

## SMFCSD Chromebook Handbook

### Overview

The mission of the Chromebook program at Stow-Munroe Falls City School District is to create a collaborative learning environment for all learners. This environment enables and supports transformative uses of technology while enhancing students' engagement with content. This collaborative learning environment promotes the development of self-directed, responsible, lifelong learners and users.

### Device Purpose

Stow-Munroe Falls City School District (SMFCSD) views the use of electronic resources as essential to the delivery of its educational program. It is expected that all students use electronic resources as an essential part of their learning experiences. An effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. Students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

Therefore, SMFCSD will use electronic resources accessed on Chromebooks and other digital devices as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the Stow-Munroe Falls City School District's goal to provide students with rich and ample opportunities to use technology for learning in schools just as individuals in workplaces and other life settings use these tools. The use of devices at school and at home enable educators and students to access digital curriculum, communicate, learn, share, collaborate and create; to think and solve problems; to manage their work, and to take ownership of their lives. It is the policy of SMFCSD to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. Students and families have the privilege of accessing the school network and Internet. This extraordinary opportunity to explore resources is tied to responsibilities. ***When agreeing to the District's Student Code of Conduct (SCoC), School District Owned Equipment/Technology form, and SMFCSD Chromebook Handbook, you are acknowledging that you understand and accept the information in this document.***

### SMFCSD students and families must understand that:

1. Users of the SMFCSD network and equipment, including Chromebooks, must comply at all times with the district's Student Code of Conduct.
2. Devices are loaned to students and remain the property of SMFCSD.
3. Users are accountable to school, district, state, and federal laws.
4. Device and network use must support education.
5. Students and families must follow all guidelines set forth in this document, the Student Code of Conduct, and the School District Owned Equipment/Technology form
6. Rules and guidelines are in effect before, during, and after school hours, for all SMFCSD electronic devices whether on or off the school campus.
7. Files stored in SMFCSD equipment or network are the property of the district and are subject to regular review and monitoring.

8. SMFCSD Staff review and monitor all activity on the network for responsible use. Internet history and email checks may occur at the discretion of SMFCSD staff.
9. The term “equipment” or “technology” refers to Chromebooks, iPads, batteries, power cord/chargers, cases or other digital assigned to students. Each piece of equipment can be equated to those of a textbook or a school-issued calculator.
10. Students are expected to keep the devices in good condition. Failure to do so may result in fines for repair or replacement.
11. Students are expected to report any device damage as soon as possible. This means no later than the next school day.
12. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
13. Students are expected to notify a staff member immediately if they come across any information, images, or messages that are inappropriate, dangerous, threatening, or makes them feel uncomfortable.
14. All users are expected to follow existing copyright laws.
15. Students may only login under their assigned username. Students may not share their password with other students.
16. Students may not loan their device or components to other students or family members for any reason. Students who choose to do so are responsible for any lost components.
17. Each Chromebook is identified electronically and associated to an individual student.
18. All students have access to Google Drive to save documents, provided the student has parental permission.
19. Any failure to comply with the guidelines set forth in this document or the district’s Student Code of Conduct Handbook may result in disciplinary action. SMFCSD staff may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.
20. Devices should remain in a safe place at all times.
21. SMFCSD staff reserves the right to repossess district-owned equipment at any time.
22. The SMFCSD Student Code of Conduct remains in effect for all devices that students choose to utilize on SMFCSD property in addition to the Chromebook.
23. Chromebook serial numbers and student information will be recorded for monitoring purposes.
24. Technical support will not be provided for devices that are not owned by the district
25. Technical support is only available during school hours

### **Parent/Guardian Responsibilities**

SMFCSD makes every effort to equip families with the necessary tools and information to ensure safe use of the devices in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below:

#### **Limitation of Liability**

- While SMFCSD employs filtering, safety and security mechanisms and attempts to ensure their proper function, it makes no guarantee as to its effectiveness.

- SMFCSD will not be responsible, financially or otherwise, for unauthorized transactions conducted using the device.

### **Accept Liability**

- The student and/or parent/guardian is responsible for compensating the school district for repairs or replacement costs due to intentional damage, loss, negligence, misuse, and/or violating the Student Code of Conduct.

### **Monitor Student Use**

- The parent/guardian is responsible for monitoring student use outside of school. Parent/Guardian involvement is key for keeping students safe online.

### **Helpful Suggestions:**

- Investigate and apply parental controls available through your Internet Service Provider and/or your wireless router
- Develop a set of rules/expectations for electronic device use in your home. Some websites provide parent/child agreements for you to sign.
- Only allow electronic device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms or bathrooms.
- Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request that they show you their work often.
- Ask to view your child's Google Drive to check on work progress
- Turn off your home WiFi at appropriate times. Many of the Chromebooks and other device features require an Internet connection to function. When offline, the Chromebook can access the Google Docs office suite and not much more. Turning off your home WiFi at night can prevent late night YouTube sessions, or chatting with friends at inappropriate times.

