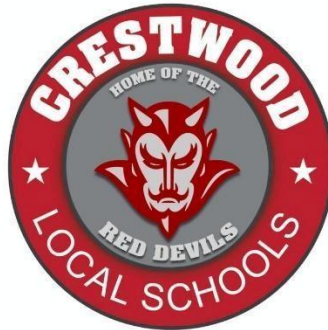


Crestwood Local Schools



Google Chromebook 1:1 Initiative

Parent/Student Handbook 2026 – 2027

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Overview

The mission of the 1:1 Chromebook initiative at Crestwood Local Schools is to help propel our personalized learning initiatives and establish the foundation for a seamless program that supports individualized instruction in our classrooms or in a remote learning environment. It supports anytime access to online resources for learning, by providing portable devices for all students. This ensures that students can access what they need from wherever they are.

The focus of the Chromebook program at Crestwood Local Schools is to provide tools and resources for the 21st Century learner. Excellence in education requires that technology is integrated seamlessly throughout the educational curricula. Increasing access to technology is essential in building upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning is a result of the continuous dynamic interaction among students, educators, parents and the extended community. 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. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime and anywhere.

The policies, procedures, and information within this document apply to all Chromebooks and other technology-able devices used in consideration by the Administration to come under this policy.

*Teachers/schools may set additional requirements for use in their classrooms.

GENERAL INFORMATION

Receiving Your Chromebook

1. Students will receive a Chromebook in alignment with each building procedure, upon arrival to school.

Chromebook Check-in

1. Chromebooks will be returned before the end of the school year, on dates to be provided, so they can be checked for serviceability and be stored for the summer. If a student transfers out of the Crestwood Local School district during the school year, the Chromebook, charger and case will be returned at that time.
2. Students who graduate early, withdraw, or terminate enrollment at Crestwood Local Schools for any reason must return the Chromebook, charger and case on or before the date of termination.
3. If a student fails to return the Chromebook, charger and case at the end of the school year or upon termination of enrollment in Crestwood Local Schools, the cost of replacement will be added to the student fees.

Check-in Fines

1. If at any point during the school year there is damage, loss, or theft of a Chromebook, the student/parent must contact the designated building personnel immediately.
2. Any technical issue with the device must be brought to the attention of the designated building personnel. This includes, but is not limited to; Chrome Operating System, battery issues, loss of network connectivity, failure of apps to launch, etc.
3. Any initial hardware/software repair will be covered without cost and will be covered by the technology fee in grades 4 - 12. Any additional hardware/software repairs will be invoiced to the student's parent/guardian. All repairs are to be conducted by Crestwood Local Schools approved technology repair service.
4. After two incidents of damage, the student may lose privileges of the Chromebook and/or may lose the ability to take the device home. This is at the discretion of the building administration and could result in disciplinary action per the code of conduct.
5. All reports will be investigated and addressed on a case-by-case basis.

TAKING CARE OF YOUR CHROMEBOOK

General Precautions

1. No food or drink should be consumed over or placed next to your Chromebook while it is in use.
2. Only use a clean, soft cloth to clean the screen, no cleansers of any type. Non bleach disinfectants are suitable for cleaning.
3. Cords and cables must be inserted carefully into the Chromebook to prevent damage. Chromebook and Chromebook accessories must remain free of any writing, drawing, stickers, or labels that are not the property of the Crestwood Local School District.
4. Chromebooks should never be left in an unlocked locker, unlocked car or in any unsupervised area.
5. Students are responsible for keeping their Chromebook's battery charged for school each day.
6. Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving the devices in cars, direct sunlight, etc. could expose the device to these conditions and is potentially harmful to the device and should be avoided.
7. Do not stack any books, heavy materials, etc. on top of the Chromebook as it could damage the device.
8. Take care to protect your password. Do not share your password.
9. Lock your screen when you leave your Chromebook unattended for ANY amount of time.

Screen Care

1. Chromebooks should never be carried by or while the screen is open.
2. Do not lean on top of the Chromebook when it is closed.
3. Do not place anything near the Chromebook that could put pressure on the screen front or back.
4. Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).
5. Clean the screen with a soft, dry cloth or antistatic cloth.

6. Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually cause damage to the Chromebook.

USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks Left at Home

1. If at any point during the school year the Chromebook is left at home, the student/parent must contact the designated building personnel immediately.

Chromebook Undergoing Repair

1. A replacement Chromebook may be used by students when they leave their Chromebook for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
2. Replacement Chromebooks must remain at the school. The student will pick up and drop off the Chromebook to the library or office, if available.

Charging your Chromebook’s Battery

1. Chromebooks must be brought to school each day in a fully charged condition.
2. In cases where use of the Chromebook has caused batteries to become discharged, students will be allowed to connect their Chromebooks to a power outlet in class at the discretion of the teacher.

Photo Library, Screensavers, Background Photos

1. Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
3. Photos/Videos require a large amount of storage space on the devices. Only photos/videos that are for classroom purpose should be saved to the device. All other photos/videos should not be taken or stored.

Sound, Music, Games, or Programs

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored.
3. Students may be directed by school personnel to remove apps, music, videos, etc. if the storage of instructional materials is compromised.
4. Only Music/Sound files that are obtained legally for educational purposes are allowed.
5. Headphones may be used at the discretion of the teacher. Headphones are not provided by Crestwood Local Schools

Printing

1. Printing will not be available inside Crestwood Local Schools with the Chromebooks. The nature of the device minimizes the need to print.

Home Use

1. Students are allowed to set up access to their home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
2. If parents/ guardians are interested in providing additional content filtering at home, it is suggested that the parents/guardians contact their Internet provider for details and support. (Home internet will not be supported by the district Technology Department).

MANAGING YOUR FILES & SAVING YOUR WORK

Saving to your Chromebook

1. Students will save work to their Google accounts via the Chromebook.
2. Storage space will be available on the Chromebook, but since the device has storage limitations, it is vital that the storage space be privileged for educational use only. It is also important to note that in case of having to reset the Chromebook the district will not back up the Chromebooks.

Network Connectivity

1. Crestwood Local Schools makes no guarantee that their network will be up and running 100% of the time. In the case that the network is down, the District will not be responsible for lost or missing data.

APPS AND EXTENSIONS ON CHROMEBOOKS

Originally Installed Software

1. The Extensions/Apps originally installed by Crestwood Local Schools must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

Additional Software

1. Students are not allowed to load extra Extensions/Apps on their Chromebook. Students are responsible for the content on their Chromebook. Apps and other media must be appropriate per Crestwood's Acceptable Use Policy and Code of Conduct. Students will be asked to remove apps and media if deemed inappropriate. These Apps/Extensions will be available upon logging into the device using the official school-approved email address.
2. Any attempt to change the configuration substantially will result in immediate disciplinary action.
3. Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, eBooks, and apps as noted in section 3-E above. Immediate

removal of material (or full reset of the device), contact with parents/guardians, and disciplinary action will take place.

Inspection

1. Students may be selected at random to provide their Chromebook for inspection.
2. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

Procedure for Re-loading Software

1. If technical difficulties occur or illegal software are discovered, the Chromebook may be restored from backup. The district does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or reimage any device.
2. Students are highly encouraged to create a backup of all Chromebook documents to their Google Drive.
3. Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

Software Upgrades

1. Upgrade versions of licensed software/apps may become available from time to time. Students may be required to check in their Chromebook for periodic updates.
2. Students are encouraged to periodically upgrade the apps on the Chromebook as prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

RESPONSIBILITIES AND EXPECTATIONS

Parent/Guardian Responsibilities

1. Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
2. Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
3. The following resources will assist in promoting positive conversation(s) between you and your child/children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette:
 - a. NetSmartz: [Http://www.netsmartz.org/Parents](http://www.netsmartz.org/Parents)
 - b. CommonSense Media: <https://www.commonsense.org/education/digital-citizenship>
 - c. Ensure that siblings and other family members are not using the device for personal use.

