



LARAMIE COUNTY
SCHOOL DISTRICT 2

Students First

Student Chromebook Handbook

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The policies, procedures and information within this document apply to all student issued chromebooks. Teachers may set additional requirements for computer use in their classroom. This agreement is used in conjunction with the LCSD#2 Acceptable Use Policy.

1. RECEIVING YOUR CHROMEBOOK

Chromebooks will be distributed each fall. Students and parents will be required to attend an orientation before the beginning of each school year. Parents will also be required to sign this agreement before their student(s) will be issued a chromebook.

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of their chromebook. In the event that the chromebook is broken or fails to work properly, students are required to immediately report to the Technology Department.

2.1 General Precautions

- No food or drink is allowed next to your chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the chromebook.
- Chromebooks should not be left in an unlocked car or in a locked car during extreme weather conditions or in any unsupervised area.

2.2 Chromebook Care

- Students will be held responsible for maintaining their individual school computers and keeping them in good working order.
- Chromebook batteries must be charged and ready for school each day.
- No labels or stickers may be applied to the computer
- Chromebooks that malfunction or are damaged must be reported to the Technology Department.
- Students will be responsible for the entire cost of repairs to chromebooks that are damaged intentionally.
- Chromebooks that are stolen must be reported immediately to the high school principal.

2.3 Carrying Chromebooks

- Chromebooks should be carried in a carrying case, or protective sleeve with adequate padding.
- Chromebooks should always be within the protective case or sleeve when carried.
- Chromebooks must be turned off before placing it in backpack or protective sleeve.
- Objects stored in a backpack or carrying case along with Chromebook should be kept to a minimum to avoid pressure on chromebook screens.

2.4 Screen Care

- Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the chromebook when it is closed.
- Do not place anything on top of the chromebook that could put pressure on the screen.
- Do not touch the screen with sharp or foreign objects.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or papers).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. USING YOUR 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 will be accessed using the chromebook. Students will be responsible to bring their chromebook to all classes, unless specifically advised not to do so by their teacher.

3.1 Chromebooks Left at Home

If students leave their chromebook at home, they must immediately phone parents to bring them to school. Repeat violations of this policy will result in disciplinary action.

3.2 Chromebook Repair

Loaner chromebooks may be issued to students when they leave their chromebooks for repair with the technology department.

3.3 Charging Your Chromebooks Battery

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their chromebook each evening. In cases where use of the chromebook has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class. Students can also inform the Technology Department where they may borrow a battery. Students must return borrowed batteries to the Technology Department by 3:00 p.m. each day. Repeat violations of this policy will result in disciplinary action.

3.4 Personalize Screensavers, Themes, and Wallpaper.

- Inappropriate media may not be used as a screensaver, theme or wallpaper.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.

3.5 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

3.6 Printing

Students may use printers in the library/media center.

3.7 Obscene Material

Images containing obscene or pornographic material are strictly prohibited at any time and will result in disciplinary action.

3.8 Inspection

Students may be selected at random to provide their chromebook for inspection.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to My Documents/Home Directory (Z:)

Students will be logging onto our network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work. Student server files are subject to disk quotas.

The chromebooks will be set up with a My Documents/Home Directory (Z:) in which students should save their work. My Documents/Home Directory (Z:) will automatically save a copy of all student documents saved to the My Documents/Home Directory (Z:) to the high school server while they are on the high school network. When a student adds a document to the My Documents/Home Directory (Z:) folder while working at home or away from school, that document will be copied automatically to the server when the student logs onto the network at school. When students turn on their computers upon returning to school, they should allow the syncing process to run and not stop it before it is complete.

Additional folders in the My Documents/Home Directory (Z:) may be created or added by the student. All student work should be stored in one of the My Documents/Home Directory (Z:) folders. Only files stored in the My Documents/Home Directory (Z:) will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to server.

5. SOFTWARE ON CHROMEBOOKS

- The software originally installed by the Technology Department must remain on the chromebook in usable condition and be easily accessible at all times.
- All software will be district provided.
- Student will not be allowed to install software or plugins.
- The use of peer to peer sharing software and websites is prohibited.
- The downloading of games on the chromebook is strictly prohibited and disciplinary action will occur if these are found on student computers. Students are not allowed to transfer games or any other personal file through network share folders.
- Modifications to the operating system is prohibited.
- The technology department will perform any and all software upgrades.

- If technical difficulties occur or illegal software is discovered, the chromebook will be re-imaged. (All files in My Document/Home Directory (Z:) will be restored and any other files will be lost.)

