

Bentonville Schools

Chromebook Handbook

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Purpose Statement

Bentonville Schools recognizes the prominent role technology plays in our world and community. Our goal is to continue to integrate 21st century technology skills into the daily curriculum. To meet this goal, our students will be issued a device to aid in that endeavor. Students will use these devices for research, assignments, communication and state testing.

1. GENERAL INFORMATION

Chromebook Check-in/Returns

- Chromebooks will be distributed prior to the start of school at a designated time to be announced.
- Chromebooks will be labeled in a manner specified by the district and those labels should not be altered or covered in any manner.
- Parents and students must sign and submit the Bentonville Schools Chromebook Use Agreement before the Chromebook will be issued to the student.
- Upon graduation, students must return their district provided Chromebook and charger to the Technology Department in good working condition. Should any of the equipment be damaged, the student may be charged.
- Students who graduate early, transfer to another district, withdraw or for any reason are no longer enrolled at Bentonville Schools, must return their Chromebook and charger immediately to the Technology Department. Failure to return the Chromebook and the accessories will result in a theft report being filed with the Bentonville Police Department.
- New students or students that transfer in will have a device issued to them after meeting with building administration and the Technology Department.

Damage/Loss/Theft/Returns

- If at any point during the school year there is damage, loss or theft of a Chromebook (or any accessories), the student must report the incident to his/her teacher or building administration who will contact the Technology Department. All reports will be investigated and addressed on a case by case basis and damage fees will be assessed.

- If a device is stolen, a report of the theft must be reported to the building administration and Technology Department. A loaner device will be provided to the student in the meantime. If the device is not recovered, a permanent replacement will be provided.

- Loaner Chromebooks will be offered for two weeks or 10 business days. If the fee is not paid within that time period, the replacement device will not be issued and the loaner will need to be returned to the campus tech office.

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be reported to their teacher as soon as possible.

General Precautions

- The Chromebook is school property. All users must follow the guidelines contained in this manual and the Student Acceptable Use Policy for technology.
- Chromebooks should never be left in an unsupervised area, unlocked car or locker. Students should take care to always keep their Chromebook secured when not in their possession.
- Students are responsible for charging their Chromebook each night and bringing it to school fully charged. Charging cables should remain at home and should NOT be brought to school.
- Chromebooks, like any device, are sensitive to extreme heat and cold, so students should not leave their device in cars or direct sunlight.
- Do not stack books or other heavy materials on top of the Chromebook as that could damage the screen or keyboard. This includes not leaning on the Chromebook.
- Keeping food and drinks away from the Chromebook is always a good idea.
- Carefully plug cables and accessories into the Chromebook.

Screen Care

- Do not lean on top of the Chromebook when closed.
- Do not put any books or other heavy objects on top of the Chromebook when closed.
- Clean the screen with only a soft, dry cloth or anti-static cloth. No cleansers of any type should be used. If in doubt, check with your teacher or a member of the Technology Department.
- Do not carry the Chromebook by the screen.

Security Reminders

- Students should not share logins or passwords with anyone, except their parents/guardians.
- Students should follow Internet safety guidelines and school rules and policy.
- Students should understand that the Chromebooks and network are filtered and monitored.

3. USING YOUR CHROMEBOOK AT SCHOOL AND HOME

Chromebooks are intended for use at school each day, however there may be days they are used more than others. Students should bring their Chromebooks to school fully charged each day. The Chromebook is the property of the school and the school has the right to search the Chromebook at any time.

Chromebooks Left at Home

- If a student leaves their Chromebook at home, they may check out a loaner Chromebook/case from the Student Helpdesk. The number of loaner Chromebooks is limited and there might not be a Chromebook available. Students are still responsible for getting their class work completed. The loaner Chromebook must be returned to the Student Helpdesk at the end of the day before the student leaves campus. Failure to return the Chromebook at the end of the day may result in disciplinary action.
- If a student repeatedly leaves their Chromebook at home during the school week, the student may be required to "check out" and "check in" their school issued Chromebook each day for the remainder of the term.

Chromebooks Undergoing Repair

- Replacement Chromebooks may be issued while a student is having their Chromebook repaired. There are a limited number of spares so there may be a delay in getting one.
- Replacement Chromebooks will not be issued for use until all fines for damage have been paid.

Charging Your Chromebook

- Chromebooks must be brought to school each day fully charged. Students should charge their Chromebook at home and leave their school issued charger at home.
- Chargers should not be brought to school.
- Violations will be treated the same as if the student left the Chromebook at home.

Sound/Apps

- Sound must be muted at all times in classrooms unless directed by the teacher for instructional purposes.
- When using a Chromebook in a common area (Student Helpdesk, auditorium, etc), headphones or earbuds should be used if you are needing to use sound.
- Only approved apps should be installed.

Printing

- Students are encouraged to appropriately publish and share their work digitally with their teachers and peers.

Webcams

- School Use - Webcams are to be used for educational purposes only.
- Home Use - Webcams may be used at home only with the permission and supervision from parents/guardians.
- For general safety, webcams should be disabled when not in use.
- Bentonville Schools does NOT have the ability to remotely access the webcams.

Home Access

- Students are permitted and encouraged to add their school issued Chromebook to their home WiFi network. This will allow the student to access their stored documents and information, email and complete assignments.
- Internet access will still be filtered, but parents are encouraged to monitor home access.
- Students who do not have WiFi access at home can use a public WiFi location such as the public library, restaurants or coffee shops. Use caution when accessing a public connection as not all public locations are secure connections.
- Some applications can be used without an internet connection but for full functionality a WiFi connection is recommended.
- Students are not permitted to share their Chromebook with siblings.

Issues with your Chromebook

- Chromebooks are fast and reliable, but if students experience an issue, they can seek help from the Student Helpdesk at each building. The Student Helpdesk will attempt to resolve the issue or it will be referred to the Technology Department.
- Bentonville Schools cannot troubleshoot home network issues. If the Chromebook works at school, but not at home, try using a public location to see if the problem persists.

Updates/Virus Protection

- Updates - Chromebooks use the Chrome Operating System, which updates itself automatically. Students do not need to manually update their Chromebook. If there is an arrow pointing up in the bottom right hand corner then the Chromebook needs to be rebooted to complete the update.

- Virus Protection - Chromebooks provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is NO need for additional virus protection.