

# Chromebook Procedures and Information for Students and Parents



The mission of the 1:1 program at Southeast Dubois is 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 and lifelong learners.

Students will transition from consumers of information to creative producers and owners of knowledge.

Southeast Dubois endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school.

## 1. Receiving Your Chromebook

### a. Parent/Guardian Signature

All parents/guardians are required to sign the Southeast Dubois Chromebook Agreement in Harmony Online Registration forms before a Chromebook can be issued to their student. Orientations will be held multiple times each summer and during transfer/new student registration.

### b. Student Distribution

Students will receive their Chromebooks and cases on the first day of school.

Students are not permitted to bring their own devices to school to use for school assignments unless granted permission.

### c. **Transfer/New Student Distribution**

All transfers/new students participate in a school orientation and will be able to pick up their Chromebooks from the Technology Department after this orientation.

## 2. **Returning Your Chromebook**

### a. **End of Year**

At the end of the school year, students will turn in their Chromebooks to their next school year Homeroom teacher's classroom. The school corporation will allow incoming Seniors to take their Chromebooks home for the summer. If a student fails to have their Chromebook at the beginning of the next school year. The student will be charged the full replacement cost.

### **Transferring/Withdrawing Students**

Students that transfer out of or withdraw from Southeast Dubois must turn in their Chromebooks and cases to the principal's office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$300.00 replacement cost. Unpaid fines and fees of students leaving Southeast Dubois may be turned over to a collection agency. Southeast Dubois may also file a report of stolen property with the local law enforcement agency.

## 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 reported to their teacher or the Tech Dept at Southeast Dubois as soon as possible so that they can be taken care of properly. 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 locked in their hallway locker.

### a. **General Precautions**

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into 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.
- Chargers should not be forced into the charging ports.
- Items other than supported plugs should not be put into the Chromebook ports.
- The Chromebook hinge should not be forced beyond what it is designed to do.
- Do not toss or throw your Chromebook.
- Do not leave your Chromebook in your vehicle.
- Do not physically alter your Chromebook.

### b. **Cases - some models will not have cases if they are rugged enough without one but if a case is issued:**

- Students should use the case whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced 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.

### **c. Carrying Chromebooks**

- Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

### **d. 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 anti-static cloth.

### **e. Asset Tags**

- All Chromebooks will be labeled with a Southeast Dubois 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 the asset tag or turning in a Chromebook without the asset tag.

## **4. Using Your Chromebook At School**

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.

### **a. If a student does not bring his/her Chromebook to school**

- A student may check out a loaner for the day or have his/her teacher call the Tech Dept to have one delivered, if available.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- The Tech Dept will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to the principal's office for those students that have more than one occurrence during the school year.
- The principal will treat such occurrences as Level 1 offenses, which may result in disciplinary action.
- The students that obtain a loaner will be responsible for returning the borrowed device to the Tech Dept or classroom teacher before 3:30 p.m.
- If a loaner is not turned in by 3:30 p.m., the Tech Dept or classroom teacher will submit a report to the principal's office and the principal will work on retrieving the loaner.

### **b. Chromebooks being repaired**

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the Tech Dept
- 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 device repaired may be taken home.
- A member of the Tech Dept will contact students when their devices are repaired and available to be picked up.

### **c. Charging Chromebooks**

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

**d. Backgrounds and Themes**

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

**e. 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.

**f. Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

**g. Logging into a Chromebook**

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

**h. Managing and Saving Your 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 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.
- 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.

**5. Using Your Chromebook Outside of School**

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 Southeast Dubois *Responsible Use Policy*, Administrative Procedures, Chromebook agreement, and all other guidelines in this document wherever they use their Chromebooks.

**6. 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. If for any reason your Chromebook ChromeOS does not update automatically, then you should always update it manually

**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.
- The download of additional virus protection is not permitted

## 7. 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, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Students or staff are not permitted to use any means to bypass the content filter.

## 8. Software

### a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education 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

- Some web apps will be available to use when the Chromebook is not connected to the Internet.
- Additional software is not permitted unless authorized by Administration.

## 9. Chromebook Identification

### a. Records

- 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. Users

- Each student will be assigned the same Chromebook for the duration of 4 years. Students receive new chromebooks in grades 1, 5, and 9. When a student graduates, their chromebook is cycled to Kindergarten. *Take good care of it!*

## 10. Repairing/Replacing Your Chromebook

### a. Tech Dept

- All Chromebooks in need of repair must be brought to the classroom teacher or Technology Dept as soon as possible.
- The Tech Dept will analyze and fix the problems.
- The Tech Department repair time may vary based on numerous factors such as the repair(s) being done, the model, and the backlog of repairs.

### b. Vendor Warranty

- Chromebooks include a four 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 the Tech Dept.

## 11. 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.

#### **a. Monitoring Software**

1. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

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

School-issued Chromebooks should be used for educational purposes and students are to adhere to the *Responsible Use Policy* and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **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.
2. **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
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **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.
6. **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.

#### **Learn More About Your Chromebook**

[http:// www.google.com/chromebook](http://www.google.com/chromebook)

<http://www.teachthought.com/technology/52-tips-and-tricks-for-google-docs-in-the-classroom/>



## **Southeast Dubois Co School Corp Grades K - 12 Responsible Use Guidelines**

Southeast Dubois Co School Corp considers technology integral to our learning environment and believes that it will only continue to grow in importance. In this age, students denied access to modern technology resources would be as unable to function in the learning environment as students denied books or pencils. Therefore, given that a wide variety of digital electronic devices and Internet-based technologies are utilized at all grade levels across the curriculum in support of teaching, learning, and assessing traditional and technology standards, given that many traditional resources are now available online only, and given our requirement and obligation as a school district to teach technology standards and digital citizenship, the use of modern educational resources such as computers and the Internet is an acknowledged condition of enrollment at Southeast Dubois Co Corp.

