

Chromebook Procedures and Information for Students and Parents

The mission of the 1 to 1 program is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge. By doing this, District 63 is working to fulfill its mission statement "Empowering all Students to succeed in a changing world". We are committed to preparing our students for their experiences and lives in High School, College, and all that follows.

Students in grades Third through Eighth will be issued a chromebook upon enrollment, or prior to the start of the school year. New chromebooks are purchased for students in Third and Sixth grades. Students will keep the device until it is due for an upgrade/replacement, or the student transfers out of the district. It is in the students' and families' best interest to take appropriate care of the device as the student will have it for three years.

- Students who enroll in a grade not being issued a new device will be issued a chromebook that was purchased in the same year as the rest of their grade.
- Students who graduate from Gemini Middle School will be provided the opportunity to keep their issued chromebook.

Note: Kindergarten, First, and Second grade students will have access to chromebooks in the classroom.

1. Receiving Your Chromebook

- a. **Distribution** - Students will receive their chromebooks and cases at distribution events. During the enrollment and registration process parents/ guardians sign an online agreement regarding the **Use of Technology** by their student. Parents must review this with their students.
- b. **After the Start of the School Year**- New students will be issued their chromebooks and cases upon enrollment.

2. Returning Your Chromebook

- a. Chromebooks are issued on a year-round basis. They will not be returned at the end of the school year. See transferring/withdrawing students below for additional details.
- b. **Extended Vacation** - Students who go on extended vacations (longer than 10 days) must turn in chromebooks, chargers, cases and any additional technology issued to the school's office prior to the start of the vacation. Upon return to the district, the same device will be reissued. Failure to turn in the chromebook will result in the student being charged the full replacement cost of the property not returned. Unpaid fines and fees of students leaving District 63 may be turned over to a collection agency. A report of stolen property may also be filed with the local law enforcement agency.
- c. **Transferring/Withdrawing Students** - Students who transfer out or withdraw from East Maine SD 63 must turn in their chromebooks, chargers, cases and any additional technology issued to the school's office on their last day of attendance. Failure to turn in the chromebook will result in the student being charged the full replacement cost of the property not returned. Unpaid fines and fees of students leaving District 63 may be turned over to a collection agency. A report of stolen property may also be filed with the local law enforcement agency.

3. Taking Care of Your Chromebook

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's Tech Support Specialist as soon as possible so that any challenge can be promptly addressed. District owned chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their chromebook unattended unless it is locked in their hallway locker.

a. General Precautions

- i. No food or drink should be next to a chromebook.
- ii. Cords and cables must be inserted carefully into a chromebook.
- iii. Chromebooks should not be used or stored near pets.
- iv. Chromebooks should not be used with their power cords plugged in when the cords may be a trip hazard.
- v. Chromebooks must remain free of any writing, drawing, stickers, and labels.
- vi. Heavy objects should never be placed on top of chromebooks.
- vii. Chromebooks should not be placed in student backpacks due to the chance of screen damage.

b. Cases

- i. All students are issued a protective case for their chromebooks that must be used at all times.
- ii. 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 their devices.

c. Carrying Chromebooks

- i. Chromebooks should always be transported with care in an East Maine SD 63 issued protective case. Failure to do so may result in damage to the Chromebook.
- ii. Chromebooks should never be lifted by the screen.
- iii. Chromebooks should never be carried with their screens open.

d. Screen Care

- i. The chromebook screens 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.
- ii. Do not put pressure on the top of a chromebook when it is closed.
- iii. Do not store a chromebook with the screen open.
- iv. Do not place anything in the protective case that will press against the cover.
- v. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- vi. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Asset Tags

- i. All chromebooks will be labeled with a district asset tag.
- ii. Asset tags may not be modified or tampered with in any way.
- iii. Students may be charged up to the full replacement cost of a chromebook for tampering with a district asset tag or turning in a chromebook without a district asset tag.