### **Device Rules and Guidelines**

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities that students accept when they use a district-owned device. In general, this requires efficient, ethical, and legal utilization of all technology resources. Violations of these rules and guidelines may result in disciplinary action.

### **Security Reminders**

- Do not share logins or passwords (Exception: students may share passwords with parents or guardians.)
- Do not develop programs to harass others, hack, bring in viruses, or change others' files.
- Do follow internet safety guidelines
- Do notify a teacher or staff member if you witness inappropriate discussions that could lead to cyberbullying, chain letters, harassment or intimidation.
- All unsecured equipment will be confiscated by staff and disciplinary actions may be taken.

## **Appropriate Content**

All files, communications, and activities must be school appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco, or drugs
- Gangs
- Obscene or suggestive language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

If inappropriate content is encountered during school hours, students are required to immediately notify a teacher or staff member. If inappropriate content is encountered during non-school hours, students are required to immediately notify a parent/guardian who will then notify school authorities during school hours.

## **External Drives**

All SMFCSD rules and guidelines apply to external devices (thumb drive, flash drive, etc.) plugged into a district-owned device. Saving files to Google Drive is the preferred method of data storage.

## **Care and Keep of Chromebooks**

### **General Care**

- Vents should remain uncovered
- Clean the screen with a soft, dry microfiber cloth
- Never clean an electronic device with water
- Do not place drawings, stickers, labels, or any other forms of personalization on the device

### **Suggested Classroom Habits**

- Use two hands to open the lid and carry the device
- Close the lid before standing up
- Don't pick it up by the screen
- Follow all directions given by the teacher
- Center the device on a desk/table

### **Lockers and Storage**

- Never pile things on top of the device
- Never leave the device on the bottom of the locker, storage area, or cubby
- Be sure your locker is locked

### **Traveling**

- The Chromebook must remain in a safe place at all times (even during use); failure to do so may incur costs for repairs

- Never leave the device unattended for any reason
- Do not leave the device in a vehicle

### Care of Chromebook

- Students are required to charge the device fully each night
- Store the device on a desk or table – never on the floor! Leave the power cord/charger at home – you are responsible for lost or stolen chargers.
- Cords and cables should be carefully inserted/removed from the device to prevent damage
- Equipment should not be used in areas which may lead to damage or theft
- Protect the device from:
  - Extreme heat or cold
  - Food and drinks
  - Small children
  - Pets

### Troubleshooting Procedures

*Option 1: Student tries to fix the problem*

- Always try restarting the device as the first step in troubleshooting
- If appropriate, student may ask a classmate for help
- Student may ask a teacher if they are available to help

*Option 2: (High School Only) Student takes device to the TWE group during open hours*

If the TWE group is closed, the student can continue to use their device or work on paper

- Student returns to class with a loaner device
- When the student's original device is ready for pickup, the **student** will be notified via email
- Student picks up device from TWE during open hours

*Option 3: (All buildings but High School) Student takes device to office to exchange for loaner*

- During building hours, the student or parent/guardian may drop the device off at the building office
- Student returns to class with loaner device
- When the student's original device is ready for pickup, the **student** will be notified via email

### Webcams

All student Chromebooks and many other devices are equipped with a webcam. This equipment offers students an extraordinary opportunity to experience modern technology tools, and to develop modern communication skills. Webcams are to be used for educational purposes only, under the direction of the teacher. Examples include:

- Record videos or taking pictures to include in a project
- Recording yourself giving a speech and watching it for practice and improvement

## **Printing**

Students do not have the ability to print from their Chromebooks. We have designed our systems to pass documents and information in a digital format. If a student chooses to print schoolwork at home, we suggest using the following options:

- Save the file on an external drive (thumb/flash/USB) and use the home computer to print
- Store the file in Google Drive and open it on a home computer to print

## **Desktop Background, Screensavers, and User Icons**

- Images set as the desktop background must be in line with SMFCSD Student Code of Conduct
- Inappropriate images may not be used as a desktop background. Presence of guns, weapons, pornographic or suggestive materials, inappropriate language, controlled substance use, or gang-related symbols may result in disciplinary actions and/or loss of device privileges.

## **Copyright and Plagiarism**

- Students are expected to follow all copyright laws and SMFCSD policy on copyrighted works and research and publishing
- Duplication and/or distribution of materials for education purposes are permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC)

## **Technology Discipline**

### **School-Based Discipline**

Any violation of SMFCSD Student Code of Conduct, or any behavior deemed inappropriate, may be subject to the progressive discipline policy set forth by SMFCSD at the discretion of school administration.

