



FREQUENTLY ASKED QUESTIONS

1. **Will students/parents/guardians have to purchase a Chromebook?**
No, USD 305 will provide a Chromebook for every student grades K-12.
2. **Is there a technology fee at enrollment?**
No.
3. **Is there an option to buy after four years?**
No. The student may keep the Chromebook upon graduation from Salina Public Schools.
4. **Will students be able to take the Chromebook home?**
Procedures for taking the Chromebook home will be set by the building administrator.
5. **Will students have to turn the Chromebook into the school for the summer?**
Yes, students will turn in the device for the summer and receive the same device upon their return for the following school year.
6. **How will Chromebooks be inventoried?**
USD 305 will inventory the Chromebook devices by using the serial number. Students will be assigned a Chromebook, keeping the same device during their attendance in a Salina high school.
7. **Can students personalize their Chromebooks?**
Each Chromebook will have a sticker on top with the name of the person who is assigned to that device; however, many students may wish to further personalize their assigned Chromebook. Students will be shown acceptable ways of doing this when they receive their Chromebook. Guidelines are listed below.
 - *Student personalization is only allowed on the front protective cover, not on the actual Chromebook.*
 - *Permanent markers and very sticky stickers are prohibited. Students should make sure that any personalization is easy to remove.*
 - *NEVER personalize the back cover as this may block the device vents, causing the Chromebook to overheat and malfunction.*
 - *All personalizations must be school-appropriate; district policies apply. If it is determined that a student has personalized his/her Chromebook inappropriately, that student will be responsible for removing the offensive material. If the offensive material cannot be removed, the student will have to replace the cover.*

8. What if a Chromebook is damaged or broken?

If the Chromebook is damaged, the student will turn the device into the media center for repair. If the device is damaged beyond repair, the student will be responsible for the replacement cost of the device. If the device was willfully broken, the building discipline policies will be in effect.

- *A limited number of Chromebooks have been assigned to each classroom. These Chromebooks are available to students who have left their device for repair. These Chromebooks are not to leave the assigned classroom.*
- *If the repair cannot be completed by the end of the day, a loaner Chromebook will be assigned to the individual student until the student's Chromebook is repaired and returned. The student will be responsible for any loss or damage to the loaner Chromebook.*

9. What happens if the Chromebook is lost?

If a device is lost, the student will be charged the cost of the Chromebook and will be issued a replacement.

10. Will there be an insurance policy parents/guardians are required to purchase or is one offered?

USD 305 will not provide an insurance policy to cover the device. After researching the options, it was decided that it would not yield any real savings to families. Parents are encouraged to explore their homeowners' insurance and other insurance as options.

11. If I have to replace a Chromebook, would I have to pay the same replacement cost, even if the Chromebook is not brand new?

Yes. No matter the age of the device, it costs the same amount of money to replace it.

12. What happens if another student steals my student's Chromebook?

As with any theft, the authorities should be contacted immediately, a police report should be filed, and the school should be contacted. It will be possible to identify anyone who logs onto a Chromebook with a USD 305 Google Apps for Education account, which will help authorities track the Chromebook.

13. What happens if a person unaffiliated with USD 305 steals my student's Chromebook?

Based on how a Chromebook is set up, your student's device becomes unusable if someone outside of the district tries to log into the Chromebook. Only people with USD 305 Google Apps for Education account usernames and passwords can log into the devices.

14. What if a student forgets his/her Chromebook at home? Is the student provided a loaner for the day?

Students who forget their Chromebooks will be loaned a device by the classroom teacher for the duration of the class period. Chromebooks will not be removed from the classroom.

15. I am concerned about the Chromebook being in bags with textbooks and the weight of the books damaging the Chromebook; do you have any suggestions of how I can protect the device in my student's book bag?

Our recommendation is to carry the Chromebook in a separate bag.