4. Using Your Chromebook at School

It is the expectation that students 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**
 - i. If available, students will be issued a loaner chromebook for the day.
 - ii. A student borrowing a chromebook must work with the school's Tech Support Specialist and will be responsible for any damage or loss of the issued device.
 - iii. Students who obtain a loaner will be responsible for returning the borrowed device to the Library before leaving school.
 - iv. If a loaner is not returned by the student before leaving the school., the Tech Support Specialist will submit a report to the school office and the administration will work to retrieve the loaner.
- b. Chromebooks being repaired**
 - i. Loaner chromebooks may be issued to students when they leave their school issued chromebook for repair with the Tech Support Specialist.
 - ii. A student borrowing a chromebook must sign a loaner agreement and will be responsible for any damage or loss of the loaned device.
 - iii. Chromebooks on loan to students who are having their devices repaired may be taken home.
 - iv. Tech Support will contact students when their devices are repaired and available to be picked up.
- c. Charging Chromebooks**
 - i. Chromebooks **must** be brought to school each day fully charged.
 - ii. Students should charge their chromebooks at home every evening.
- d. Backgrounds and Themes**
 - i. Inappropriate media may not be used as chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- e. Sound**
 - i. Sound must be muted at all times unless permission is obtained from a teacher.
 - ii. Headphones (earbuds) may be used at the discretion of the teachers.
- f. Printing**
 - i. Students are encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- g. Logging into a Chromebook**
 - i. Students can only log into their chromebooks using their school issued Google Workspace for Education account.
 - ii. Students should never share their account passwords with others.
- h. Managing and Saving Your Digital Work With a chromebook**
 - i. The majority of student work will be stored in their Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
 - ii. Some files may be stored on the chromebook's hard drive.
 - iii. Students should always remember to save frequently when working on digital media.
 - iv. The district will not be responsible for the loss of any student work.

5. Using Your Chromebook Outside of School

Students are encouraged to use their chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of chromebook use,

however, there are some applications that can be used while offline and not connected to the Internet. Students will be bound by the East Maine Technology [Access to Electronic Networks policy \(6:235\)](#), administrative procedures, acceptable use agreement, and all other guidelines in this document wherever they use their chromebooks.

6. Operating System and Security

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

- a. Updates
 - i. The Chromebook operating system, ChromeOS, updates itself automatically. There is no need for students to manually update their Chromebook.
- b. Virus Protection
 - i. Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
 - ii. 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, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If it’s blocked in school then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers or the media center staff to request the site be unblocked.

8. Software

- a. **Google Workspace for Education**
 - i. Chromebooks seamlessly integrate with the Google Workspace for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
 - ii. All work is stored in the cloud.
- b. **Chrome Web Apps and Extensions**
 - i. Students are permitted to install pre-approved Chrome apps and extensions from the Chrome Web Store.
 - ii. Students are responsible for the web apps and extensions they install on their chromebooks. Inappropriate material will result in disciplinary action.
 - iii. Some web apps will be available to use when the chromebook is offline or not connected to the Internet.

9. Chromebook Identification

- a. **Records**
 - i. 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 device.
- b. **Users**
 - i. Students will be issued a chromebook when they enroll.

10. Repairing/Replacing Your Chromebook

a. Tech Support

- i. All chromebooks in need of repair must be brought to the Tech Support HelpDesk or their classroom teacher as soon as possible.
- ii. The HelpDesk tech support specialist will analyze and fix the problems they can and escalate the issues they cannot.

b. Vendor Warranty

- i. Chromebooks include a one year hardware warranty from the vendor.
 - ii. The vendor warrants the Chromebook from defects in materials and workmanship.
 - iii. 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.
 - iv. ***The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.***
 - v. All repair work must be reported to the Technology Help Desk.
- c. Estimated Costs (subject to change)
- i. Repair and replacement estimates can be found on the district's website: Parent/Student menu > Chromebooks - Student Use > Repair and Replacement Costs

11. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a chromebook, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record the use of student chromebooks (including reviewing files and other materials) at any time for any reason related to the operation of the District and/or for any purpose that furthers the interests of the District. By using a chromebook, students agree to such access, monitoring, and/or recording of their use.

a. Monitoring Software

- i. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student chromebooks. The monitoring software is enabled between the hours of 7:30 a.m. to 4:30 p.m. Student screens will not be monitored outside of the identified hours.

12. Appropriate Uses and Digital Citizenship

The school issued chromebooks should be used for educational purposes only and students are to adhere to the [Access to Electronic Networks Policy \(6:235\)](#) and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- a. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information, images, and other media that I post online. I will consider what personal information about my

life, experiences, experimentation, or relationships I post. I will not be obscene.

- b. Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- c. Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
- d. Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist, or inappropriate.
- e. Respect Intellectual property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate the information. I will use and abide by the fair use rules.
- f. Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.