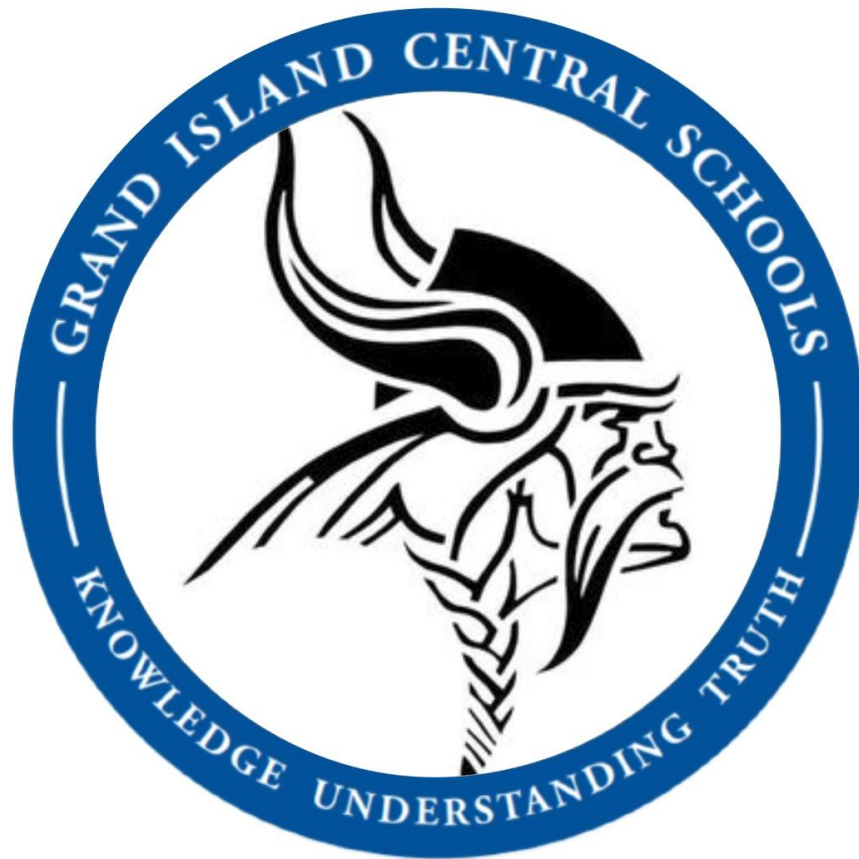


Grand Island Central School District Chromebook Handbook





GICSD

Chromebook Handbook

Mission

The mission of the 1-to-1 program in the Grand Island Central School District is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to transform learning and teaching while ensuring that learning is a student-driven process. Students will transition from consumers of information to creative producers and owners of knowledge. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The School Board, district staff and community members will all play a key role in the development of effective and high quality educational experiences.

Device Purpose

The Grand Island Central School District is supplying students with a Chromebook device. This device is the property of the Grand Island Central School District and will provide each student access to required educational materials. The Chromebook allows student access to 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.

The information within this document apply to all Chromebooks used at GICSD by students, staff, or guests including any other device considered by the Administration to fall under this guideline. All other GICSD policies also apply.

Chromebook usage may vary from classroom to classroom based on teacher decisions.



Receiving Your Chromebook

Chromebooks will be distributed each fall. ***Parents & Students must sign and return the Chromebook Use Pledge document to allow the Chromebook to be taken home.***

Insurance:

Grand Island Central School District strongly suggests that Chromebook insurance be purchased. The annual fee will be \$15 per device. Details of this policy are included.

Return:

Student Chromebooks and accessories (charger and case) will be collected at the end of each school year for maintenance over summer vacation. In most cases, students will be returned the same Chromebook in the fall.

Any student who transfers out of GICSD will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full for the cost of the device (\$300).



Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Library. If a loaner Chromebook is needed, one will be issued to the student for use **during school hours**, until their 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 and removed carefully from the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Always bring your device to room temperature prior to turning it on.

Carrying the Chromebook:

The Chromebook case will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Protective padded cases are provided and must be used.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. 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. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.



Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school announcements, calendars, student handbooks and schedules can be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home:

All students are able to take their Chromebook home each night throughout the school year for charging. If fully charged at home, the battery will last throughout the day. *Chromebooks must be brought to school each day in a fully charged condition.* Students need to charge their Chromebooks each evening. If students fail to bring a charged chromebook to class, they are unprepared and may receive a disciplinary referral.

Sound:

Sound must be muted at all times during the school day unless permission is obtained from the teacher for instructional purposes. It is recommended that students bring personal headset or 'ear-buds' for any audio projects they work on.

