Greenwood Lake Union Free School District
Chromebook Policy Handbook Updated – 09/2022





The policies, procedures, and information within this document apply to all Chromebooks used at Greenwood Lake Union Free School District by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

Introduction

One of the core goals of our Greenwood Lake UFSD Technology Committee Plan is the requirement to foster 21st Century learning. 21st Century learning means acquiring the skills needed for students to thrive in today's world- skills like collaboration, digital literacy, critical thinking and problem solving.

Benefits of Chromebooks to schools include:

- Chromebooks will be configured remotely through the Google Administrative software. There is no software to install.
- Chromebooks enhance classroom lessons and they add to students' interest and intrigue in a variety of topics.
- Chromebooks shift classes from a direct instruction model to an interactive base model; students are required to think independently, create, and collaborate. This includes increased use of Internet research tools and online publishing.
- The Chromebooks open new and exciting ways for students to learn, preparing students for higher education and today's workforce. Many educational institutions have switched to Google and Chromebooks.

RECEIVING YOUR CHROMEBOOK

Parents and students must sign and return the *Chromebook Policy Sign-off and Student Pledge* document before the Chromebook can be issued to their student.

Insurance:

Greenwood Lake Union Free School District (UFSD) purchased an insurance plan to cover accidental damage & documented theft. For more information, see page 6.

Training:

Students will be trained on how to use the Chromebook by their teachers and administrators.

Return:

Each student's Chromebook and charger will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at Greenwood Lake UFSD.

Any student who transfers out of Greenwood Lake UFSD will be required to return their Chromebook and accessories. **If a Chromebook and charger are not returned, the parent/guardian will be held responsible for payment in full.**

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 main office to be sent to the Technology Department for inspection. If a loaner Chromebook is needed at Greenwood Lake, one will be issued to the student.

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. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. It is recommended that students carry the charger in the same bag as the Chromebook.

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 poke the screen. Do not leave the Chromebook in direct sunlight or near a heat source. 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.

CHROMEBOOK USE AND HANDLING

General Handling:

The Chromebook is fun to use and a great tool for learning, but it is not a toy. It must be handled with care. There are several things you can do to make your Chromebook last longer and offer you a trouble-free and rewarding learning experience.

Care:

- Keep your Chromebook dry, and protect it from rain and snow and any liquid (food and drink).
- Close the lid of your Chromebook before carrying it from one location to another. Always use two hands when handling your Chromebook.
- Gently close your Chromebook carefully (don't slam it shut).
- Use your Chromebook on a flat, hard, stable surface.
- Do not insert things, especially metal objects, into the openings of your Chromebook.

- Charge your Chromebook daily at home.
- Students are responsible for securing their own device at all times.
- 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 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.
- Backpacks with Chromebooks should not be thrown.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.
- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Greenwood Lake UFSD.

Wireless Internet:

- Your Chromebook is a wireless device.
- If there is no WiFi in the home, students can still use the device offline. Any changes will sync once back on the network at school.

Using Your Chromebook:

- The Chromebook is intended for daily academic use.
- Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- *Chromebooks must be brought to school each day in a fully charged condition*.
- If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school as a loaner Chromebook will not be available. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

Personalizing the Chromebook:

- Students may add **school-appropriate** music, photos, and videos to their Chromebook, if allowed by their teacher(s). Personalized media are subject to inspection and must follow the Greenwood Lake UFSD Acceptable Use Policy (AUP).

SOFTWARE ON CHROMEBOOK

Originally Installed Software:

- All Chromebooks are supplied with the latest Google Chrome Operating System.

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 Greenwood Lake UFSD.

Inspection:

- Students may be required to provide their Chromebook for inspection.

PROTECTING AND STORING YOUR CHROMEBOOK

Chromebook Identification:

- Chromebooks will be labeled in the manner specified by the Greenwood Lake UFSD.
- *Under no circumstances are students to modify, remove, or destroy identification labels.*

Chromebooks Left in Unsupervised / Unsecured Areas:

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

Personal Health and Safety:

- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier-such as a book or devices made specifically for this purpose-when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.
- Read the safety warnings included in the laptop user guide.

REPAIRING OR REPLACING YOUR CHROMEBOOK

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the school drop off point.
    - **First** Repair Requests will be issued a loaner device which **can** be sent home upon receipt of the repair fee.
    - Any **additional** repair request will be issued a loaner which **must** remain in school in addition to receipt of the repair fee.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory settings as first received.
- Students and parents will be charged for repairs.

Accidental Damage or Loss Protection:

Under the district's insurance policy, the Chromebooks are protected against accidental damage or loss due to an act of nature. A $10 fee will be charged for each insurance claim that is submitted. The Greenwood Lake UFSD 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.

This insurance policy does not cover for loss of the Chromebook and/or charger, cosmetic damage, or damages caused by intentional misuse and abuse. Greenwood Lake UFSD 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/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse, neglect, abuse, or loss of device.**

Lost or Damaged Device and Accessories:

A Chromebook or charger that is lost (whereabouts unknown) or damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or charger to use until the replacement cost of the lost/damaged device or charger is paid to the school (prices are subject to manufacturer adjustment).

- Replacement of the Chromebook- $250
- Charger- $55
- Battery- $98

Computer Use and Email:

- Computer use and email are governed by the GWL Acceptable Use Policy.
- Students will only be able to communicate with other Greenwood Lake UFSD students and faculty.

