



1:1 Chromebook - Student Expectations

Receiving Your Chromebook

1. Parent/Guardian Orientation
 - a. All parents/guardians will be required sign/agree to the District 47 Use of Technology - Chromebook Agreement before a Chromebook can be issued to their student.
2. Student Distribution
 - a. 6th, 7th, and 8th grade students will receive their Chromebooks and cases during the first week of school.
3. Transfer/New Student Distribution
 - a. Transfer/new students will be issued their Chromebooks and cases after their parents/guardians have signed the District 47 Use of Technology - Chromebook Agreement.

Returning Your Chromebook

1. End of Year
 - a. At the end of the school year, 8th graders have the option to purchase the Chromebook for the remaining cost or must turn in their Chromebooks, chargers, and cases. Failure to turn in a Chromebook will result in a student being charged the remaining payments for the Chromebook. If a Chromebook is not returned, a report of stolen property may also be filed with the local law enforcement. 6th and 7th will be allowed to keep their devices over the summer, or have the option to store the Chromebook at the school.
2. Transferring/Withdrawing Students
 - a. Students that transfer out or withdraw from District 47 must turn in their Chromebooks and cases to the main office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the remaining yearly payments for the Chromebook. Unpaid fines and fees of students leaving District 47 may be turned over to a collection agency. A report of stolen property may also be filed with the local law enforcement agency.

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 LMC as soon as possible so that they can be taken care of properly. 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.

1. General Precautions
 - a. No food or drink should be next to a Chromebook. Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
 - b. Chromebooks should not be used or stored near pets.
 - c. Chromebooks should not be used with their power cords plugged in when the cords may be a tripping hazard.
 - d. Heavy objects should never be placed on top of Chromebooks.
2. Cases
 - a. All students will be issued a protective case for their Chromebooks that should be used whenever the Chromebooks are being transported or not in use.

- b. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the students' responsibility to care for and protect their devices.
- 3. Carrying Chromebooks
 - a. Chromebooks should always be transported with care in a District 47 issued protective case. Failure to do so may result in disciplinary action.
 - b. Chromebooks should never be lifted by the screen.
 - c. Chromebooks should never be carried with their screens open.
- 4. Screen Care
 - a. 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.
 - b. Do not put pressure on the top of a Chromebook when it is closed.
 - c. Do not store a Chromebook with the screen open.
 - d. Do not place anything in the protective case that will press against the cover.
 - e. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
 - f. Only clean the screen with a soft, dry microfiber cloth or antistatic cloth.
- 5. Asset Tags
 - a. All Chromebooks will be labeled with a district asset tag.
 - b. Asset tags may not be modified or tampered with in any way.
 - c. 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.

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.

- 1. If a student does not bring his/her Chromebook to school
 - a. If available, a student should see the Solution Center and check out a loaner for the day or have his/her teacher call the Solution Center to have one delivered.
 - b. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage or loss of the issued device.
 - c. The mobile technician will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to the assistant principal's office for those students that have more than one occurrence.
 - d. The students that obtain a loaner will be responsible for returning the borrowed device to the Solution Center before the end of the school day.
 - e. If a loaner is not turned in by the end of the day, the mobile technician will submit a report to the main office.
- 2. Chromebooks being repaired
 - a. Loaner Chromebooks may be issued to students when they leave their school issued Chromebook with the mobile technician for repair.
 - b. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage or loss of the loaned device.

- c. Chromebooks on loan to students that are having their device repaired may be taken home.
 - d. The mobile technician will contact students when their devices are repaired and available to be picked up.
- 3. Charging Chromebooks
 - a. Chromebooks must be brought to school each day with a full charge.
 - b. Students should charge their Chromebooks at home every evening.
 - c. There will be a limited number of unsupervised charging stations in the library, study hall, classrooms and cafeteria available to students on a firstcomefirstserved basis.
- 4. Backgrounds and Themes
 - a. Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- 5. Sound
 - a. Sound must be muted at all times unless permission is obtained from a teacher.
 - b. Headphones may be used at the discretion of the teachers.
 - c. Students should have their own personal set of headphones for sanitary purposes.
- 6. Printing
 - a. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
 - b. Printing stations will be available in various locations.
 - c. Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be attained here: <http://www.google.com/cloudprint/learn/>.
- 7. Logging into a Chromebook
 - a. Students will log into their Chromebooks using their school issued Google Apps for Education account.
 - b. Students should never share their account passwords with others.
- 8. Managing and Saving Your Digital Work With a Chromebook
 - a. 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.
 - b. Some files may be stored on the Chromebook's hard drive.
 - c. Students should always remember to save frequently when working on digital media.
 - d. The district will not be responsible for the loss of any student work.
 - e. Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

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 District 47 Acceptable Use Policy, administrative procedures, and all other guidelines in this document wherever they use their Chromebooks.

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.

1. Updates
 - a. The Chromebook operating system, ChromeOS, updates itself automatically. There is no need for students to manually update their Chromebook.
2. Virus Protection
 - a. Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
 - b. There is no need for additional virus protection.

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 its blocked in school then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers or LMC staff to request the site be unblocked.

Software

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

Chromebook Identification

1. Records
 - a. 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.
2. Users
 - a. Students will be assigned the same Chromebook for the duration of their time at District 47. **Take good care of it!**

Repairing/Replacing Your Chromebook

1. Mobile Technician Support
 - a. All Chromebooks in need of repair must be brought to the Mobile Technician in the Solution Center as soon as possible.

- b. The Mobile Technician will analyze and fix the problems they can and escalate the issues they cannot to the Technology Department.
2. Vendor Warranty / Repair / Insurance
 - a. Chromebooks include a one year hardware warranty from the vendor.
 - b. The vendor warrants the Chromebook from defects in materials and workmanship.
 - c. The limited warranty covers normal use, mechanical breakdown, and faulty construction.
 - d. The District will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
 - e. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
 - f. All repair work must be reported to the Solution Center.

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 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.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Appropriate Uses and Digital Citizenship

In general, the school issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy 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:

- **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.
- **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.
- **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.

- **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.
- **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 information. I will use and abide by the fair use rules.
- **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.