

Wooster High School
Student One to One
Chromebook Handbook

Procedures and Information

Receiving the Chromebook

Students will receive the Chromebook while at school during the first week.

- The acceptable use policy in Final Forms will need to be signed by parents/guardians and students prior to Chromebook distribution.
- The Chromebook provided by the Wooster City School District is the only device approved for use while in school. Students are not permitted to use personally owned devices due to specialized software and content filters placed on school owned equipment.
- The Chromebook remains property of the Wooster City School District Board of Education and is subject to Board of Education Policy 7530 Lending of Board-Owned Equipment. Policy 7530 can be found on the District website and is provided at the end of this handbook.

Returning the Chromebook

Students leaving the district must return district owned Chromebooks and chargers to office staff at their attended building or the Wooster City Schools Board of Education. **Any Chromebook and charger not returned will be considered lost and/or stolen property and student/parent will be charged full replacement cost.**

Chromebook Care

Students are responsible for the general care of the Chromebook they have been issued by the school.

Only Wooster Technology Department employees should fix a damaged Chromebook. If someone other than a Wooster Technology Department employee attempts to fix or alter a Chromebook in any manner, all warranties become void and the student becomes responsible for all charges related to fixing/replacing the Chromebook.

General Precautions

- Do not eat or drink while using the Chromebook. Keep all food and drink away from the device.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged into the device.
- The Chromebook lid must be closed when transporting. Do not lift from the screen.
- Chromebooks must remain free of any writing or etching. Appropriate stickers are permissible on the hard shell case only.
- Vents CANNOT be covered on the device.
- A Wooster City Schools identification tag will be on the device and may not be removed or covered.
- Chromebooks should never be left in a car or any unsupervised area.
- Wilful or accidental damage to another student's chromebook may result in disciplinary action and/or fees.

Chromebook Care, cont.

Hard Cases

The Chromebook will have a hard shell case on it. This case must remain on the device at all times. Do not place papers or other objects between the hard case and the device as this could damage the screen. The case protects the device and will reduce the risk of damage if the device is dropped. Students who remove the hard shell case may be subject to disciplinary action.

Screen Care

The Chromebook screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen. When you close the device, do not add excessive pressure to the corners of the screen with your thumbs.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do not spray any household cleaners on your device. Isopropyl alcohol wipes can be used.

Chromebook Use at School

Chromebooks are intended for use at school each day as part of class work and assignments.

- It is the responsibility of the student to bring the Chromebook to school fully charged each day. The battery will last a full school day. Therefore, the charger should stay at home.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students are expected to bring their charged Chromebook to all classes, each day, unless specifically advised not to do so by their teacher. Students who do not bring their charged Chromebook to classes may be subject to disciplinary action.
- When not needed for class, the Chromebook should be stored in a locked student locker.
- The Wooster City Schools Technology Department will not issue daily loaners for students forgetting to bring or charge their Chromebooks.

Probationary Student Privileges

To protect the assets of the Wooster City School District, some students will be placed in probationary status and required to turn in their Chromebooks at the end of each school day. A designated staff member will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.

Students may be placed on probationary status for reasons such as:

- Violating the Acceptable Use Policy
- Purposely damaging their Chromebook

- Habitually forgetting to bring the Chromebook to school or bringing it uncharged

Chromebook Usage Violations

Students who violate the Acceptable Use Policy in addition to the following reasons may be subject to disciplinary action.

- Using the device for unsolicited audio or video recording.
- Attempting to bypass the content filter.
- Intentionally sharing, distributing, or accessing content that is non-educational in nature.
- Inappropriate use of the Chromebook

Chromebooks left at home

If a student leaves the Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present. If a student repeatedly leaves their Chromebook at home, they will be subject to appropriate disciplinary action.

Chromebooks under repair

Loaner Chromebooks will be issued to students when they leave their Chromebook for repair.

Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student.

Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Take care to protect your password. Do not share your password.