The Southeast Dubois Co School Corp filters all internet traffic for the purpose of safeguarding staff and students from harmful content. The Southeast Dubois Co School Corp also provides supervision and education related to appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. However, it is still the responsibility of all computer users to make sure they comply with providing a safe and secure learning environment when using technology. The District encourages parents/guardians to supervise their child(ren) when using technologies from home.

**CLEAR** highlights the important points contained in Southeast Dubois Co School Corp Acceptable Use Policy.

**CLEAR: Considerate, Legal & Ethical, Appropriate and Responsible**

**Considerate:** People in our community reflect a diverse set of customs, values and points of view. Digital communication should be respectful, polite and considerate of others.

**Legal & Ethical:** Respect copyright laws by copying media including text, music and videos only with permission and by crediting and citing the source where the information was found. It is a good general practice to link to others' work rather than reproduce it. Respect the privacy of others, ask permission before taking photographs, video or audio recordings. Illegally copied or downloaded software, files, pictures, music or games may not be used on WPS computers.

**Appropriate:** School technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate material are viewed or received, it is the responsibility of the recipient to delete them.

**Responsible:** Ensure that care is taken with all hardware, software, shared resources (i.e. printers, scanners) and use of the school network, so as to prevent damage or misuse whether intentional or not; your actions should not inhibit the work of others. Personal information and passwords will be kept private.

If you see someone not being **CLEAR** report the abuse/misuse to a responsible adult.

Southeast Dubois Co. School Corporation

# **CHROMEBOOK AGREEMENT**

Students in grades K-12 will be issued Google Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

***Students and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the TECHNOLOGY can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.***

Students and their parents/guardians are responsible for reviewing the Chromebook Agreement and Responsible Use Policy.

## **OWNERSHIP of the CHROMEBOOK**

Southeast Dubois Co School Corporation retain sole right of possession of the Chromebook. The Chromebooks are RENTED to the students for educational purposes for the academic year. Moreover, school administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

## **RESPONSIBILITY for the CHROMEBOOK**

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:  
Students

- must comply with the Responsible Use Policy and all policies of the school corporation when using their Chromebooks.
- must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. Note: A fully charged SED Chromebook should last 6.5 hours charged.
- must treat their device with care and never leave it in an unsecured location.
- must keep their device protected when traveling.
- must promptly report any problems with their Chromebook to tech support.
- may NOT remove or interfere with the serial number and other identification.
- may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
- must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc..) other than approved computer screen cleaners.
- Must remain free of any writing, drawing, stickers, and labels.
- Chromebooks must not be used for inappropriate activity
- Students are not permitted to play games on Chromebook unless permitted by teacher
- Students are not permitted to attempt to repair their Chromebook

## **RESPONSIBILITY for ELECTRONIC DATA**

The students are solely responsible for any apps or extensions on their Chromebook that are not installed by a member of the school staff. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored

on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

### **COPYRIGHT AND FILE SHARING**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Responsible Use Policy.

### **SPARE EQUIPMENT and LENDING**

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not OPT to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged Chromebook to school.

### **DAMAGE AND REPAIR**

Students will be responsible for all repairs to their device due to **accidental or intentional damage**. If it is a manufacturer's defect, the school will cover the cost.

**ESTIMATED prices for damages are as follows:** (these can fluctuate based on model and inventory)

Broken Screen - \$45

Damaged Charger - \$35

Damaged Keyboard - \$80

Battery - \$45

Motherboard - \$120

Lost/Stolen -\$350 - **if stolen, please file a police report**

### **DIGITAL CITIZENSHIP**

Students must follow the six conditions of being a good digital citizen:

1. **RESPECT YOURSELF.** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about life, experience, experimentation or relationships I post. I will NOT be obscene. I will not visit sites that are degrading, pornographic, racist, or inappropriate.
2. **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 schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
3. **RESPECT OTHERS.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. **PROTECT OTHERS.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations.
5. **RESPECT INTELLECTUAL PROPERTY.** I will request permission to use resources. I will suitably cite any and 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.
6. **PROTECT INTELLECTUAL PROPERTY.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

### **CHROMEBOOK AGREEMENT / SIGNATURE FORM**

By signing below, the student and their parent/guardian agree to follow, understand, and accept:

- a. Responsible Use of technology policy.

- b. Chromebook Agreement
- c. Website and Social Media Guidelines (Below)
- d. That the Chromebook, software, and issued peripherals are owned by the school.
- e. If the student ceases to be enrolled, the student agrees to return the Chromebook in good working order or pay the full \$300.00 replacement cost. In addition, the student must also return both the Chromebook charger and the Chromebook case.
- f. In no event shall SE Dubois be held liable to any claim of damage, negligence, or breach of duty.

**WEBSITE and SOCIAL MEDIA Guidelines;**

THINK before you act because your virtual actions are real and permanent!

| Guideline  | Student Initials | Parent Initials |
|--|------------------|-----------------|
| Be aware of what you post online. Websites and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.       |                  |                 |
| Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online. |                  |                 |
| Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not SHARE your password with anyone besides your teachers and parents.                                       |                  |                 |
| Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.   |                  |                 |
| Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.   |                  |                 |
| Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.  |                  |                 |
| How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.  |                  |                 |
| Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit some else's work, be sure it is in the spirit of improving the writing.  |                  |                 |
| If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.   |                  |                 |

PRINT STUDENT NAME: \_\_\_\_\_

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

PRINT PARENT NAME: \_\_\_\_\_

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