

# Alexander County Schools Elementary Chromebook Handbook Grades 3-5



## Alexander County Schools Board of Education Policies

Students will follow all BOE policies that relate to the use of technology in the educational environment. Failure to follow any of these policies as written may constitute disciplinary action. BOE policy numbers: [3220](#), [3225/4312/7320](#), [3226/4205](#)

*The policies, procedures, and information within this document apply to all Chromebooks or other similar devices used as a part of a student loan initiative-including, but not limited to a 1:1 initiative. This handbook will be reviewed and modified for changes and updates on a yearly basis.*

## **Receiving Your Chromebook:**

Chromebooks will be distributed during appointed times as deemed appropriate by the school and district administration. Before receiving a chromebook, parents/guardians and students are required to confirm they have read and agree to the terms of the student device handbook by affirming in the “Agreements” section of the New or Returning Student Registration online form. If you have not received an email with the link to this form, please contact your school’s Data Manager or Principal.

### **Technology fee: \$20.00**

Alexander County Schools requires that a technology fee be paid prior to deployment of the Chromebook to your child. All students are required to pay the fee. Please see the school’s administration if a payment plan needs to be instituted in order to pay the fee.

If a student withdraws from Alexander County Schools and then re-enrolls later in the current school year, the technology fee at the student’s initial registration will be reinstated along with the number of claims made prior to withdrawal (with the understanding the fee had not been refunded).

### **Training:**

Students will be trained on how to use the Chromebook by their teacher. Training documents and videos will be available online for students and parents to refer to when needed.

Taking Care of Your Chromebook: [Video 1](#) and [Video 2](#)

### **Return:**

Student Chromebooks and chargers will be collected at the end of each year. If the student does not return their assigned chromebook and assigned charger, the student will be assessed fees as determined by the cost of the model of chromebook and charger the student has been assigned.

Any student who leaves Alexander County Schools will be required to return the Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian may be turned over to a collection agency.

## **Taking Care of Your Chromebook:**

Students are responsible for the general care of the Chromebook issued to them. Students should inform their teacher if their Chromebook needs repair. If a loaner Chromebook is needed, one will be issued to the student until the Chromebook can be repaired or replaced.

### **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.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should never be wedged into a bookbag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time.
- **Do Not remove the provided case from your Chromebook.**
- **Do Not place items between your case and the Chromebook, it is not a document storage area.**
- **Only use the school issued power adapter to charge the Chromebook.**
- **Do Not Write on Your Chromebook**

### **Carrying the Chromebook:**

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Please use extreme caution when transporting your Chromebook. You should not toss your backpack or drop the backpack if your Chromebook is inside. **All chromebooks should be contained in the protective case at ALL times.**

### **Screen Care:**

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

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

# Using Your Chromebook

## **At School:**

The Chromebook is a tool to be utilized to complete coursework assigned by the student's teachers. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks and student handbooks can be accessed using the Chromebook. Students are responsible for bringing their Chromebook to class, unless specifically advised not to do so by their teacher, in accordance with school policy. Students are responsible for completing all course work, even if they leave their assigned Chromebook at home.

## **At Home:**

*If students are directed to take their device home, the device must be brought to school each day in a fully charged condition.*

## **Sound:**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students are responsible for having their own headphones/earbuds for use as directed. These will not be provided by classroom teachers.

## **Pictures, Content, and Data**

### Cameras and Microphones

The Chromebook has a built-in front facing camera and a built-in microphone, so students can take pictures, record audio, and video. All recording and pictures created with the Chromebook are subject to Alexander County Schools policies as well as state and federal laws.

- Only take photographs, record audio or video during the school day if a teacher or administrator assigns it.
- Never photograph, record video, or create an audio recording of another person without that person's knowledge or permission.
- Use of electronic devices and cameras are strictly prohibited in locker rooms and bathrooms.
- Do not use the camera to take inappropriate photos or videos.
- Do not use the camera to take pictures or share the personal information of yourself or another individual.
- Do not use the camera or microphone to embarrass, bully, or harass anyone in any way, including students, staff or other individuals.
- Do not email, post to the internet, or electronically send images, video, or audio recording of other individuals, without their written permission.

**Printing:**

Printing functionality via the Chromebook is not supported by ACS. Teaching strategies will facilitate digital copies of homework.

**Consequences for Inappropriate Behavior Involving Chromebook**

According to the Student Handbook, the unacceptable use of the district technology resources, including e-mail and the Internet, may result in one or more of the following consequences: suspension or cancelation of take home privileges, discipline under applicable district policies and procedures, or civil or criminal liability under applicable laws.

Administrators will consult School Board Policies as well as the Student Handbook when determining appropriate disciplinary actions based on the type of behavior violation.

# Google Workspace for Education

Students have access to [Google Workspace for Education](#), an online suite of productivity tools. All teachers and students are provided Google Workspace accounts. These accounts allow users to create and share collaborative presentations, documents, spreadsheets, and drawings. These items are created and housed within our ACS domain. Additionally, students have access to an email account generated by ACS. Students shall limit email use to communicating with teachers and other students within the ACS domain. District issued email accounts should not be used to create accounts on other websites. Students should not share passwords for ACS Google accounts. Google Workspace for Education accounts, whether conducted at school or off-site, are subject to search as district property. Access to a student's email account can be revoked if email policies are not followed

## **Managing Your Files and Saving Your Work:**

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. **Students should not download movies or use storage for non-school related material. Content not meeting these guidelines will be deleted by ACS Technology; content in excess of 5GB in Drive/Photos is subject to deletion.**

## **Personalizing the Chromebook:**

**Chromebooks must remain free of any decorative writing, drawing, paint, tape, or labels that are not the property of Alexander County Schools. Violations will result in cleaning fees being assessed.**

The intent of this device is for educational purposes. Chromebooks are subject to inspection by teachers at any time. Students must follow the Alexander County Schools Acceptable Use Policy ([BOE Policy 3225](#)).

