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Godley Chromebook Program

Updated for 2023-2024

One of Godley Independent School District's strategic design goals is to empower students with the digital tools necessary to lead in tomorrow's world. Our learners will utilize a variety of multimedia tools for learning and communicating; and they will develop the ability to differentiate and apply appropriate social and professional communication skills.

Device Purpose

The Godley School District is supplying students with a Chromebook device. This device is property of Godley ISD. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Skyward, Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

TABLE OF CONTENTS

1. [RECEIVING YOUR CHROMEBOOK](#)
 - a. District Owned and Student Owned
 - b. Probationary Student Privileges
2. [RETURNING YOUR CHROMEBOOK](#)
3. [TAKING CARE OF YOUR CHROMEBOOK](#)
 - a. General Precautions

- b. Carrying Chromebooks
 - c. Screen Care
- 4. [USING YOUR CHROMEBOOK AT SCHOOL](#)
 - a. Chromebooks under repair
 - b. Charging your Chromebook
 - c. Backgrounds and Passwords
 - d. Sound
 - e. Account Access
- 5. [MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK](#)
 - a. Saving to your Google Apps Account
 - b. Saving to removable storage devices
 - c. Saving to your Chromebook
- 6. [OPERATING SYSTEM ON YOUR CHROMEBOOK](#)
 - a. Updating your Chromebook
 - b. Virus Protections & Additional Software
 - c. Procedures for updating the chromebook
- 7. [RESPONSIBLE USE GUIDELINES CHROMEBOOK](#)
 - a. General Guidelines
 - b. Privacy and Safety
 - c. Legal Property
 - d. E-mail Electronic Communication
 - e. Consequences
- 8. [PROTECTING & STORING YOUR CHROMEBOOK](#)
 - a. Chromebook Identification
 - b. Account Security
 - c. Storing Your Chromebook
 - d. Chromebooks left in Unsupervised Areas
- 9. [REPAIRING/REPLACING YOUR CHROMEBOOK](#)
 - a. Vendor Warranty
 - b. Chromebook Insurance Options
- 10. [CHROMEBOOK TECHNICAL SUPPORT](#)
- 11. [CHROMEBOOK FAQ's](#)

1. RECEIVING YOUR CHROMEBOOK:

District Owned/Issued Chromebooks

- Chromebooks will be distributed at the beginning of each school year. Parents/Guardians and students MUST sign and return the Godley Chromebook Agreement document before the Chromebook can be issued to their child. This Chromebook Policy Handbook outlines the procedures and policies for families to

protect the Chromebook investment for Godley ISD. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled in Godley.

Student Owned Devices

- The use of student owned devices (outside purchase instead of the district supplied device) are at the discretion of the specific campus.
 - The Godley Independent School District is not responsible for damage, loss, theft or IT issues of student owned devices.
 - Students who choose to bring their own personal device do not rescind the District's right to inspect the device at any time while on school district property.
 - Student owned devices must be capable of performing the same tasks as a district supplied device.

1b: Probationary Student Privileges

To protect the assets of Godley ISD, identified students will be required to turn in their Chromebooks to the CLI Help Desk at the end of each day for a period of two weeks unless otherwise specified. The Help Desk will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.

Students who will be included as probationary will be the following:

- All newly arriving students to the district (Students who were not enrolled in Godley ISD at the end of the previous semester.)
- Students with poor attendance records (Students who have 10 absences in 3 or more class periods during the present or previous semester.)
- Students who have violated the Responsible Use Policy during the current or previous semester.

2. RETURNING YOUR CHROMEBOOK:

All district owned Chromebooks must be returned following the guidelines posted in respective buildings.

- **Students Leaving the District must return district owned Chromebooks and chargers to an ADULT AT THE CLI CENTER HELP DESK.**
- Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.

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 taken to the CLI Help Desk as soon as possible so that they can be taken care of properly. ***Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

3a: General Expectations

- 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.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- ***Students should never carry their Chromebooks while the screen is open.***
- Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin. An identification label with the student's name is acceptable on the Chromebooks.
- Vents **CANNOT** be covered. Chromebooks must have a Godley ISD ID tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result.
- Chromebooks should never be left in any unsupervised area.
- If your device is in need of repair, please bring it to the Chromebook help desk as soon as possible.

3b: Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Case use is encouraged. Cases must conform to regulations defined in the Student Handbook.

3c: Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.

- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or fingers).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent.

4. 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 may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks should be placed in a secure location when not in use.

4a: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Help Desk.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it's lost or stolen.

