ALEXANDRIA
Public Schools

Alexandria Public Schools
Chromebook Care & Usage Handbook



2026-2027

Alexandria Public Schools Notice of Non-Discrimination

Alexandria School District 206 does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. **School District 206** Career and Technical Education department does not discriminate in enrollment or access to any of the programs available**.** The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. The **Alexandria School District 206** also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and Minnesota Statute 363A.13. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

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Receiving Your Chromebook

1. **Parent/Guardian Signatures**
   All parents/guardians must sign the Alexandria Public Schools Chromebook Agreement before a Chromebook can be issued to their student.
2. **Distribution**
   Only students in grades 7-12 attending Alexandria Public Schools at least 1/2 time will receive a 1:1 Chromebook and related peripherals to take home. Devices for all other grades remain at school and are used, stored, and charged there. Students in grades 7-12 receive their devices during student orientation before school starts. Students and parents/guardians must sign the Chromebook Agreement before receiving a device.
3. **Transfer/New Student Distribution**
   New and transfer students in grades 7-12 may pick up their take-home Chromebook from the School Offices after the student and parent/guardian watch the video tutorial and sign the Chromebook Agreement. Devices for students in all other grades remain at school.

Returning Your Chromebook

1. **End of Year**
   At the end of the school year, students in grades 7-12 without insurance or the summer rental option will turn in their Chromebooks and all issued peripherals. Summer take-home use is limited to grades 7-12. Failure to return a Chromebook will result in the full $360.00 replacement charge. The district may also report stolen property to the Alexandria Police Department.
2. **Transferring/Withdrawing Students**
   Students who transfer out of or withdraw from Alexandria Public Schools must turn in their Chromebooks and cases to the Media Center on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Alexandria Public Schools may be turned over to a collection agency. The district may also file a report of stolen property with the Alexandria Police Department.

Insurance Option (Grades 7-12)

Alexandria Public Schools strongly recommends that insurance be purchased prior to the distribution of the Chromebook to your student. The individual insurance cost is $50.00 annually (About $4.15/month) for each Chromebook with a $125 family maximum. Each claim covered by insurance will be assessed an incremental deductible within the current school year. Claim deductibles are listed below. If a student withdraws from school 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.

Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
$50 per device (Includes Summer Rental)	**$0**	**$50**	**$100**

Insurance Notes:

- Insurance will only be available to be purchased up to the end of the first week of school or within 1 week of the student starting
- Insurance is non-refundable if student withdraws early
- Taking the unit apart or tampering with the unit will void insurance coverage and result in loss of insurance premium and deductibles as well as may incur a fee to repair the device.
- Intentional abuse will void all insurance coverage and student will be charged for full replacement costs
- Insurance does not cover loss due to theft or misplacement
- All previous year charges must be paid prior to a student being issued a Chromebook

Training

Students will receive regular training to address care and usage of the Chromebook as well as usage of Google Apps (Alexschools.org Accounts). Regular Digital Citizenship training will also be provided during the school year to address respectful, responsible, and ethical use of the internet and digital tools.

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 media center. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- No food or drink should be next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- 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.
- Heavy objects should never be placed on top of Chromebooks.
- 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 Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

Carrying Chromebooks

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen 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.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, **dry** microfiber cloth or anti-static cloth.

Using Your Chromebook

Students in grades 7-12 are expected to bring a fully charged Chromebook to school every day and to all classes unless their teacher advises otherwise. Devices for all other grades remain at school; students follow their teacher's directions for use, storage, and charging.

If a student does not bring his/her Chromebook to school

This section applies to grades 7-12 only.

- Students are expected to bring their Chromebook to school every day, just like pens and notebooks.
- If a student forgets the Chromebook, the student should call home and have it brought to school.
- If it cannot be brought to school, a limited number of devices may be available to borrow from the instructor for the class period.
- Teachers will document loaners issued for forgotten devices and report excessive occurrences to administration.

Chromebooks being repaired

- Loaner Chromebooks may be issued while a school-issued device is being repaired.
- A student borrowing a Chromebook must sign a loaner agreement and is responsible for damage to or loss of the loaned device.
- Only students in grades 7-12 may take repair loaners home. Loaners for all other grades remain at school.
- Media Center staff will contact students when repaired devices are ready for pickup.