Managing Your Files and Saving Your Work

Students may save documents to their Google Drive, or they may save to an external memory device such as a USB flash 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.

Personalizing the Chromebook

Chromebooks must remain free of any writing, drawing, or stickers. **NO STICKERS.** An identification label with the student's name is acceptable on the Chromebooks. Spot checks for compliance will be done by GICSD staff at any time.



Software on Chromebooks

Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These 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. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

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

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by GICSD.

Inspection:

Students may be selected to provide their Chromebook for inspection at any time. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced to Drive* will not be restored.



Protecting & Storing Your Chromebook

Storing Your Chromebook:

When students are not monitoring their Chromebook, it should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the Chromebook, when stored in the locker. If taken home, the Chromebook should be fully charged each night at the student's home. Chromebooks should never be stored in a vehicle.

Storing Chromebooks at Extracurricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the practice fields, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the main office. Disciplinary action may 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 while their chromebook is in repair.
- If a student maliciously damages a chromebook, a replacement may not be provided.
- Repaired Chromebooks will end up with the original factory image as first received.
- It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

Accidental Damage or Loss Protection:

As part of the 1:1 Chromebook initiative, the Grand Island Central School District is suggesting the purchase of accidental damage insurance. Grand Island Central School District will be the sole provider of this insurance. Under this insurance policy the Chromebooks are protected against accidental damage or loss due to an act of nature. The Grand Island Central School District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police. A student making a false report may also be subject to disciplinary action as outlined by the school discipline code.

This insurance policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. GICSD will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

Parents who choose not to purchase the insurance will be charged for the cost of the repair or replacement of the chromebook. To repair a broken screen can cost approximately \$100.

Parents/Students will be charged for full replacement cost (\$300) of a device that has been damaged beyond repair due to intentional misuse or abuse.



GICSD Chromebook Device Insurance

Grand Island Central School District suggests that insurance be purchased. The insurance cost is \$15.00 annually for each Chromebook. Each claim covered by insurance will be assessed an incremental deductible within the current school year. The first claim deductible will be \$20.00 with the deductible increasing by \$20.00 each time a claim is made within the current school year. If a student withdraws from Grand Island Central Schools and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal. The annual premium is non-refundable.

Insurance will cover the repair of any accidental damage to your child's Chromebook. For example, if a student accidentally drops their Chromebook and the screen is cracked a new screen will be installed with the parent paying the \$20 deductible (for a first time insurance claim). Insurance DOES NOT cover the replacement of a lost, stolen or intentionally damaged Chromebook.

Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
\$15 per device	\$20	\$40	\$60

Lost, Stolen or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The replacement costs are listed below.

- Replacement of the Chromebook - \$300
- Case - \$25
- AC Adapter & power cord - \$75

Parent, legal guardian or student over the age of 18 is responsible to pay any fees for an intentionally damaged, lost or stolen Chromebook.



GICSD
Chromebook Device Insurance Form

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Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
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Annual premium payment can be made by check or online. (Online will be available in November). Make checks to *Grand Island Central School District* and put *Chromebook Insurance* in the memo. Include this form with the check.

Mail to:

**Grand Island CSD
Chromebook Insurance
1100 Ransom Rd.
Grand Island, NY 14072**

Student Name: _____ **Grade:** _____

Parent Name: _____ **Phone:** _____

Address: _____



Chromebook Use Pledge for Students and Parents

The following information must be filled out completely prior to obtaining your Chromebook. Failure to complete the following information may delay your Chromebook being issued. **One form per student must be filled out.**

Student Name: _____ Student Number: _____

Chromebook Number: _____ Grade Level: _____

Parents/Guardians: (initial below)

• ___ I have read and discussed the Chromebook Handbook, the Acceptable Use and Insurance Policies with my child. I understand that my child's failure to follow the information and expectations outlined in these documents would result in disciplinary action.

Device Insurance

The Insurance premium is \$15/year. The deductible is \$20 for the first claim. This premium is non-refundable. Lost or stolen Chromebooks or Accessories are the responsibility of the student/family and must be replaced at full value.

- ___ I choose to purchase the Chromebook Insurance.
- ___ I choose **not** to purchase the Chromebook Insurance. I understand that I am financially responsible for the cost of repair due to any accidental damage to the Chromebook assigned to my student.

Insurance payment can be paid online at www.myschoolbucks.com or check/cash sent to the District Office.

Parent/Guardian

Signature: _____ Date _____

Print Name: _____

Students in Middle School and Up: (initial below)

• ___ I have read and understand the Chromebook Handbook & Acceptable Use Policy. I understand that my failure to follow the information and expectations outlined in these documents would result in disciplinary action.

Student Signature _____ Date _____