

Los Alamitos High School Chromebook Procedures & Information Handbook



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Vision for One-to-One Chromebooks at Los Alamitos High School

In a comprehensive high school, we believe that a one-to-one environment with Chromebooks empowers students and teachers, creating opportunities for increased learning, achievement, and the development of essential college- and career-related skills.

With one-to-one devices, students will...

- **Access:** Students will have access to school work, online course curriculum, the web, and other online tools and resources in and out of school at any time.
- **Collaborate:** Work together to build and demonstrate skills and knowledge.
- **Research:** Find and access a wide array of relevant curricular information.
- **Inquire:** Use the Internet to pursue new lines of inquiry.
- **Own Their Learning:** Use multiple resources and feedback to analyze and take charge of their learning.
- **Organize:** Manage information, their work, and deadlines.
- **Create Authentic Work:** Express their learning using a variety of platforms and share their work with authentic audiences around the world.

With one-to-one devices, teachers will...

- **Assessment for Learning:** More easily create and analyze data-rich formative assessments to inform instructional plans and identify student needs.
- **Provide Feedback to Students:** Provide students with frequent and timely feedback.
- **Give All Students a Daily Voice:** Create opportunities for all students to provide feedback, ask questions, and demonstrate their understanding.

Chromebook Procedures and Information



1. Receiving and Returning a Chromebook

1.1 Receiving a Chromebook

- a. At registration, each student will receive a Chromebook, charger, and protective sleeve to be kept throughout their time at Los Alamitos High School (LAHS). These items are the property of LAHS, and the use of these items must follow the expectations set in the *District Acceptable Use Policy for Technology*.
- b. Parents/guardians and students must sign and return the *School-Issued Chromebook Checkout Agreement* OR agree via Aeries Data Confirmation before a Chromebook is issued to the student.
- c. The Chromebook and district-issued Google account are the property of Los Alamitos USD and, as a result, may be subject to inspection at any time. The student should have no expectation of privacy of materials found on a school-issued Chromebook or a school-supplied or supported account or service (Google, Microsoft, etc.).

1.2 Returning a Chromebook

- a. School-issued Chromebooks and accessories will be returned at the end of a student's senior year.
- b. Chromebooks and accessories must be returned immediately when a student transfers out of LAHS, is expelled, or terminates enrollment for any reason.

1.3 Fines Related to a Chromebook

- a. Chromebooks, the charger, and the school-provided protective sleeve will be returned to the media center, when requested, in satisfactory condition. Chromebooks will be inspected for damage. In the case of damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. Chromebook insurance may be purchased annually in advance to cover the cost of damages up to the replacement cost of the Chromebook. The LAHS Administration will make the final determination about any charges levied for Chromebook repairs.
- b. If charges for repairs are not paid by the end of the school year, the charges will be assessed at the beginning of the next school year. All charges must be paid by the end of a student's senior year, or students will not be able to participate in the graduation ceremony and other graduation activities ([Board Policy 5127 - Graduation Ceremonies And Activities](#))

2. Taking Care of a Chromebook

Students are responsible for anything done using their assigned Chromebook or their student accounts. Care should be taken by students to protect and maintain the Chromebook they have been issued by LAHS. Chromebooks that are broken or fail to work properly must be brought to the media center for an evaluation of the equipment in a timely manner. If applicable, an insurance claim can be filed.

2.1 General Precautions



Keep away from hot temperatures.



Do not allow the device to get wet.



Do not take the device apart.



Do not carry from the corner of the screen.

- Chromebooks should be stored within the provided protective sleeve when not in use.
- Do not close the Chromebook with anything inside (pencils, earbuds, paper clips, staples, etc.). Objects closed within the Chromebook can cause screen damage.

3. Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. **Students are responsible for bringing their school-issued Chromebook fully charged to school, every day.**



- If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present.
- If a student repeatedly leaves the Chromebook at home, the student will be subject to interventions to support their responsibility and preparedness for learning.

