

## Chromebook Loan Procedures 2019-2020

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The Edmonds School District issues a computer to every student at our school. This 1:1 model will allow our teaching staff to use technology and online resources in powerful new ways within classroom instruction and will further support collaboration between students.

### Receiving Your Chromebook

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Any student enrolled at our school will be able to pick up their Chromebook on or after the designated deployment days at the beginning of the school year. Any transfer/new student will be able to pick up their Chromebook from the Para Tech as part of the registration process, once login credentials have been generated (generally 24-48 hrs. after registration).

**Responsibility for the Chromebook begins at the time the student receives the device.**

**There are two important documents parents/guardians need to submit and or make optional election:**

1. The **Chromebook Handbook Google Form** that was sent as a link in Skyward email and the Viking Notes, or by locating the form on the MMS website (under Chromebook Loan Procedure). This form is required by September 6, 2019. Translation of the form can be done by using Google Translate. Click on the link for form access:

<https://goo.gl/forms/KiBkmqVk4VfviTi82>

2. The **Chromebook Damage/Loss Form** is now accessible via the ESD Website and can be purchased via In-Touch Payment system. **We are no longer requiring the hard copy form for deployment of the Chromebooks.** No action is necessary if you do not want DLP coverage. Damage/Loss opt-in fee is required by November 30, 2019 if you wish to have coverage. If after November 30, 2109, you have not paid the fee, you will be opted out of the Chromebook Damage/Loss program and will be 100% liable for all damages and repairs.

### Returning Your Chromebook

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At the end of the school year, students will turn in their Chromebooks. If a student transfer out of or withdraws from school, he/she must turn in their Chromebook in good working condition to the Para Tech on their last day of attendance.

Failure to turn in your assigned Chromebook in good working condition may result in the student being charged the full \$305.00 replacement cost plus the cost for the accessories. The District may also file a report of stolen property with the local law enforcement agency. If it is not possible to pay this fine, school board administrative procedure 8440 R1 - Procedures for Student Fees, Fines and Charges will be followed.

## Taking Care of Your Chromebook

### General Precautions

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- 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 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 not be used or stored near pets.
- Students are responsible for the general care of the Chromebook they have been issued by the Edmonds School District. Students should never leave their Chromebooks unattended except locked in their hallway locker or PE locker.
- No family members are allowed to use your assigned Chromebook. No Exceptions. Please be aware if you do share your Chromebook and we find inappropriate content you are solely responsible and could be assigned disciplinary action

### Carrying Chromebooks

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- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

### Screen Care

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The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screen is 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.
- Make sure there is nothing on the keyboard before closing the lid (e.g. papers, pens, pencils. Earbuds)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth (like for a cell phone).

### Asset Tag / Label

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- All Chromebooks will be labeled with a District asset tag/label.
- Asset tags are not to 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/label or turning in a Chromebook without a District asset tag/label.
- A \$5 fine will be placed on your student account for any labels that are missing or have been removed (Skyward barcode (District and Name labels). This is to cover the cost of labor and supply of labels.

## Chromebook Repair

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The District will repair or replace damaged equipment resulting from normal use at no cost to the student/family. The District will make its best attempt to purchase replacement parts at the best possible price.

- Chromebooks that are broken or fail to work properly must be taken to the designated **Tech Support Area which is located in the MMS library.**
- Loaner Chromebooks will be issued to students when they leave their school-issued Chromebook for repair in the Tech Support Area.
- Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance, this includes friends and or family who are tech savvy.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device. Damage/Loss Program does not cover the loss or damage to loaner devices.
- The school's Para Tech will contact a student when his/her device is repaired and available to be picked up. The loaner should be turned back in at that time.
- If accidental damage or vandalism was caused by others, the repairs be done at no cost to the student/family. All other breakages such as through user negligence, vandalism, or intentional damage caused by the user will be the responsibility of the student/family to pay for and DLP will not cover the costs.
- If another student vandalizes or worse steals a student's Chromebook, the student at fault is liable for all repair/replacement costs out of pocket and their DLP will not be used in those situations. School administrators will determine who is at fault if anyone on a case by case basis.

## Estimated Costs (subject to change)

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The following are estimated costs of the Chromebook parts and replacement and are subject to change. Please read the current 2019-2020 Damage/Loss form carefully for new terms and charges that have been amended this school year.

- Total replacement of Chromebook \$ 305.00
- Replacing Screen \$ 70.00- \$175.00
- Replacing Keyboard/touchpad \$125.00
- Replacing Power cord \$ 25.00
- Hinges \$45.00
- ESD District Logo Sleeve \$25.00
- District/Name Labels \$10.00

*This is not an exhaustive list of repair costs for various hardware components  
Price varies depending on model of assigned Chromebook.*

## Using Your Chromebook at School

Students are expected to bring a fully-charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

- If a student does not bring his/her Chromebook to school, a loaner will **NOT** be issued, and the student might not be able to participate in or complete their classroom assignments. The only caveat to this rule is if a student is engaging in WA State testing
- The assigned Chromebook is not for personal use. Examples of personal use are: Entertainment, gaming and social media, this is not an exhaustive list of examples.
- The sole purpose of the Chromebook is to integrate technology into your learning toolkit. Its intended purpose to aid you in school assigned homework, lessons, research etc.

