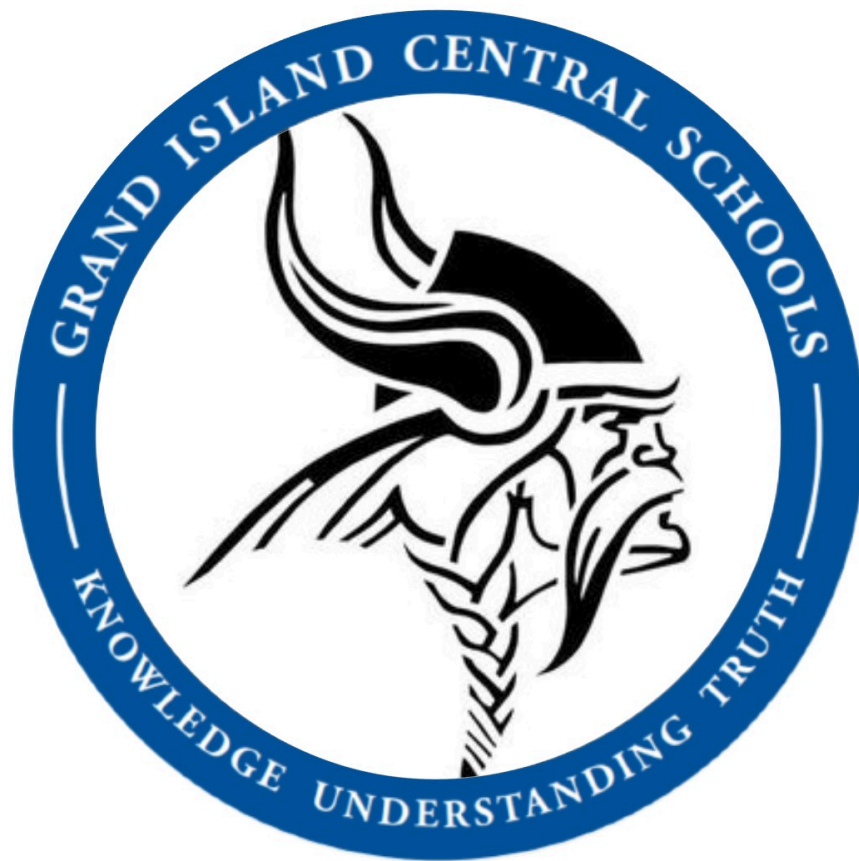


Grand Island Central School District Chromebook Handbook





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

The information within this document applies 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 Distribution

Chromebooks will be distributed each fall to 6th grade students. ***Parents & Students must sign and return the Chromebook Use Pledge document to allow the Chromebook to be taken home.*** Students in grades 6 through 12 may take their chromebook home at night and keep it over the summer.

Students in grades K-5 will have a chromebook assigned to them by their classroom teacher. Chromebooks, in these grades, only go home when the teacher deems it necessary.



Chromebook Insurance

Grand Island Central School District strongly suggests that Chromebook insurance be purchased at all grade levels. The annual fee will be \$15 per device. Chromebook insurance covers repair costs to chromebooks that have been accidentally damaged by a student. Details of this policy are included.

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 (minimum \$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 as soon as the break is detected.** 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. **Parents will be charged for the cost of repair on broken chromebooks.** The fee will be applied through the student's Infinite Campus portal and can be paid by parents.

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.

Stickers:

The chromebook does not belong to the student. It is District property. Do NOT put stickers on the chromebook. At times, when chromebooks are turned in for repairs, a replacement may be given. The original chromebook may then be assigned to a different student. Students may be charged \$10 for sticker removal if the IT staff has to remove them.



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 when instructed by your teacher. 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:

Sixth through twelfth grade 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. Chromebooks that are not used for an extended period of time (ie summer) should be put in battery saver mode. Instructions will be sent to students each spring and are included in this document.



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.

Software on Chromebooks

Chromebook software is 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.

Students are not allowed to download, install or run additional software on their Chromebook other than what has been approved by GICSD. *Students who download, install or run unapproved software on their District chromebook will be disciplined.*

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.

Protecting & 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.

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



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.



Summer Storage:

If the chromebook will not be used over the summer, it should be put in battery cut-off mode.

- Update to the latest version of the ChromeOS and charge your Chromebooks so that the battery is at least 80% full. This ensures that even when the battery discharges while unplugged over the summer, power is not fully depleted.
- Connect the device to the charger and turn it on.
- With the AC Adapter that is connected to the device, put the device in "Battery Cut-off mode." Hold Refresh  + Power  simultaneously for at least **3** seconds.
- While holding these keys, remove the power cable from the device, and then release the keys. The device should shut down and remain off.
- Attempt to power the unit by using the power button.
- If the unit does not power on, you have completed the steps and can safely store the chromebook.

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.
- It is important that students keep their school data synced to cloud drives (Google Drive) 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. Parents will be billed for parts and labor.
- 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 files saved on the chromebook that have NOT been synced to google Drive will not be restored.

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, the student will only be charged the deductible. If the damage is determined to be intentional, the full price of the repair will be charged to the student.

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 - \$50

Parent, legal guardian or student over the age of 18 are responsible to pay any fees for an intentionally damaged, lost or stolen Chromebook. Fees will be applied to the student's Infinite Campus Portal.



GICSD
Chromebook Device Insurance Form

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

Annual premium payments can be made by check or online through the Infinite Campus Parent Portal. Make checks payable 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

Student Name _____ Student 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 will result in disciplinary action.

Device Insurance: (check one)

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

Insurance payment can be paid online through the Infinite Campus Parent Portal or check sent to the District Office.

Parent/Guardian

Signature: _____ Date _____

Print Name: _____

Students in Grades 6-12: (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 _____