4b: Charging your Chromebook

- Chromebooks should be brought each day fully charged.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy will result in disciplinary action.

4c: Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password. It is also recommended to sign out of your device while storing.

4d: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

4e: Account Access

- Students will only be able to login using the student.godleyisd.net account.
- Make sure you are not in guest mode or you will not be able access your Chrome extensions.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing , presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook or computing device, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.
- Prior to leaving the district, or graduating, students who want to save any work need to use [Google Takeout](#) to transfer any work to a personal gmail account.
- If your device needs repairs, it may require a reload of the operating system which will delete all locally stored files on your Chromebook. Be sure to re-save all files in Google Drive.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

6a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.
- Many updates will require rebooting periodically. Best practice is to reboot each night to allow updates to install regularly.

6b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- All files should be stored in Google drive, so there's no need to worry about lost homework.

6c: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the CLI Help Desk.

7. RESPONSIBLE USE GUIDELINES

7a: General Guidelines

- [Responsible Use Policy](#)
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of Godley ISD.
- Students are responsible for their ethical and educational use of the technology resources of Godley ISD.
- Access to Godley ISD technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the [Responsible Use Policy](#).
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

7b: Privacy and Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of Godley ISD.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately. Follow the steps detailed within the [Responsible Use Policy](#).

7c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Texas Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

7d: E-mail Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at anytime.

7e: Consequences

- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or the [Responsible Use Policy/GISD Tech Agreement](#), will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications may be governed by the Texas Public Information Act; proper authorities will be given access to their content.

8. PROTECTING & STORING YOUR CHROMEBOOK

8a: Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password

- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at GHS. *Take good care of it!*

8b: Account Security

- Students are required to use their student.godleyisd.net domain user ID and password to protect their accounts and are required to keep that password confidential.

8c: Storing Your Chromebook

- When students are not using their Chromebook between classes, they should store them in a secure location.
- Nothing should be placed on top of the Chromebook when stored.
- Chromebooks should be charged overnight, every night.
- It is the student's responsibility to insure that the device is charging properly while being stored.

8d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, field house, locker rooms, CLI, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

9. REPAIRING/REPLACING YOUR CHROMEBOOK

9a: Vendor Warranty:

- The equipment vendor has a one year hardware warranty on new Chromebooks.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to the CLI Help Desk.

9b: Chromebook Repair Costs and Insurance

- The devices will be insured by Godley ISD. Students will have a deductible for each repair that is not covered by the manufacturer's warranty.
 - For devices, **2nd-12th grade**, no yearly usage fee is required however parents are responsible for damaged, lost or stolen Chromebooks. I acknowledge and will pay the following fee for damaged, lost or stolen Chromebook:
 - 1st Incident is \$30
 - 2nd Incident is \$60
 - 3rd Incident is \$100
 - 4th Incident is \$150
 - 5th Incident is \$200
 - The district reserves the right to charge for the entire replacement cost if negligence is determined on the handling of the device.
 - If the device is stolen, students are responsible for obtaining a police report
 - Devices assigned through the take home program will be given with a charger for home use. Students will be required to purchase a replacement charger if the assigned charger is lost or broken.

10. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the CLI through the help desk.

Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by HELP DESK STAFF

11. CHROMEBOOK FAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of

maintenance required by typical computers.” (“Google”)

Q. What kind of software does a Chromebook run?

A. “Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store.” (“Google”)

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of Godley Independent School District's Information & Instructional Technology Dept. will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB storage, mice and keyboards (see [supported file systems](#))
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones
- Chromecast

Q. Can the Chromebook be used anywhere at anytime?

A. Yes, as long as you have a WiFi signal to access the web.

B. Chrome offers the ability through Apps so users can work in an "offline" mode.

Q. Will our Chromebook have 3G?

A. No. The district Chromebooks will not have 3G broadband.

Q. Do Chromebooks come with Internet Filtering Software?

A. No. Chromebooks do not come with internet filtering software. However, while in district, Chromebooks will use the School's WiFi to access the internet which is filtered. Student chromebooks are also configured to use GISD student accounts that are filtered both in and out of the district's network.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. Battery life?

A. Chromebooks have a rated battery life of 6.5 hours, based on typical usage. However, we do expect that students charge them in their assigned storage carts each evening to ensure

maximum performance during the school day. It should be noted that extensive media streaming, using the USB ports to charge personal phones, etc. will drain the battery much faster. Ultimately, it is still the student's responsibility to keep their chromebook charged.