### **Compliance Checks**

Compliance checks (reviewing email, Internet history, user profiles, etc.) may be conducted on a student's computer at any time. These may be school wide checks or conducted individually due to suspicion of inappropriate device usage.

## **Exporting Google Account Data**

Google stores all information that students create. Students that want to export data from their Google account need to use the Google Takeout and download Gmail, Drive, and other Google App information.

## **Chromebook Operating System**

- Chromebooks run a modified version of the Google Chrome web browser. It connects to web resources, apps, and extensions provided on the Internet. It does not run

Windows or Apple software. When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system.

- Files are stored in the cloud, so there's no need to worry about lost work, though this does not apply to Offline mode. Students may connect to a wireless system again to upload any changes.

### **Chromebook Security**

Two primary forms of security exist: Chromebook security and Internet filtering. Each of the Chromebooks has a security program installed on it. SMFCSD strives to strike a balance between the usability of the equipment and appropriate security to prevent the devices from being damaged or used to cause damage to the SMFCSD network. Security is in place on the Chromebook to prevent certain activities. These include downloading or installing software on the Chromebooks, removing software, changing system settings, etc.

### **Internet Filtering at School**

SMFCSD maintains an Internet filtering software package. This program automatically filters all student access to the internet.

### **Internet Filtering at Home**

The same school district filtering will run with the students using the device at home and will help ensure safe access to the internet. **Please note, however, that there is no better security than an involved adult.**

### **Chromebook Identification**

Student devices will be labeled in the manner specified by the SMFCSD. Devices may be identified by the district asset tag, serial number, as well as the individual user account.

### **Online Tools and Resources**

Per the Children's Online Privacy Protection Act (COPPA), written parental permission must be given for students under 13 years of age to use certain tools and websites. SMFCSD may provide access to these educational resources on behalf of the parent/guardian, via a signed Student Code of Conduct, for educational purposes only. Parent/Guardian consent is inherently given to SMFCSD to use student information for the purpose of utilizing online services, tools and websites deemed educational by SMFCSD. Google accounts will be given to all students utilizing Chromebook. This is a requirement that gives students access to sign into the device and participate in communication with peers and staff for educational purposes. Students under 13 years of age originally need parent permissions to have Gmail accounts, however Google allows SMFCSD to act as the parent's agent and approve the accounts on their behalf. This approval includes the ability to create a Gmail account with access to external web services of which may require some student information, and any other services, application or Web resources deemed educational by SMFCSD.

### **Account Security**

Students are required to use their school account user ID and password to protect their accounts and are required to keep their password confidential.

### **Repairs**

Occasionally, unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.) SMFCSD Tech Support will assist students with getting issues resolved. Do not take SMFCSD owned devices to an outside computer service for repair.

### **Loaner Devices**

Temporary replacements (loaners) are available at each school so that learning is not disrupted by the repair process. Students are responsible for the care of the loaner device. The same rules and regulations apply to loaners.

### **Lost, Stolen, or Damaged Equipment**

- If the device is lost or stolen during the school day, the student is required to contact a teacher or school administrator immediately
- If a device is stolen outside of school, the student or parent/guardian is required to file a police report immediately. After filing the police report, the student parent/guardian shall notify school administration and submit a copy of the police report.
- If a device is lost outside of school, the student or parent/guardian is required to notify the school administration immediately via email [studenthelp@smfcSD.org](mailto:studenthelp@smfcSD.org)
- All attempts to recover a lost or stolen device will be done by school administration or law enforcement. Student or parent/guardians shall never attempt to recover a lost or stolen device

### **Damage or Negligence**

After investigation by school administration, if the device is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of the repair or replacement.

Damage(s)	Cost
Screen	\$40
Camera	\$30
Battery	\$40
Power Charger	\$20
Keyboard	\$45
Top Cover	\$25
Bottom Cover	\$25



Hinges	\$15
Intentional Damage/ Neglect/ Water Damage/ Motherboard/ Loss/ Theft	\$250

**Lost Equipment**

If any equipment is lost, the student or parent/guardian must immediately report it to a member of the staff. When a device is reported as lost or stolen, the Technology Department will remotely turn off the device functionality so the device is unusable. A police report should be filed for the device reported as stolen by the student or parent/guardian.

**Financial Responsibility**

The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be fined for damaged or lost equipment.

**Return Procedures**

All district owned property must be returned, including the Chromebook and accompanying accessories. Students leaving SMFCSD in the middle of the year, either withdrawing or transferring, must return the equipment to SMFCSD prior to leaving the district. As part of the return procedure, the device will be inspected to assure that it is functioning properly and is not damaged.