3.1 Chromebook Usage

- a. All school rules must be followed with regard to student Chromebooks and accessories at all times, including outside of school.
- b. Accessing or storing media such as photos, videos, and other content on the device that violates the *District Acceptable Use Policy for Technology* (such as guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang- or hate-related symbols or pictures) will result in disciplinary action.
- c. Stickers and other decorations are not permitted on Chromebooks or chargers. Students may opt to purchase a personal snap-on protective shell/case for the Chromebook, and may apply appropriate stickers to the shell.
- d. Chromebooks must be brought to school each day in a fully charged condition.
- e. Chromebook Sound levels should be inaudible by others during school hours unless otherwise directed by LAHS staff. This means the audio should be muted or students should use headphones.

3.2 Chromebook Undergoing Repair & Borrowing a Device

- a. Loaner Chromebooks may be checked out to students from the media center when their Chromebooks are being repaired by the school.
- b. Students using a loaner Chromebook will have the same responsibility of care and use as with the device they were issued.



3.3 Internet Privacy and Safety

Students must log in to their Chromebook with their district-issued Google account. All school-issued Chromebooks filter content and monitor activity, blocking adult content, hate, violence, drugs, and most social media services. These protections extend to home use of the device as long as the student is logged in with their district-issued account.



4. Using a Chromebook at Home

Students are allowed to connect their school-issued Chromebook to wireless networks at home,

allowing access to the internet, Google apps, and other education-related resources when not on the school network. If you have trouble connecting a Chromebook to your home network, contact your internet service provider.

4.1 Digital Citizenship & Monitoring Student Technology Use at Home

While the built-in district safety measures protect students in most cases, the best filter is adult supervision and students making good choices as responsible digital citizens. It is always recommended that parents monitor student technology use through consumer-available filters and other tools. The following resources will assist in promoting positive conversations between parents/guardians and their students regarding digital citizenship:

- NetSmartz: <https://www.missingkids.org/netsmartz/resources>
- Common Sense Media: <https://www.commonsensemedia.org/articles/online-safety>

It is essential for all students to understand that responsible digital citizenship includes:

- a. All students should recognize and guard their personal and private information on the internet.
- b. Using another student's password or private information is a serious and dangerous offense and will result in disciplinary and possibly legal action.
- c. All activity on the Chromebook and district-issued Google account, whether conducted at school or off-site, is monitored for appropriate use and subject to search as district property.

4.2 Low-Cost Internet Options

For families that do not have internet access at home, several state- or federal-supported programs are available for low-cost internet. Internet access is also available before and after school, and students may work in the media center. The following programs offer low-cost internet solutions for families that qualify:

- US Affordable Connectivity Program: <https://www.whitehouse.gov/getinternet/>
- FCC Affordable Connectivity Program: <https://www.fcc.gov/acp>
- Spectrum Internet Assist Program:
<https://www.spectrum.com/internet/spectrum-internet-assist>

5. Chromebook Repair & Replacement Costs

Students that are not participating in the Insurance Plan, or that have exceeded the cost of replacing the Chromebook through insurance coverage for the year, will be responsible for

damages and replacement costs of the Chromebook. During the time of the repair, a loaner Chromebook will be issued. Any invoice for repairs must be paid, and the loaner Chromebook returned prior to receiving the repaired Chromebook.

Listed below are the current, July 2022, approximate repair costs for a Chromebook:

Part Description	Approximate Cost	Notes
Repair Labor	\$40	The total cost of a repair fine equals one fee for labor plus the cost of all replacement parts.
Entire Chromebook	\$300	
LCD Screen	\$73	
Keyboard	\$30+	Individual keys may not be replaceable. Some damages require the entire keyboard assembly to be replaced.
Touchpad	\$28	
Palmrest	\$55	
Device Charger	\$50	
Screen Hinge.	\$35	Dropped Chromebooks with screen damage require hinges, screen panel backing, or device bottom/shell to be replaced
Screen Backing	\$35	
Bottom Case Shell	\$38	
Protective Sleeve	\$10	