Account Access

- Students will only be able to login using the Wooster City Schools Students Google domain.
- Students should always use the Chromebook with their own account.

Damage or Technical Issues

If there are technical issues or accidental breakage of the Chromebook, the student should report the issue in one of the following ways:

- Students can submit a support ticket to the Tech Department via the link in Clever and a Technology Department member will be in contact.
- Students can bring the Chromebook to the WHS Library during lunch, study hall or at the discretion of the classroom teacher. Students should not miss classroom instruction time for the purpose of getting a Chromebook repaired.
- A loaner Chromebook will be issued to the student while the device is being repaired.

At Home Use

- The use of Chromebooks at home for school related purposes is encouraged.
- Parents/Guardians are to establish rules for home use including items such as: limits to screen time, sites the student is/is not allowed to use, safe storage for the device when not being used.
- One charger will be provided for the Chromebook. Students who transition between two different households will need to bring the charger with them or purchase a 2nd charger.
- Students are expected to charge the device each night and bring the Chromebook to school each day.
- The sites and content accessible on school Chromebooks will be filtered at all times (in and out of school).

Content Filter and Monitoring Software

- The Chromebook is and will remain property of the Wooster City School District while it is checked out to a student.
- Both at home and school use should comply with all Board of Education policy including the Policy 5900 Student Acceptable Use of Technology.
- An Internet filter has been placed on the device and will be operational at all times and locations. The filter is a required component by the Children's Internet Protection Act (CIPA) of 2000.
- In the event that a student accesses a website with inappropriate content, parents or guardians are requested to promptly notify school administration or the Wooster City School District's Technology Department.
- The Chromebook is enrolled in the Wooster City School District's Google Administrative Console - a management tool provided by Google. The following data is collected and visible by Wooster Technology Department Staff:
 - Current user logged into the device
 - Date/Time of recent logins and length of time used
 - Operating system updates and applications installed
 - IP address of device and name of wifi device is attached to (IP address can be used to identify physical location of the device)
 - Logs of emails sent/received and Google Documents created/shared
- Monitoring software is installed on the Chromebook. This software is used by classroom teachers during the class period that students are assigned to them. This software is only active during school hours and only while the device is on school property. The monitoring software offers the following features to teachers:
 - See all student screens
 - Limit the sites that students can visit (e.g. put a block on certain sites during a class period)
 - Share screen from teacher computer to all student computers
 - Lock student devices onto one site (e.g. allow for online tests)
 - Browsing history for students during the class period. This history is also available to school administrators.
 - The monitoring software only works during the school day and within the school. The software is disabled outside of school hours.

Technology Repair Fees

A required annual fee of \$5 per student is assessed for Chromebook maintenance as described here.

Service

Unexpected problems do occur with devices that are not the fault of the user (computer crashes, software errors, etc.). WCSD Tech Support is available to assist students with getting such issues resolved. Students should submit work orders through a [Chromebook Support Ticket](#) or by visiting the Technology Office in the Wooster High School Library. WCSD owned devices should not be taken to an outside computer service for repair.

Repairs

Students are responsible to care for and return school property in good condition. Costs of repairing/replacing damage caused through careless or intentional misuse will be assigned to students/families.

Costs for damage and loss are covered as follows:

Accidental Breakages:

First Accidental Breakage	Second Accidental Breakage	Third Accidental Breakage
\$0	50% of Repair Cost	Full Cost of Repair

The following instances are not covered under this repair fee and costs will be assigned to the students/families.

- Damages due to misuse or negligence
- Cases
- Lost or stolen chargers
- Lost or stolen devices* (A police report is required)

*If a lost or stolen device is later recovered in working condition, the fine will be refunded.

Chromebook Part Costs**

Full Device Replacement	\$325
Broken/Cracked Screen	\$30
Broken Keyboard	\$25
Damaged Mainboard	\$200
Damaged Power Cord	\$20
Broken/Damaged Case	\$30

**Prices are subject to change. All repairs will be done by the Wooster Technology Department and labor costs will not be charged to students.