Disclaimer:

Given the nature of technology use and applications, Chromebook handbook provisions are subject to change over the course of the school year. If such changes occur, students and parents will be notified via school publications and web postings.

Greenwood Lake Union Free School District

Chromebook Policy Handbook - Sign-Off and Student Pledge

My parent/guardian and I have read this Chromebook Handbook/Policy. I agree to abide by the Greenwood Lake UFSD Acceptable Use Policy (AUP). I also agree that:

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will report any missing Chromebook and/or any technical issues to my teachers and the main office.
- I will read through the Greenwood Lake UFSD Policy Handbook and Agreement fully.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals and will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night. I will bring my Chromebook to school each and every day.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble or attempt to disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education, following all copyright laws. I will not load or attempt to load or use any file-sharing programs using the Chromebook.
- **I will not place decorations (stickers, markers, writing, etc.) on the Chromebook/case. I will not remove the Greenwood Lake UFSD label from my Chromebook or power cord.**
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Greenwood Lake UFSD. If I leave the district, I know I must return the Chromebook prior to leaving.
- I will follow the policies outlined in this Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I realize that my family is fully responsible for costs of repairing or replacing the Chromebook due to loss, theft, abuse and/or gross negligence. If it is intentionally damaged, I am responsible for the full replacement cost.
- I will file a police report in case of theft or damage caused by fire. I will let my teacher know immediately if I need a loaner Chromebook so that my teacher can contact the office for a loaner.
- I agree to return the Chromebook and charger in good working condition at the end of each school year.
- I agree to pay the $10 fee each time a claim needs to be submitted to the insurance company.

Student Name:_____(Please Print)

Student Signature:_____

Parent Name:_____(Please Print)

Parent Signature:_____

Date:_____

Phone: _____

STUDENT/PARENT CHROMEBOOK SIGNATURE PAGE

Greenwood Lake Union Free School District

Chromebook Serial # _____ Tag# _____

Student Information

Last Name_____ First Name_____

Parent Information

Last Name_____ First Name_____

Address_____

Home Phone_____ Cell Phone_____

<u>Technology Acceptable Use Agreement</u>

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by the Greenwood Lake UFSD Acceptable Use Policy guidelines. I will take care of my Chromebook both at school and at home and will return the Chromebook, and all accessories, in its original box at the end of the school year. I will report any problems to my teacher immediately.

Student Signature:_____ Date:_____

Parent/Guardian Agreement

In consideration of the privileges and opportunities afforded by the use of the Greenwood Lake UFSD technology and computer resources, I hereby release the Greenwood Lake UFSD and its agents from any and all claims of any nature arising from my student's use or inability to use the Greenwood Lake UFSD technology and computer resources.

Parent Signature:_____ Date:_____

GREENWOOD LAKE UNION FREE SCHOOL DISTRICT
P.O. Box 8
Greenwood Lake, N.Y. 10925
Telephone: (845) 782-8678
www.gwlufsd.org

COMPUTER SYSTEM AND INTERNET ACCEPTABLE USE POLICY AND REGULATIONS PERMISSION FORM

STUDENTS:

I have received the Greenwood Lake Union Free School District's Computer System and Internet Acceptable Use Policy and regulations and agree to abide by the terms and conditions contained in them. I further understand that violation of the policy and regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be suspended or revoked, and school disciplinary action and/or appropriate legal action may be taken.

Name:_____

Signature: _____ Date:_____

PARENT OR GUARDIAN:

As the parent or guardian of this student, I have read the District's Computer Network/Internet Acceptable Use Policy and Regulations. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for the Greenwood Lake School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. In consideration for the privilege of using the District's computer network and in consideration for having access to public networks, I hereby release the District, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use, or inability to use, the Network and for Internet. I hereby give my permission for my child to access the Internet and certify that the information contained on this form is correct.

NAME:_____

SIGNATURE:_____Date:_____

DAYTIME PHONE NUMBER:_____

EVENING PHONE NUMBER:_____

Students must read and sign the following agreement to gain access to their GWLUFSD account(s)

Acceptable Use Policy:
GWL computer device use: I understand that I may not:

- Use the Internet at school to connect to sites which are inappropriate, obscene, offensive, etc.
- Send, display or save offensive messages or pictures via email, instant messaging or any other means
- Use inappropriate language in any form of online communication
- Harass, insult or attack others via email, instant messaging, or any other online/Internet means
- Use another person's email account or any other account belonging to another person
- Share personal information about others without their permission. This includes photos and videos
- Share school passwords with other students
- Pose as another person while using any form of electronic communication (email, chat, text, etc.)
- I understand that these rules apply whether I am using a school computer or a personal laptop that I have brought from home or if I am accessing my school account from home
- My computer use will be suspended if I use it inappropriately

GWL Student email account: I understand that:

- My school email account is to be used only for school-related work; the purpose of having this account is to help me learn how to use email effectively to communicate with my teachers and classmates in order to accomplish my schoolwork
- I may not use my student email account in any way that could be hurtful, harassing or disruptive to anyone else
- I may not share the password for my student email account with anyone else because I will be held responsible for how my email account is used
- Messages with inappropriate or offensive language that are sent or received through the student email system may be read by a teacher or administrator if there is reason to believe that there is misuse of my account
- My account is subject to inspection at any time
- My student email account will be suspended if I use it inappropriately

_____	_____	_____
Student's Name (Please Print)	Student's Signature	Date