## Charging Chromebooks

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- Students must charge their Chromebook at home every evening. They must be brought to school each day with a full charge.
- Loaner chargers will not be issued unless students are participating in state testing or verifiable testing in class.

## Logging into a Chromebook

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- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, except for their parents/guardians.
- All other personal Google Profiles will be removed. If a student is found to be using a secondary account to circumvent our filters and monitoring applications, disciplinary action will be taken by administrators and staff.

## Managing and Saving Your Digital Work with a Chromebook

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- The majority of student work will be stored in Internet/cloud-based applications (Google Drive, Google Classroom, Canvas, etc.) 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.
- The school district will not be responsible for the loss of any student work.

## Backgrounds and Themes

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- Students may alter the desktop background of their Chromebook with ***school and age-appropriate*** media.
- The school may override student desktop backgrounds as necessary. Any guidelines or information that is posted to Chromebook desktop backgrounds must be read by students as soon as possible. Students can expect background changes in early June to prepare students for Chromebook collections.

## Sound

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

## Printing

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- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students will be able to print to selected school printers and will be assigned a printing account with a small credit. Once the free printing credit is exceeded, students can elect to pay a fee to the Front Office to increase their printing account.
- Printing instructions can be found at our school website by navigating to the Chromebook tab on the top menu bar and then navigating to the left menu bar and selecting Printing from a Chromebook.
- Students who send excessive print jobs to the school printers will be liable for replacement costs of the materials used ( Ink, Paper). This is easily verified through our technology staff.

## Using Your Chromebook Outside of School

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- Students are encouraged to use their Chromebooks at home and other locations outside of school. 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.
- Students are bound by the Edmonds School District Administrative Procedure 7396 R-1 Electronic Information Systems (Network) Acceptable Use Procedures and Guidelines, and all other guidelines in this document wherever they use their school-issued Chromebooks.
- For information on where free Wi-Fi internet connections are available in our community, please check with the Foundation for Edmonds School District.

### Appropriate Uses and Digital Citizenship

As a reminder, as stated in School Board Policy 7396 Electronic Information Systems (Network), District Chromebooks should be used for educational purposes. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- **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, 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.
- **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations. I will not misrepresent others on the system in accordance with Board Policy 7396 R1.
- **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.
- **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. Students should always conduct themselves as good digital citizens.

District Chromebooks should be **used for educational purposes only**. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens.

**The following topics are not to be searched for or accessed in any manner by use of your student's District assigned Chromebook, unless it is approved content by school administrators and or staff.**

- Illegal Drugs and or prescription drugs of any nature
- Violence related material/content and or cyberbullying
- Sex related material/content, as well of content of a sexual nature
- Computer related material/content: Proxy, bypassing network filters, hacking, chat rooms social media, downloading viruses or other types of malware, chain emails and games.
- Self harm related materials/content found on a student's Chromebook will be sent to counseling for immediate attention.
- The above topics will be monitored on a daily basis and will constitute counseling, digital citizenship & netiquette education as well as the potential for progressive discipline as deemed by administrators and staff.

### **No Expectation of Privacy**

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Students should have no expectation of confidentiality or privacy with respect to any usage of a District Chromebook or District Google Apps for Education account, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason. By using a District Chromebook, students agree to such access, monitoring, and recording of their use.

## Monitoring Software

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Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student-issued Chromebooks while on school property. Chromebook cameras will not be remotely viewed by district staff except when reported as missing, stolen, etc.

Parents who have students that attend Meadowdale Middle School should expect that the technology support staff is constantly monitoring student activity during school hours by use of software to ensure that students are using their Chromebooks in a safe and appropriate manner.

## Content Filter

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The 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 school district.

If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, student needs to contact their teachers to request the site be unblocked. From time to time there may be errors in the filtering system where appropriate sites get blocked or inappropriate sites don't.

- Students may not use any method to bypass the filtering system.
- Parental supervision is strongly recommended
- If an inappropriate site is encountered, it should be reported to the school Para Tech- or to school administrators as soon as possible.

## Chromebook Information

### Operating System and Security

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- Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school district.

### Updates/Virus Protection

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- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks. Students should reboot once a month to ensure updates take effect.
- There is no need for additional virus protection, as this is built into Chrome OS.

## Software

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### **Google Apps for Education**

- Chromebooks integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms and Email.
- All work is stored in the cloud.
- This version of Google Apps is different from what is available to the public. There are no advertisements. Google does not scan the contents for marketing purposes. Students have unlimited file storage.
- Students will be able to send and receive email messages from anyone. Teachers will have access to read all email messages that students send and receive.

If parents want to monitor the contents of their students email and files, they should direct their student to provide them with their username and password. Please see MMS/ESD website for information on signing up for free Monitoring provided by Securly.

### **Chrome Web Apps and Extensions**

- Students are allowed to install Chrome web apps from the Chrome Web Store that have been approved by the school district.
- Some web apps will be available to use when the Chromebook is not connected to the Internet. (e.g. graphing calculator)
- If an educationally valuable app is blocked, student needs to contact their teachers to request the app be unblocked.

### **Chromebook Identification**

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Records: The school district will maintain an inventory of all Chromebooks that includes the serial number, asset label ID, student name, and student ID number for each device.

Users: Each student will be assigned the same Chromebook for the duration of his/her time at the school.