

Enlarged City School District of Middletown

Chromebook Guide

The policies, procedures, and information within this document apply to all
Chromebooks provided to students.



Program Goal

The goal of this one-to-one device initiative is to create a seamless and dynamic educational experience for students that assures they develop the skills and knowledge necessary to responsibly navigate the world of emerging technology.

What is a Chromebook?

A Chromebook is a personal computer that runs Google Chrome as its operating system. The Chromebook features a large easy-to-view screen, a nearly full sized keyboard, a trackpad for navigation, a USB port, and a built in camera and microphone. It powers up quickly, connects to the internet instantly, and has a long battery life. Since it is a web-based device, a Chromebook requires very little maintenance or technical support and there is no need to download or install any software. Files are less likely to be lost or deleted and student's work is automatically and regularly saved within the Google "cloud" storage. "Cloud" based storage allows students to access their files anytime from any internet enabled device. In addition to "cloud" storage, each Chromebook has on device storage space which can be used to save files in the event that a student does not have internet access at home. Any work completed offline will sync to the "cloud" next time the Chromebook is connected to the internet.

Receiving Your Chromebook

Chromebooks will be distributed once the student, and their parent/guardian, attend the required policy & procedure meeting and have signed the Chromebook agreement and the District's Acceptable Use Agreement.

Protection Plan

The District suggests the purchase of an optional private protection plan, but does not endorse any one provider of such insurance.

Withdrawing from the District

In the event you leave the Enlarged City School District of Middletown, you are required to return your district issued Chromebook to the Technology Department or your building administrator. Failure to do so may result in a delay with the registration process at your new school.

Chromebook Inventory Check

Technology will periodically conduct a chromebook inventory check-in throughout the year to ensure that the correct Chromebook is assigned to the correct student.

Using Your Chromebook

At School

Students are expected to bring their fully charged Chromebook to school each day. Each teacher will have their own expectations for the use of the Chromebook in their classroom, and it is the student's responsibility to be aware of and comply with the Chromebook classroom expectations for each teacher. While using the Chromebook in the classroom, students are expected to comply to all school and classroom rules/policies. If the student leaves their Chromebook at home, **they will not** be provided with a loaner and are responsible for getting the work completed.

In addition to using the Chromebook in the classroom to conduct research, collaborate on projects, and complete assignments, students may be asked to use their Chromebook to access school messages, announcements, calendars, and handbooks. This will ensure that students use their device as both an academic and an organizational tool.

At Home

A Wi-Fi internet connection is required for the majority of Chromebook use. However, you can work offline in Google Drive to complete writing assignments/presentations. Students are encouraged to use their Chromebook at home and other locations outside of school. At times, students may be asked to complete assignments outside of class that require access to the internet. When this is the case, and the student does not have Wi-Fi internet connection at their home, it is the responsibility of the student to make arrangements to stay after school to use the internet or find an alternate location that has Wi-Fi internet. There are several locations in Middletown that include free Wi-Fi, including, but not limited to: Thrall Library, Panera Bread, McDonalds, and Starbucks. The following link is a Wifi map to show all the places in Middletown with free Wi-Fi: <https://www.wifimap.io/3150-middletown-free-wifi/map>. The district is not responsible for internet connectivity outside of the secure wireless network in-district.

Regardless of the location where the Chromebook is being used or the source of the internet connection that is being used, all students are bound by the Acceptable Use Policy of the Enlarged City School District of Middletown.

***Note:** The Chromebooks will only work online on a wireless network. They do not support a wired internet connection. You do have the ability to work offline, but this option is only available after the Chromebook has had an initial online connection. It is strongly suggested that if you do not have a wireless connection at home, that you complete your initial log on to your Chromebook while on the campus of the school.

Managing Your Files and Saving Your Work

The best way for students to save their work will be using Google Drive. This will allow the students to access their saved work on any internet enabled device. It is possible to save files on the Chromebook's hard drive, but this will not make them available on other devices. One of the many great features of saving work in Google Drive is that the device automatically saves as you work. Students are also encouraged to organize their Drive using folders so that files can easily be accessed.

Students are encouraged to maintain backups of important files. This can be done using a removable storage device and/or by saving work to the Chromebook's hard drive. The district will not be responsible for lost work.

Taking Care of Your Chromebook

Students are responsible for the general care of their Chromebook. If a Chromebook gets damaged or is not working properly, this needs to be reported immediately. Each building has a designated tech support location.

Minor Repairs, Maintenance Issues

The Technology Department will attempt to replace under warranty or repair your Chromebook.

Please be aware that depending on the issue, the Chromebook may need to be restored to factory settings. The District is not responsible for any data lost during the repair process.

Destroyed Chromebook

If your Chromebook is destroyed beyond repair, you may be given a loaner Chromebook. At the District's discretion, loaner Chromebooks may be limited to in school use only.

Lost or Stolen Chromebook

Notify the building administrator immediately if your Chromebook has been lost or stolen. Once notified, technology will then "disable" your Chromebook, rendering it inoperable. This is of paramount importance because once your Chromebook is disabled other users no longer have access to use the device or view the documents/data stored within the profile. Depending on the circumstance, and availability, a loaner Chromebook may be issued. At the District's discretion, loaner Chromebooks may be limited to in school use only.