## **Apps and Extensions on Chromebooks:**

### **Originally Installed:**

Chromebook software are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for [offline](#) use.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. Students should reboot the device when alerted to a ChromeOS update.

### **Virus Protection:**

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

## **Protecting & Storing Your Chromebook:**

### **Chromebook Identification:**

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

- Record of serial number and ACS inventory tag
- Individual's Google Workspace Account username

*Under no circumstances are students to modify, remove, or destroy identification labels.*

### **Storing and Securing Chromebooks:**

The safety and security of the Chromebook is always the priority of the student. Students are responsible for securely storing their Chromebook during extra-curricular events. Under no circumstance should a Chromebook be stored in unsupervised areas.

Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, media center, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be collected by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

## **Repairing or Replacing Your Chromebook:**

### **Chromebooks Undergoing Repair:**

- Loaner Chromebooks **may** be issued to students when they submit their Chromebook for repair. If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.

### **Intentional Misuse or Abuse:**

- If ACS Technology Personnel deem damage to be the result of misuse or abuse, the student will be required to pay for the repair(s). If the student sustains repeated damage to the device the student will forfeit access to a device.
- In one academic year, students are allowed two damage claims on their device and two damage claims on their charger. Any additional damage incurred during the academic year will result in the parent/guardian being billed for the repairs(s).  
**NOTE: If a student has removed the protective case from the device, regardless of the number of previous claims, the cost to repair the damage will be the responsibility of the student and parent/guardian.**
- The Alexander County School system will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code. Only after a copy of the police report is received by ACS will the student be provided with another device.

### **Damaged Device and Accessories:**

A Chromebook or any of its accessories that are damaged due to misuse or malicious intent is the responsibility of the student and parent/guardian involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school if damage is the result of malicious activity.

**Students are not allowed to purchase chargers/cords to replace lost or damaged chargers/cords. The replacement cost must be paid to the school.**

## Updates/Revisions to the ACS Elementary Device Handbooks

School administration and district-level leadership reserve the right to make additions and/or changes to the ACS Elementary Device Handbook should the need arise during the school year. Any changes to the handbook during the course of the school year will include the amendment date to keep parents/students aware of said changes.

### **Alexander County Schools Chromebook Policy Handbook Student Pledge**

1. I will take good care of my Chromebook per this handbook
2. I will never leave my Chromebook unattended in an unsecured or unsupervised location.
3. I will never loan out my Chromebook to other individuals.
4. I will charge my Chromebook's battery to full capacity each night.
5. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
6. I will not disassemble any part of my Chromebook or attempt any repairs.
7. I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
8. I will use my Chromebook in ways that are appropriate for education purposes only.
9. **I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.**
10. I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Alexander County Schools.
11. I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy at all times.
12. I will file a police report in case of theft or provide proof of an insurance claim in instances of other types of loss.
13. I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
14. I agree to return the Chromebook, power cord, and charger in good working condition when my school requests the return of these items.
15. I agree to keep my Chromebook in an approved protective case at all times.
16. I will only use my school issued gmail account to log onto my Chromebook.

**School administration reserves the right to modify or revoke user privileges as**

deemed appropriate due to any violations of school policies, Alexander County Board of Education policies, procedures and/or incurring an excessive number of damage claims.

### Alexander County Schools CHROMEBOOK AGREEMENT

Parent/Guardian and Student please initial each section and complete bottom of form:

<b>P/G:</b>  <b>S:</b>	<b>TERMS:</b> <ul style="list-style-type: none"> <li>• You agree to pay a \$20 annual device technology fee.</li> <li>• You agree to pay for any device or accessories not returned at the end of the academic year or when a student leaves the district. You may not purchase replacement accessories.</li> <li>• You will comply at all times with the Alexander County School System's Chromebook Policy Handbook as well as the ACS Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may suspend student use of the device.</li> </ul>
<b>P/G:</b>  <b>S:</b>	<b>TITLE:</b> <ul style="list-style-type: none"> <li>• ACS retains ownership of the Chromebook. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.</li> </ul>
<b>P/G:</b>  <b>S:</b>	<b>DAMAGE:</b> <ul style="list-style-type: none"> <li>• If the property is damaged, Alexander County Schools will assess the Chromebook damage and repair or replace the device as required. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the proper school authorities by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.</li> <li>• If the damage is due to intentional misuse or abuse, as determined by ACS Technology, the student's parent/guardian will be required to pay for the repair(s).</li> <li>• Students may not purchase replacement chargers/cords. Replacement cost will be collected to replace any lost or damaged chargers/cords.</li> </ul>
<b>P/G:</b>  <b>S:</b>	<b>TERM OF AGREEMENT:</b> <ul style="list-style-type: none"> <li>• Your right to use and possess the property terminates no later than the last day of classes during the school year unless earlier terminated by the school or upon student withdrawal from the Alexander County School System. Failure to comply with the agreement in its entirety will result in the collection of the device and if still an ACS student, the student losing access to technology devices.</li> </ul>
<b>P/G:</b>  <b>S:</b>	<b>APPROPRIATION:</b> <ul style="list-style-type: none"> <li>• Your failure to return the property when requested or use of the property for unapproved purposes will be considered unlawful appropriation of school property.</li> </ul>

*Signature assures that student and parent have reviewed and agree to follow the Student Pledge and Chromebook Agreement Form*

#### Student Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_