Charging Chromebooks

- Students in grades 7-12 must charge their Chromebooks at home each evening and bring them to school fully charged.
- Devices for all other grades remain at school and are charged and stored there according to staff directions.
- For grades 7-12, the school will not have chargers available to check out. A replacement for a lost charger may be purchased at school for $50.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Alexandria Public Schools. Spot checks for compliance will be done by administration, teachers, learning coaches, and technology support staff at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Alexandria Public Schools acceptable use policy.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students in grades 7-12 may set up home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: http://www.google.com/cloudprint/learn/.

OR

- Students may log into their Student Desktop from their Chromebook to print to a designated printer in the media center.

Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued Google Apps for Education (@alexschools.org) account.
- Students should never share their account passwords with others. In the event of a compromised account the Alexandria Public Schools reserves the right to disable your account.

Using Your Chromebook Outside of School

- Only students in grades 7-12 may take school-issued Chromebooks home or use them at other locations outside school. Devices for all other grades remain at school, including repair loaners.
- A Wi-Fi Internet connection is needed for most Chromebook use; some applications work offline. Students must follow the Alexandria Public Schools Acceptable Use of Technology Policy, Administrative Procedures, acceptable use agreement, and all guidelines in this handbook wherever they use a Chromebook.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

No Expectation of Privacy

Students should 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 at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and 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.

Updates

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- 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). While on premise, All Chromebooks, will have all Internet activity protected and monitored by the district. While at home, All Chromebooks will enforce Google’s Safe Search features as well as filtering for illegal and obscene content.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Software on Chromebooks

Originally Installed Software

Chromebook software is delivered via the Chrome Web Store. These are 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 be easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is idle or restarted.

Google Apps for Education (Alexschools.org Accounts)

- 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, Forms, Sites, Gmail, Groups, Voice, and Blogger.
- All work is stored within Google Apps.

Additional Apps and Extensions

Students are unable to install additional apps and extensions on their Chromebook other than what has been approved by the Alexandria Public Schools.

Repairing or Replacing Your Chromebook

Repair/Troubleshooting

All Chromebooks in need of repair must be brought to the Media Center as soon as possible.

Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

- Screen - $150.00
- Keyboard/touchpad - $100.00
- Power cord - $40.00
- Chromebook Case - $125.00
- Full Replacement Cost (Chromebook, Charger) - $400.00

Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.

Accidental Damage

For students in grades 7-12 participating in the 1:1 take-home Chromebook initiative, Alexandria Public Schools recommends purchasing accidental damage insurance before the device is issued. This insurance and its summer rental option apply only to grades 7-12; devices for all other grades remain at school. Alexandria Public Schools is the sole provider of this insurance. Covered devices are protected against accidental damage.

A police report must be submitted in cases of theft. Fraudulent theft reports will be referred to police for prosecution and may result in disciplinary action under the district student disciplinary policy.

This insurance does not cover loss of the Chromebook or accessories, cosmetic damage, or damage caused by intentional misuse or abuse. The district will assess damage and repair or replace a device if the damage is accidental and within the protection guidelines. Parents/students will be charged the full replacement cost for a device damaged by intentional misuse or abuse.

Chromebook Device Insurance (Grades 7-12 Only)

Alexandria Public Schools strongly recommends that insurance be purchased prior to the deployment of the Chromebook to your child. The individual insurance cost is $50.00 annually (approximately $4.15/month) for each Chromebook with a $125 family maximum. Each claim covered by insurance will be assessed an incremental deductible within the current school year. The first claim deductibles are listed below. If a student withdraws from Alexandria Public 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.

Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
$50 per device (Includes Summer Rental)	**$0**	**$50**	**$100**

Insurance Notes:

- Insurance will only be available to be purchased up to the end of the first week of school or within 1 week of the student starting
- Insurance is non-refundable if student withdraws early
- Taking the unit apart or tampering with the unit will void insurance coverage and result in loss of insurance premium and deductibles.
- Intentional abuse will void all insurance coverage and student will be charged for full replacement costs
- Insurance does not cover loss due to theft or misplacement
- All previous year charges must be paid prior to a student being issued a Chromebook

Chromebook Support

The Media Center will be the first point of contact for repair of the Chromebooks. Services provided include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of replacement Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.

If students need to sign up for specific services on their device, they should **ALWAYS** use their Alexschools.org account because this is issued by the school. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these services. Additionally, students may sign up for a Google+ account, which is a social networking platform that lets users share information and collaborate with others. If a student signs up for Google+, they should consult with their parent(s)/guardian(s) before doing so because the account requires some personal information to be shared. 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.
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 request permission to use copyrighted or otherwise protected materials. 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.