General Precautions:

- No food or drink while using the Chromebook
- Be careful when inserting and removing cords, cables, and removable storage devices
- Do not place any heavy objects on top of the Chromebook
- Do not expose the Chromebook to extreme hot or cold temperatures or direct sunlight for extended periods of time
- Do not leave your Chromebook unattended in a vehicle, as the extreme heat or coldness of the various seasons can damage them
- Always transport your Chromebook with the screen closed and in its case

- Never attempt repairs or hardware modifications

Charging

- Each Chromebook will come with an AC adapter used to recharge the Chromebook
- Students are expected to recharge their Chromebook at home each night and bring it to school each day in fully charged condition
- At the teacher's discretion, students will be able to recharge Chromebooks in the classroom. Students are responsible for taking their Chromebook and charger at the end of the period. Teachers will not be responsible for any lost/stolen student devices and/or accessories

Screen Care

The Chromebook screen can be damaged if subjected to excessive pressure and/or rough treatment. Additionally, certain cleaning solvents and other liquids can cause damage. Suggestions for proper screen care are as follows:

- Be sure not to put pressure on the Chromebook cover when it is closed
- Close the Chromebook cover before transporting or storing
- Make sure there are no objects (paper/pen/pencils) left on the keyboard before closing the cover
- When cleaning the screen use ONLY a soft, dry, microfiber cloth or anti-static cloth. No liquids are to be used in cleaning the Chromebook

Asset Tags/Serial Numbers

- All Chromebooks will be tagged with a District asset tag
- Asset tags and serial numbers may not be removed, modified, or tampered with in any way until the student has graduated from the Middletown City School District.
- Asset Tags are scanned periodically throughout the year when conducting Chromebook inventory

Storing Your Chromebook

- During school hours when students cannot monitor their Chromebook, the device should be securely stored in the student's locked locker; especially during physical education classes and while at lunch. Students are only permitted to use their Chromebook during lunch or physical education when given prior permission. If given permission by an adult to use the Chromebook during a lunch period, the student must be using it in a location other than the cafeteria
- Chromebooks should never be stored in a vehicle
- Students are responsible for securely storing their Chromebook during extra-curricular activities
- Unsupervised Chromebooks will be confiscated and taken to school administration
- The District is not responsible for the safekeeping and protection of Chromebooks

Cases

Each student will be provided with a carrying case for their Chromebook. This case has a compartment for the Chromebook and a separate compartment for the charger. It is expected that students store their Chromebook and charger in this case when not in use.

Software and Security

All Chromebooks are up to date with the latest version of the Google ChromeOS. The operating system will automatically install updates when the Chromebook is restarted.

The District will use a management system that can change the security settings, update software, and add or remove applications. Students are prohibited from disabling, modifying, or altering management settings or content filters.

Virus Protection

Virus protection is built into the operating system. There is no need for additional protection.

Content Filter

All student Chromebooks, regardless of physical location (at home or at school), will be configured with a proxy that filters and restricts inappropriate web content. Any attempt to bypass, tamper with, or disable this filter to access restricted content will result in disciplinary action. Despite the filter, the District cannot guarantee that all controversial or inappropriate materials will be blocked.

Google Apps for Education

Chromebooks easily integrate with Google Apps for Education. The available apps will include access to Google Docs, Spreadsheets, Slides, Drawings, and Forms. All work completed within these apps are stored and saved automatically in the cloud. Offline mode for editing and creating documents may not be supported by all apps on the Chromebook.

Chrome Web Apps and Extensions

Students will be allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. All installations are monitored by the District's management system and any inappropriate downloads will result in disciplinary action.

Using Your Chromebook

Sound

When using the Chromebook in the classroom, sound must be muted, unless you are using headphones or permission is given by the teacher for instructional purposes.

Printing At School

Printing directly from a Chromebook will not be available at school. When possible, teachers will assign digital assignments that students are expected to submit electronically.

Printing At Home

You may print to a home printer. The printer would have to be either directly connected to the Chromebook or be connected to a WiFi network in the home. However, the District does not provide support for setting up or troubleshooting at home printing.

Digital Citizenship

District issued Chromebooks should be used for educational purposes. At all times, both on and off campus, students are expected to follow the Acceptable Use Policy of the Enlarged City School District of Middletown as well the related policies and procedures within this Chromebook Guide.

Using Chromebooks requires students to work collaboratively in a digital environment. Students must always conduct themselves as a good digital citizen by adhering to the following:

- Respect Yourself - Show respect through your actions. When creating accounts and online names, be appropriate. Use caution with the information, images, and other media that you keep on your Chromebook. Think carefully about the personal information that you share about yourself online.
- Protect Yourself - You are responsible for the information, images, and materials posted online from your account or present on your Chromebook. Be careful to not put yourself at risk by publishing personal details, contact information, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources by never sharing this information with others.
- Respect Others - Do not use the Chromebook to antagonize, bully, harass, or stalk people.
- Protect Others - Report known/suspected abuse. Do not participate in forwarding/sharing inappropriate materials or communication. Avoid unacceptable materials and communication.
- Respect Intellectual Property - Request permission when using copyrighted and other protected material. Be sure to use proper citations when using websites, online books, media, etc.
- Protect Intellectual Property - Do not use pirated software or distribute music or media in a manner that violates license agreement.