Administrative Procedures for Damaged or Lost Student Chromebooks

The following is designed to be a guide and reference for dealing with issues related to Chromebook damage, with the understanding that the goal is for every student to have an operational computer. Typically, issues will arise over one of the following: theft, loss, accidental damage, or willful damage/negligence. Administrators' determinations and judgments will vary based on the best interests of each student.

Accidental Damage

- The student will bring the device to the Technology Office located in the library during building hours or submit a support ticket via the link in Clever.
- The student will receive a loaner device while the Technology Department assesses the damage.
- If necessary, the Tech Department will contact a building administrator.

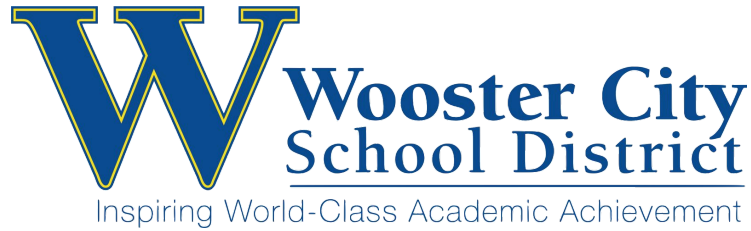
Negligence/Willful Damage

- The student will bring the device to the Technology Office located in the library during building hours or submit a support ticket via the link in Clever.
- The Technology Department will contact a building administrator.
- The building administrator may place the student in probationary status (see Section 1 of this handbook) and/or issue another disciplinary action.

Theft or Loss

- Students should report theft or loss of a Chromebook immediately to a building administrator.
- The Administrator will work with the Technology Department to use tracking tools to track the device.
- If necessary, the School Resource Office will assist.
- To receive another Chromebook, full payment for the lost/stolen device is required. Until this is done, students will be given daily access to a Chromebook while in school.
- Theft due to neglect or from an unsupervised area will result in a fee assessed for the full amount of Chromebook (It is possible to receive a refund if the device is found).
- If a Chromebook is stolen and a police report is filed please contact the school with the police report number so it can be added into the device management system.

*Multiple offenses should be handled appropriately and in consultation with Administration or the Director of Technology if necessary. Habitual damage will not be covered by the school technology fee.



Policy 7530 - **LENDING OF BOARD-OWNED EQUIPMENT**

Adopted July 25, 1988

Last Revised February 26, 2019

The Board of Education believes that Board-owned equipment is a valuable resource that may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the District's educational program.

The Board may lend specific items of equipment on the written request of the user and approval granted by the Superintendent.

The user of Board-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return. The use of Board-owned equipment off District property is subject to the same rules and conditions of use that are in effect when the equipment is used on District property.

District equipment may be removed from District property by staff members, students, and/or Board members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the Principal is required for such removal.

Individuals authorized to use Board-owned equipment off District property are prohibited from allowing anyone else to use the equipment (e.g., spouses, children, relatives, friends, etc. may not use Board-owned equipment, which is approved for use by a specific person).

A Board employee may use authorized Board-owned Technology Resources for school use off of District property. District Technology Resources (as defined in Bylaw 0100) may contain personally identifiable information ("PII") about students and/or staff. Federal and State laws prohibiting disclosure of such PII apply to electronic records stored on District Technology Resources. Board employees must exercise caution when saving/uploading/storing PII on mobile/portable storage devices (e.g., external hard drives, CDs/DVDs, USB thumb/flash drives, etc.), including mandatory encryption of the device, and when accessing PII that is stored on the District's network or contracted cloud-storage.. A Board employee who loses or misuses student or staff PII will be subject to disciplinary action.

Personal use of Board-owned equipment or facilities by staff or students will be in accordance with the Superintendent's administrative guidelines.