6. ACCEPTABLE USE

Laramie County School District #2 is pleased to be able to offer access to the district computers which provide the necessary programs and network resources required by classes. To gain access to these resources, students and parents must sign and return this form to the appropriate school office.

While these materials are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its educational intent. Student issued chromebooks are a privilege and

Misconduct could result in temporary or permanent loss of access to the Internet, e-mail, or other technology privileges. Violations will result in disciplinary action. When applicable, law enforcement agencies may be involved.

Many responsibilities result from the use of these technologies in the educational setting.

6.1 Parent/Guardian Responsibilities:

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities:

- Provide Internet and e-mail access to its students.
- Provide content filtering of inappropriate materials.
- Provide network file storage.

6.3 Student Responsibilities:

- Use computers in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, non-deliveries or service interruptions caused by the students’ negligence, errors, or omissions.
- Contacting the Technology Department about any security problems they may encounter.

- Responsible for all activity on their account(s).
- Always log off the computer after they are done working to protect their accounts and files. If a student does not log off, any e-mail or Internet activity under their name will be considered their responsibility.
- Turn in a print out of any inappropriate e-mail received on school e-mail. This includes any e-mail with inappropriate or abusive language and/or questionable subject matter.
- Return his/her chromebook to the Technology Department at the end of the school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment with LCSD#2 for any reason must return their individual school chromebook computer on the date of termination.

6.4 Prohibited Student Activities:

- Illegal installation or transmission of copyrighted materials.
- Use of any e-mail program other than the account issued by the school.
- Use of chat rooms or sites selling term papers, book reports, or other forms of student work.
- Use of instant messaging software.
- Changing computer settings other than wallpaper, theme or screen saver.
- Use of Internet computer games unless approved/assigned by an instructor.
- Downloading/executing files such as instant messaging programs or computer games.
- Sending mass or inappropriate e-mail.
- Gaining access to other students' accounts, files, or data.
- Sharing passwords.
- Use of the school's Internet/e-mail accounts for financial or commercial gain or for illegal activity.
- Use of anonymous and/or false communication.
- Giving out personal information over the Internet except in an instruction context or in the performance of school district business.
- Setting up accounts for chat rooms or other services (ex. Ebay).
- Participating in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalizing school equipment. (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components)
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Using anonymous proxy servers or other attempts to negate firewall/filtering systems.

6.5 Cyberbullying

Cyberbullying is all forms of harassment over the Internet or other forms of electronic communications including cell phones. Students and staff will refrain from using communication

devices or School District property to harass or stalk another. The School District's computer network and the Internet, whether accessed at school or away from school during or after school hours, may not be used for the purpose of cyberbullying. All forms of cyberbullying are unacceptable and viewed as a violation of this agreement and LCSD#2 Acceptable User Policy.

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site posting including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

The administration shall fully investigate all reports of cyberbullying.

In situations in which cyberbullying originated from a non-school computer but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the education process. In addition, such conduct may also violate district policy. Such conduct includes, but is not limited to, threats to harm a member of the school staff or a student.

7. PROTECTING & STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

Student chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Inventory number.
- Computer domain name.
- Individual User account name and password

7.2 Password Protection

Students are expected to password protect their chromebooks by setting a network log-on password and keeping that password confidential. Students need to contact the Technology Department immediately if they believe their password has become compromised. If a student fails to keep this confidentiality agreement and any part of this policy has not been followed, appropriate disciplinary steps will be taken.

7.3 Storing Your Chromebook

When students are not using their chromebooks, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the chromebook, when stored in the locker. Students are encouraged to take their chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should **NOT** be stored in a student's vehicle at school or at home.

7.4 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebook be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, commons, locker rooms, library/media center, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen.

Unsupervised chromebooks will be confiscated by staff and taken to the Principal's Office. Disciplinary action will be taken for leaving your chromebook in an unsupervised location.

8. REPAIRING OR REPLACING YOUR CHROMEBOOK

9. Optional ACCESSORIES FOR YOUR CHROMEBOOK

1. Chromebook Protection – Chromebook carrying case, or padded sleeve.
2. Stylus
3. Headphones

10. CHROMEBOOK TECHNICAL SUPPORT

For technical assistance the Technology Department may be contacted by the following:

Email: ITSupport@laramie2.org

All services and repairs will be provided by the Technology Department. Those include the following:

- Replacement battery checkout
- Replacement computer checkout
- Hardware maintenance and repairs
- Password identification and reset
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs

11. CHROMEBOOK FAQ'S

1. What if I already have another model or brand of chromebook/chromebook computer? You are not required to use a school issued chromebook. Your personal device will be considered BYOD (Bring Your Own Device) and will be subject to the following:

1. LCSD#2 Acceptable User Policy.
2. LCSD#2 BYOD Policy.
3. You are responsible for your own repair and maintenance of hardware and software.
4. Internet access is available via guest network.
5. Access to your network folders is available through the LCSD#2 website.
6. No LCSD#2 owned software will be installed on BYOD.
7. No LCSD#2 printers will be installed on BYOD.