Alexandria Public Schools Internet Use, Safety, and Computer Use Policy

Alexandria Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. The administration reserves the right to refuse access to the Internet by Alexandria Public Schools to anyone when it deems it necessary in the public interest.

Compliance with the Law and Use of Computers / Internet

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.
Students at Alexandria Public Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship. A copy of the scope and sequence or other outline of the Internet Safety Curriculum may be found in the district Curriculum Office and each school media center.

Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)

Minors or adults shall:

1. Not access material that is obscene, pornography, harmful to minors, or otherwise inappropriate for education.
2. Not use Alexandria Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Not engage in any illegal activities on the Internet.
4. Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Alexandria Public Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Alexandria Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Alexandria Public Schools.
6. Minors shall not disclose personal identification information on the Internet.

Policy Violations

Any violation of this policy may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Alexandria Public Schools, including applicable State and Federal laws.

Details and definitions of the full Alexandria Public Schools Acceptable Use Policy 453 can be reviewed at District Offices at Alexandria Public Schools or online at www.alexandria.k12.mn.us.

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Acceptable Use Policy Signature form available from your local building administrator or media specialist.

Acceptable Use

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there

are also unacceptable and offensive materials available on the Internet.

- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
  - As a safety precaution, full names or addresses are not to be revealed online.
  - Computer and network resources have been provided for educational purposes - game-playing and commercial uses are prohibited.
  - Sharing of individual accounts is prohibited.
  - Electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
  - Chain letters and inter-relay chat are misuses of the system.
  - Vandalism or "hacking" of any kind is prohibited.
  - The security of the system and the rights of other users are to be respected at all times.
- Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Alexandria Public Schools and/or civil authorities.
  - Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Alexandria Public Schools harmless from any claims or damages arising from such use. Alexandria Public School District makes no warranties for the information or the services provided.

Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask if you are in compliance with the law.
- Plagiarism is a violation of the School policies. 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.

Email

- Students in need of email for academic reasons will be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system and/or Office 365 managed by the Alexandria Public Schools. These email systems are monitored by the Alexandria Public Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class is allowed without permission.
- Email is subject to inspection at any time by school administration.

Discipline Consequences

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or the Alexandria Public School's Acceptable Use Policy will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Alexandria Public Schools Technology Department to ensure appropriate use. The Alexandria Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

CHROMEBOOK CARE & INTERNET USAGE - NOTIFICATION AND UNDERSTANDING (All Grades)

(You may fill this form out and pay online at - www.alexschools.epaytrak.com)

The Alexandria Public Schools Chromebook Policy and Usage Handbook is available on the Alexandria Public Schools website at www.alexschools.org and is located under the Departments & Technology.

Your signature on this document states that you understand and agree to abide by **Alexandria Public Schools Policy 524 (Internet Acceptable Use and Safety Policy)**. Your signature also states that you authorize Alexandria Public Schools to create an account for your child and you give permission for your child to utilize the internet for educational purposes and this "cloud service" account that will be under the control of Alexandria Public Schools, but which reside elsewhere on the Internet. As per policy 524, any violation of this acceptable use agreement shall result in immediate revocation of internet usage privileges as well as may result in disciplinary action.

Only students in grades 7-12 receive a 1:1 Chromebook to take home. Devices for all other grades remain at school. Accidental damage insurance and summer rental apply only to grades 7-12. The district recommends insurance before issuing a take-home Chromebook; covered devices are protected against accidental damage.

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. Tampering with and/or taking the unit apart will void all insurance coverage and result in loss of insurance premium and deductible. **Parents/students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
$50 per device/$125 Family Maximum	$0	$50	$100

Please check one option. Insurance and BYOD choices below apply to grades 7-12 only.

□ **All other grades - school use only:** I accept and will abide by the Chromebook Care & Usage Handbook. I understand that my child's school device remains at school.

□ **Grades 7-12 - purchase insurance:** I accept and will abide by the handbook and wish to purchase district insurance for $50, including summer rental of this device.

□ **Grades 7-12 - decline insurance:** I accept and will abide by the handbook. I do not wish to purchase insurance and understand I am responsible for all damages to this device, whether caused by my child or not, and will reimburse the district for repairs as outlined in this handbook.

□ **Grades 7-12 - BYOD:** I accept and will abide by the handbook. My child will bring their own Chromebook/computer to school; I do not wish to have a school device issued at this time.

_____ _____

Printed Student Name **Grade**

_____ _____

Student Signature **Date**

_____ _____

Parent/Guardian Signature (REQUIRED) **Date**