Bristol Warren Regional School District

Technology Chromebook Care and Use Policy Guide

A Resource for Students and Parents/Guardians

Version 2.2

1. Receiving Your Chromebook

Students and parent(s)/guardian(s) must sign the Student Equipment Policy prior to receiving a Chromebook.

2. Returning Your Chromebook

a.   **End of Year**

At the end of the school year, students will return their Chromebook to the school for safe keeping. Failure to turn in a Chromebook will result in the student being charged the full replacement cost of the Chromebook or any missing peripheral equipment such as the case or power supply. Legal action may result.

b.   **Transferring/Withdrawing Students**

Students transferring out of or withdrawing from the Bristol Warren Regional School District (BWRSD) must turn in their Chromebooks, cases, power supplies, and any other equipment issued with the Chromebooks to the school on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost of $298.17. There will also be a charge for any missing peripheral equipment such as the case or power supply. Legal action may result.

3. Taking Care of Your Chromebooks

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 school office as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their locker.

a.   **General Precautions**
- 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 or stored near pets.
- Chromebooks should not be exposed to extreme temperatures, such as leaving it them in a car overnight during the winter.
- 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, or non-removable stickers.
- Heavy objects should never be placed on top of Chromebooks.

b.   **Cases**

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her Chromebook.

c.   **Carrying Chromebooks**
- Always transport Chromebooks with care and in BWRSD-issued protective cases.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

d.   **Screen Care**

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are 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.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e.   **Asset Tags**

- All Chromebooks will be labeled with a BWRSD asset tag. The asset tag indicates the Chromebook is property of the BWRSD and provides information that allows us to determine the name of the student to which the specific Chromebook has been assigned.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with an asset tag or turning in a Chromebook without an asset tag.

4. Using Your Chromebooks at School

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

a.   **If a student does not bring his/her Chromebook to school**

A student may stop in the school library and check out a loaner for the day, if one is available.

- There is a limited number of loaner Chromebooks available for distribution. Priority for loaners will be given to students who have Chromebooks being repaired. A student is not guaranteed to receive a loaner if he/she forgets his/her Chromebook or forgets to charge his/her Chromebook.

- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued Chromebook.
- The school will document the number of times a loaner is issued to each student for not having his/her Chromebook at school.
- Multiple occurrences of coming to school without one's Chromebook may result in disciplinary action.
- Students who obtain a loaner will be responsible for returning the borrowed Chromebook to the library before the end of the school day.
- If a loaner is not turned in by the end of the school day, it will be reported to the Assistant Principal.

b. **Chromebooks being repaired**

- Loaner Chromebooks may be issued to students in the event their school-issued Chromebook is being repaired.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned Chromebook.
- Chromebooks on loan to students having their Chromebooks repaired may be taken home.
- A member of the School Department will contact students when their Chromebooks are repaired and available to be picked up.
- Students must return loaner Chromebooks promptly after receiving notification. Any payments for repairs are also expected to be made at this time.
- The loaner Chromebook will be disabled if not returned within five days of notice.

c. **Charging Chromebooks**

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- There will be a limited number of charging stations located in the school, available to students on a first-come-first-served basis.

d. **Backgrounds and Themes**

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

e. **Sound**

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

f. **Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. There will be limited printing available in school.

- Students will be able to print from their Chromebooks to designated printers. There will be a quota set on the number of pages each student can print in any given year. Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be found at
- http://www.google.com/cloudprint/learn/.

g. **Logging into Chromebooks**

- Students will log into their Chromebooks using their school-issued G-Suite account.
- Students should never share their account passwords with others, including faculty and staff.

h. **Managing and Saving Your Digital Work with a Chromebook**

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet Chromebooks.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage Chromebook or by having multiple copies stored in different Internet storage solutions.

5. Using Your Chromebooks Outside of School

Students are encouraged to use their Chromebooks at home and in other locations outside of school. A WiFi 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 BWRSD Responsible Use Policy, and all other pertinent policies, at all times, wherever they use their Chromebooks. At no time will any member of the BWRSD staff have the ability to manipulate the Chromebook webcam in any way.

6. Operating System and Security

Students may not use or install any operating system, on their Chromebooks other than the current version that is supported and managed by the district.

a. **Updates**

- The Chromebook operating system, updates itself automatically. Students do not need to manually update their Chromebooks.

b. **Virus Protection**

- There is no need for additional virus protection.

7. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, while in school, will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers to request that the site be unblocked.

8. Software

a. **G-Suite**

- Chromebooks seamlessly integrate with the G- Suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

b. **Chrome Web Apps and Extensions**

- Students are not allowed to install web apps and extensions.
- Appropriate web apps that are recommended will be installed after they are approved via the Ed Tech Software Evaluation Process.

9. Chromebook Identification

a. **Records**

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the Chromebook.

b. **Users**

- Each student will be assigned the same Chromebook for multiple years during his/her time in the BWRSD. Take good care of it!

10. Repairing/Replacing Your Chromebook

a. **Vendor Warranty**

- Chromebooks include a three-year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction.
- The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.

- The vendor warranty does not warrant against physical damage caused by misuse, abuse, or accidents. Additional insurance may be purchased, as outlined below.

b. **Loss, Damage, or Destruction**

If any loss, damage, or destruction of school property is determined to be the fault of the student, the BWRSD may charge the student or parent(s)/guardian(s) the lesser of the repair or replacement cost. Allowances will be made for normal wear and tear of equipment.

Estimated Costs (subject to change):

 The following are approximate costs of Chromebooks parts and replacements:
- Replacement – average cost of most Chromebooks is $298.17 plus $24.25 for Chrome Management.
- Screen - $67.99
- Keyboard/touchpad - $37.99
- Power cord - $41.99
- Battery - $49.79

c.   **Optional Insurance**

The BWRSD has partnered with the Rhode Island Interlocal Risk Management Trust to offer optional Insurance (at the family's expense) to protect Chromebooks used by the school's students. This insurance agreement is between the family and the company. Additional information and costs can be found on the BWRSD website.

Chromebooks are protected from:
- Accidental Damage (drops, cracks, spills, etc.)
- Cracked Screen
- Liquid Submersion
- Theft
- Vandalism
- Fire
- Flood
- Natural Disasters
- Power Surge by Lightning

11. Privacy Expectations

School-issued Chromebooks have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines.

a.   **On-Campus Chromebook Use**

1. As mentioned in Section 7 (Content Filter), all Chromebooks on the school network go through a content filter that prevents students from accessing harmful

content. This filter also logs user activity, including those websites accessed by the end user. The filtering policies are a requirement of the CIPA.

b.   **Off-Campus Chromebook Use**

1. Chromebooks are not filtered to prevent students from accessing harmful content when they are off school grounds. Students must adhere to the BWRSD Technology Resources Responsible Use Policy at all times when using the Chromebook.

12. Responsible Use and Digital Citizenship

Students are responsible for technology use whether equipment is district-provided or student-owned, used on school property, or used via remote access from home or other locations. Each user shall act in a manner consistent with the following BWRSD and legal guidelines.

Respect
All users shall respect other BWRSD users and property when using technology by:

- Using assigned workstations or Chromebooks
- Always logging out of accounts at workstations after finishing work
- Not disrupting system performance or interfering with the work of other users
- Leaving equipment and surroundings in good condition for the next user or class
- Immediately reporting issues via the technology support links on the BWRSD website

Ethical Conduct
It is the responsibility of the user to:

- Use only his/her account and password and not give access to an account to
- another user.
- Comply with legal restrictions regarding plagiarism and the use and citation of
- information resources.
- Never read, modify, remove or delete files owned by other users.
- Use the BWRSD technology resources in a manner that is consistent with the mission
- of the school system and not for private gain.
- Do not deliberately tampering with equipment or seek unauthorized access to systems.
- Refrain from using offensive, obscene, or harassing language
- Use only licensed software and do not to copy, modify or borrow copyrighted software.

Internet Safety and Security
- It is the responsibility of the user to:
- Not post information or images that may identify an individual on the Internet, or violate
- the privacy, health and safety of others.
- causes disruption to the school environment.
- Not reveal personal information, such as last name, home address, phone number to

8

- unknown parties.
- Use the Internet as an educational resource and accept responsibility for all material
- they seek and access.
- Report any inappropriate information or images they receive.
- Never access or send illegal material.
- Always cite and credit all Internet material used.

ADOPTED: June 27, 2016

REVISED: October 3, 2016
                December 4, 2017

CROSS REF: Information Technology Student Equipment Policy (JFBC)
                Technology Resources Responsible Use Policy (JFB)