2. Can I have my chromebook this summer? No. All chromebooks will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their chromebooks again at their orientation session in the fall to ensure that everyone receives complete information about the chromebook, including its warranty, insurance coverage, software usage and LCSD#2's policy regarding the ethical use of computers.

3. What will I do without a computer in my classes if my chromebook unit is being repaired or while I am replacing it if it is lost or stolen? LCSD#2 Technology Department will have a limited number of loaner chromebooks that can be loaned out on a first-come, first-served basis. You will be able to obtain for a loaner unit by contacting the Technology Department. If you are in possession of a loaner, treat it as if it were your own chromebook. You will be responsible for any damage to the unit or for its loss.

4. If I purchase software in addition to the available software provided through LCSD#2, will the LCSD#2 Staff load it for me? No.

5. Do I need a printer? You do not need to own a printer since printers are located in the library/media center. If you want to connect to a printer at home with the school chromebook, you will need to contact and schedule an appointment with Technology Department to have the printer software installed.

6. How do I connect to the Internet at home? You may connect to the Internet using a cable Ethernet connection or wireless Ethernet connection.

7. Will there be facilities to back up the files I create on my chromebook? Yes. When you save your documents to the My Documents/Home Directory folder, your files are automatically saved to the school server. You are also encouraged to save your documents to a flash/jump drive or SD card.

8. What if I want to add options to my chromebook later? Only LCSD#2 Technology Department is authorized to add options and upgrades to your chromebook computer.

9. What if I want to run another operating system on my chromebook? Only the operating system chosen by LCSD#2 Technology Department will be authorized to run on a student-issued chromebook.

10. Will I be given a new battery if mine goes bad? The chromebook battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance. If you need to borrow a battery for class, you may check a battery out with the Technology Department. The battery must be returned by 3:00 p.m. each day.

11. What has the school done to help prevent students from going to inappropriate sites? All internet access onsite or offsite will be filtered through the LCSD#2 content filter. The content filter is designed to help monitor all Internet sites that students attempt to access. The content filter blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal's Office.

12. Are school issued chromebooks subject to school "snooping"; what if they bring their chromebook in for repairs and "objectionable data" is detected? Inappropriate material on chromebooks should be reported to the classroom teacher, principal, or technology department staff immediately upon identification. Students who have "objectionable data" on their chromebook but have failed or chosen not to report it will be referred to the Principal's Office.

13. If the accessories to my chromebook are lost or stolen, how much will it cost to replace them? In the event that chromebook accessories are stolen, you should report the lost items to the Principal's Office.

The cost to replace specific accessories is listed below:

- a) AC adapter & power cord: \$48.00
- b) Battery: \$72.00
- c) Screen Replacement: \$269.00
- d) Total Chromebook Replacement: \$550.00.

Student Chromebook Agreement

1. I understand that my chromebook is a privilege and can be revoked.
2. I will take good care of my chromebook.
3. I will not leave my chromebook in an unlocked car or in a locked car during extreme weather conditions or in any unsupervised area.
4. I will never loan out my chromebook to other individuals.
5. I will know where my chromebook is at all times.
6. I will charge my chromebook's battery daily.
7. I will keep food and beverages away from my chromebook since they may cause damage to the computer.
8. I will not disassemble any part of my chromebook or attempt any repairs.
9. I will protect my chromebook by only carrying it in my carrying case or protective sleeve.
10. I will use my chromebook computer in ways that are appropriate and educational.
11. I will not place decorations (such as stickers, markers, etc.) on the District chromebook.
12. I understand that my chromebook is subject to inspection at any time without notice and remains the property of the Laramie County School District #2.
13. I will follow the rules outlined in the Student Chromebook Handbook and the Laramie County School District #2 School Acceptable Use Policy while at school, as well as at home.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords and battery, in the event any of these items are lost or stolen.
16. I agree to return the District chromebook and power cords in good working condition at the end of each school year or my termination of enrollment.

Printed Student Name: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

If you would like to download the entire Student Chromebook Handbook please go to <http://www.laramie2.org> and select your students' school. The Chromebook Handbook link is under the *Quick Links* section of the school's website.