- 16. Will a case/cover be required? If so, will the school purchase the case/cover?**
Yes, a case/cover will be required and provided by the school. It is expected that these covers remain on the Chromebooks at all times. These covers serve two purposes: 1) to help protect the Chromebook from every day wear and tear; and 2) to help absorb some of the impact associated with regular use of the Chromebook. Keep in mind that no cover will protect the Chromebook from severe or negligent treatment. It is up to each student to practice good care of his/her Chromebook.
- 17. What if the device malfunctions? Can my student access his/her online files with another device other than the Chromebook?**
Students can access their documents stored in their Google Apps for Education account (their Google Drive) wherever they can access the Internet.
- 18. If a student has an out-of-town game and will not be home until 11:00 p.m. or later and needs to study or do homework on the bus, can the student bring his/her Chromebook with him/her? At the time of return, will the student be able to access his/her locker in the building to retrieve his/her Chromebook?**
The district cannot secure the devices when off campus. Students will be allowed to get into school buildings upon return from off-campus school events in order to retrieve their devices from their lockers. Please consider that students will have the ability to print from their Chromebook while at school. Therefore, if they have study guides or notes they wish to have with them while traveling to and from events, they could print these before leaving for the event.
- 19. If a student uses the Chromebook inappropriately, what discipline procedures are in place?**
Information on disciplinary action can be found in the high school student handbook and in this document.
- 20. Will there be restrictions on the Chromebook?**
There is a filter on the device so that no matter where the students are when they access the Internet, they are accessing a filtered environment. Students will not be allowed to download or delete apps on the device.
- 21. Does the district plan on blocking certain websites such as NetFlix?**
The limiting of access to certain websites and services is an ongoing process that involves several variables. We welcome parent input with this process. If there are other sites that are deemed inappropriate that have made it through the filter, please notify a USD 305 staff member.
- 22. What if a student does not have Internet at home?**
*Many Google Drive items can be accessed when not on the Internet if they were set up to do so. Students will receive instructions on how to make their files available offline. Additionally, the district believes that there are enough free options to access the Internet around Salina that Internet service will not be provided by the district. The following website shows some of the free, open WiFi hotspots around Salina:
http://www.openwifispots.com/city_free_wifi_wireless_hotspot-Salina_KS.aspx#38.771083,-97.613024,14.*

- 23. Does the Chromebook automatically accept hot spots? If not, how do I go about getting the Chromebook to recognize a new hot spot?**
The Chromebook will pick up Internet connections that are within range. If it is the first time on that hot spot or if there are several options available, the user will have to select the connection and enter the security password (if there is one). After the first time, that process will be automatic.
- 24. Do the Chromebooks have a place where my student can plug in a jump drive? If so, where is the port located?**
Yes. The USB ports are on the back of the device.
- 25. Will students be able to print at home (wired or wireless)?**
Students will be able to print from their Chromebook while at school; however, they would only be able to print from their Chromebook at home if they have access to a Cloud printer (<http://goo.gl/Zr2BO>). An alternative to purchasing a new printer is for students to log into their Google Apps for Education account from a home device (desktop or laptop computer) that is connected to a home printer, pull up their work that is stored in their Drive and print from that home device. It is anticipated that more school work will be handled online, thus reducing the dependency on printing and reducing the amount of paper used at the high school level.
- 26. What is the readability of the font size, types, and brightness for the programs and documents, spreadsheets, presentations, and forms?**
*There are multiple controls on the Chromebook to help with these functions. Brightness is controlled from the top level of buttons on the Chromebook. To increase font size, press **ctrl +**. To decrease font size, press **ctrl -**.*
- 27. Who sees the information my student saves or posts (photos or documents)?**
Students can control who sees docs, spreadsheets, presentations and Google sites by setting sharing permission. It is anticipated that students will share various classroom assignments with others as part of the collaborative process. USD 305 administration has the ability to access all content on USD 305-owned devices and managed accounts.
- 28. How is the technology/software updated?**
The device automatically updates after it has been properly shut down and restarted. It is recommended that the student shut down the device daily to allow updates to be installed.
- 29. Are all classes moving to electronic textbooks?**
No. Replacement of textbooks will take place over the next several years. The district follows a schedule for review and replacement of instructional materials that does not overburden the district budget with purchase of new texts for all classes. Access to online textbooks will be purchased as new textbooks are purchased.

30. Is the Chromebook Handbook included with the paperwork we encounter during the online registration?

The Parent and Student page is part of the online registration information; however, the Chromebook Handbook is not. You can access the Chromebook Handbook on the district webpage. Additionally, there are Board of Education policies that specifically address Chromebooks and the use of technology (IFA-1-to-1 Chromebook and IIBG-Acceptable and Ethical Use of Technology).