on the Chromebooks.
   ● Chromebooks should not be used or stored near pets.
   ● Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
   ● Chromebooks must remain free of any writing, drawing, stickers, and labels.
   ● Heavy objects should never be placed on top of Chromebooks.
   ● Chromebooks should never be loaned to another student or individual during the school day or otherwise unless requested to do so by school personnel.

   b. **Carrying Chromebooks**
   ● Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
   ● Students should hold the Chromebooks (cover closed) with two hands if they need to carry the Chromebook anywhere inside or outside of the classroom during instructional time.
   ● Never lift a Chromebook by the screen.
   ● Never carry a Chromebook with the screen open.

c. **Opening the Chromebook**
   - Open the Chromebook only when it is resting on a flat surface such as a table or desk.
   - To open the Chromebook, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position. (Figure 1. Opening a Chromebook.)
   - The hinge of the screen will only allow the screen to be open to a slight angle. Do not attempt to open the screen beyond this stopping point as the screen will break if forced.

d. **Closing the Chromebook**
   - Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device. Obstacles on the keyboard could cause broken screens or damaged hinges.
   - Close the screen only when the Chromebook is resting on a flat surface such as a table or desk.
   - Close the Chromebook using two hands--one at either corner of the screen (Figure 2. Closing a Chromebook.)
   - Close the screen gently.

| Figure 1: Opening a Chromebook. | Figure 2. Closing a Chromebook. |

e. **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).
   - Never lift the Chromebook by the screen.
   - Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

f. **Asset Tags**
   - All Chromebooks will be labeled with a Warren asset tag.
   - Asset tags 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 Warren asset tag or turning in a Chromebook without a Warren asset tag.

g. **Chromebook Cases (Secondary Students)**
   - Each secondary student will be issued a protective case for his/her Chromebook. The chromebook must stay in the case at all times.
   - Students should always put the Chromebook in its Warren issued case for transport within the school and outside of the school.
   - Although the cases are padded to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

4. **Using Chromebooks**
   a. **All Students:**

i. **Media**
   ○ Inappropriate media (pictures, music, movies, etc.) may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
   ○ Inappropriate media (images, videos, etc.) may not be stored on or accessed on the Chromebook. The presence of such media will result in disciplinary action.

ii. **Audio**
   ○ Sound must be muted at all times unless permission is obtained from a teacher.
   ○ Headphone use may be permitted at the discretion of the teachers.
   ○ Students should have their own personal set of headphones for sanitary reasons.

iii. **Printing**
   ○ Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
   ○ Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Students may log into a print station to print their work in the library, computer lab or other networked computer with printing capabilities.
   ○ 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/.

iv. **Network Access and Security**
   ○ Students will log into their Chromebooks using their school issued Google Apps for Education account (studentalphakey@warren.k12.in.us) and their password (lunchpin+birthyear).
   ○ Students should never share their account passwords with others, unless requested by an administrator.

v. **Managing and Saving Digital Work With a Chromebook**
   ○ The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and from most mobile Internet devices.
   ○ Some files may be stored on the Chromebook's hard drive.
   ○ Students should always remember to save frequently when working on digital media (although many cloud-based applications, including Google Docs, automatically save work).
   ○ 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 or by having multiple copies stored in different Internet storage solutions.

vi. **Following Classroom Guidelines**
   ○ Students are responsible for following school and classroom specific guidelines and expectations for use. This means following instructions, guidance, and protocols regarding when and how to use the technology in the instructional setting.

b. **Secondary students (Grades 9-12):** *Secondary 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.*
   i. **If a student does not bring his/her Chromebook to school**
      ○ Students should indicate to their teacher that they do not have a Chromebook with them.
      ○ Teachers may direct the student who has forgotten the Chromebook to seek the assistance of another student to view information.
      ○ Loaners are not available for students who forget their Chromebooks at home.

   ii. **Chromebooks being repaired**
      ○ Loaner Chromebooks may be issued to students when their school-issued Chromebook is being repaired in the Chromebook support area.
      ○ A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
      ○ Chromebooks on loan to students having their devices repaired may be taken home. (Students will receive an e-mail notice when their computer is ready. The loaned computer must be turned in to receive their Chromebook.)
      ○ Loaner devices must be carried and stored in cases.

   iii. **Charging Chromebooks**
      ○ Chromebooks must be brought to school each day with a full charge.
      ○ Students should charge their Chromebooks at home every evening.

iv. Using a Chromebook Outside of School
- ○ Secondary 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, however, some applications can be used while not connected to the Internet.
- ○ Students are bound by the *Warren Responsible Use Policy*, Administrative Procedures, the Chromebook agreement, and all other guidelines in this document wherever they use their Chromebooks.

5. 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.

a. Updates
- ● The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. 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.

6. 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 will have all Internet access provided by the district filtered, protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

7. Software
a. Google Apps for Education
- ● Chromebooks seamlessly integrate with the Google Apps for Education (GAFE) suite of productivity and collaboration tools. This includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- ● All work is stored in the cloud.

b. Chrome Web Apps and Extensions
- ● Students will have the ability to download apps and extensions from the Chrome Web Store.
- ● Students may be asked to download apps or extensions as part of class work. Students are expected to follow instructions and be prepared for class by having apps or extensions that have been indicated by their teachers.
- ● Some web apps or extensions will be available to use when the Chromebook is not connected to the Internet.
- ● Apps are also subject to internet filtering.

8. Chromebook Identification
- a. The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.
- b. Each student will be assigned the same Chromebook for the duration of his/her time at Warren. *Take good care of it!*

9. Repairing/Replacing Chromebooks
a. Tech Support for Chromebooks (Secondary Students, grades 9-12)
- ● All Chromebooks in need of repair must be brought to the school Chromebook support area as soon as possible.
- ● Student technology assistants working in the Chromebook support area may analyze and fix the problems they can and escalate the issues they cannot fix to the Technology Department.

b. Tech Support for Chromebooks (Elementary, Intermediate, and Middle School Students)
- ● Broken or non-working Chromebooks should be reported to the help desk by the teacher through established protocols provided to the teacher.

    c. V**endor Warranty**
- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to a Chromebook support area in the user's school.

10. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

11. Chromebook Resources
a. http:// www.google.com/Chromebook
b. http://www.techrepublic.com/blog/google-in-the-enterprise/ten-ways-to-maximize-your-google-drive/1989
c. http://www.teachthought.com/technology/10-google-drive-tips-and-tricks-for-students/
d. http://www.teachthought.com/technology/52-tips-and-tricks-for-google-docs-in-the-classroom/
e. *https://sites.google.com/a/googleapps.com/edu-training-center/Training-Home*
f. *http://www.google.com/edu/students/index.html*