School Responsibilities:

1. Provide Internet and Online Course Material access to students.
2. Provide Internet filtering and blocking of inappropriate materials as able.

3. Chromebooks will be treated similar to the policy surrounding school lockers. Crestwood Local Schools reserves the right to review, monitor, and restrict information stored on or transmitted by Crestwood Local Schools owned equipment and to investigate inappropriate use of resources. Circumvention of management, monitoring, or internet filtering systems may result in disciplinary action.
4. Provide staff guidance to aid students in doing research and help ensure student compliance of the Acceptable Use Policy.

Student Responsibilities:

1. Use computers/devices in a responsible and ethical manner.
2. Obey general school rules concerning behavior and communication that apply to technology use.
3. Use all technology resources in an appropriate manner so as to not damage school equipment. Take a proactive role to aid Crestwood Local Schools in the protection of our computer system/devices by contacting teachers or principals about any security problems that they may encounter.
4. Comply with trademark and copyright laws and all license agreements. If you are unsure, ask a teacher or parent.
5. Plagiarism is a violation of the Crestwood Local Schools Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
6. Use or possession of hacking software is strictly prohibited, and violators will be subject to Crestwood Local Schools Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the Division.
7. If a student should receive messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
8. Return Chromebooks to the building at the end of each school year. Students who graduate early, withdraw, are suspended, or terminate enrollment at Crestwood Local Schools for any other reason must return their individual school Chromebook and other peripherals on or before the date of termination.
9. Monitor all personal activity.

Student Activities Strictly Prohibited:

1. Illegal installation or transmission of copyrighted materials.
2. Any action that violates an applicable existing or future Board policy and any applicable laws.
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
4. Use of chat rooms, sites selling term papers, book reports, and/or other forms of student work.
5. Messaging services (i.e., WhatsApp, WeChat, SnapChat, QQ.)
6. Use of outside data disks or external attachments without prior approval from the administration.
7. Changing of Chromebook settings (exceptions include personal setting such as font size, brightness, etc.)
8. Spamming (sending mass or inappropriate emails)

9. Using the internet to access personal (non-school related) accounts i.e., non-school provided email accounts, Facebook, other social media sites, etc.
10. Gaining access to another student's or staff member's accounts, files and/or data.
11. Use of the district Internet/Email accounts for financial or commercial gain or for any illegal activity.
12. Sending anonymous or misleading communications for any inappropriate purpose by any means.
13. Students are not allowed to give out personal information without the permission and supervision of their parents or a school staff member over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, Amazon, email, etc.
14. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
15. Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
16. Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.

PROTECTING & STORING YOUR CHROMEBOOK

Chromebook Identification

1. Each building will maintain a log of all Chromebooks including: Chromebook serial number, asset tag number, name and grade of the student assigned to the device. Each student will be assigned a Chromebook at the beginning of the school year. They will be collected at the end of each school year.

Storing Your Chromebook

1. Chromebooks should remain on the students' person and/or classroom throughout the school day. In the case for certain classes, ex: gym, an area will be provided for students to store their Chromebook during the class.
2. Extra time will be given for students to drop off and pick up their Chromebook.
3. Take care when placing the Chromebook in storage as to not stack, drop or hit other Chromebooks.

Chromebooks Left in Unsupervised Areas

1. Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways.
2. Any Chromebooks left in these areas are in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the building designated area.

DIGITAL CITIZENSHIP

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:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **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.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk 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 enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will suitably cite 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.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open-source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Chromebook Repair Process

Chromebook Technical Support

1. ALL REPAIRS will be completed by Crestwood's contracted repair service.
2. Your school's designated personnel will coordinate Chromebook repairs with the Technology Department or contracted repair service.
3. Replacement Chromebooks must remain at the school.
4. Replacement costs are as follows:

*Replacement/repair costs can be subject to change.

Dell Chromebook	
LCD	\$72.00
Motherboard	\$144.50

Palmrest/Keyboard	\$103.00
Battery	\$85.00
Charger	\$30
All Other Repairs	\$60.00
Total Replacement	\$400.00