Marion County Schools

Chromebook Guidelines for Students and Parents Fall 2020

This document provides detailed information to parents and students about how to care for the technology entrusted to each student by Marion County Schools.

1. Receiving a Chromebook
>   **a. Parent Signature(s)**

Parents/Guardian must sign the ***One-to-One Responsible Use of Technology Policy*** during the registration process and prior to the student receiving a Marion County Schools issued device.

>   **b.   Student Distribution**

Students, and the parents of students, who are receiving a MARION COUNTY SCHOOLS Chromebook <u>must attend a meeting/device distribution at their child's school on a date to be determined by the school:</u>

>   **c. Transfer/New Student Distribution**

All new to the county transfers and all new students will pick up their Chromebooks from IT Office.

2. Returning the Chromebook
>   **a. Student Leaving the County/Graduating**

Students leaving Marion County and graduates must return their Chromebooks, carry case, and charger to their school principal. <u>Failure to turn in a Chromebook, carry case, and charger will result in the student being charged the full replacement cost of these items</u>. The County may also file a report of stolen property with the local law enforcement agency.

>   **b. Transferring/Withdrawing Students**

<u>Students that transfer out of or withdraw from MARION COUNTY SCHOOLS must return their Chromebook, carry case, and charger to their school principal on their last day of attendance</u>. Failure to turn in the Chromebook will result in the student being charged the full replacement cost for each missing asset (Chromebook, charger, case). Unpaid fines and fees of students leaving MARION COUNTY SCHOOLS may be turned over to a collection agency. MARION COUNTY SCHOOLS may also file a report of stolen property with the local law enforcement agency.

3. Chromebook Care

Students are responsible for the general care of the Chromebook they have been issued by the school/county. Students with Chromebooks that are broken or fail to work properly must report the damage to the teacher or school administrator who will place the device on the county work order system. <u>County owned Chromebooks are not to be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unsecured. (Chromebooks may be secured in classrooms or locked in lockers).</u>

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into appropriate port on the Chromebooks.
- 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, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be loaned to another student or individual during the school day or otherwise.
- It is not recommended to store the device in a vehicle. If you leave the device in your vehicle, locking it in the trunk of your vehicle is recommended.

b. Carrying Chromebooks

- Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
- Students should hold the Chromebooks (cover closed) with two hands if they need to carry the Chromebook anywhere inside or outside of the classroom during instructional time.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

c. Opening the Chromebook

- Open the Chromebook only when it is resting on a flat surface such as a table or desk.
- To open the Chromebook, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position. The hinge of the screen will only allow the screen to be open to a slight angle. Do not attempt to open the screen beyond this stopping point as the screen will break if forced.

d. Closing the Chromebook

- Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device. Objects on the keyboard could cause broken screens or damaged hinges.
- Close the screen only when the Chromebook is resting on a flat surface such as a table or desk.
- Close the Chromebook using two hands--one at either corner of the screen
- Close the screen gently.

e. 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.
- Do not place anything in the protective case that will press against the cover.
- 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.

f. Asset Tags

- All Chromebooks will be labeled with a MARION COUNTY SCHOOLS asset tag.
- <u>MARION COUNTY SCHOOLS asset tags may NOT be modified or tampered</u> with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a MARION COUNTY SCHOOLS asset tag or turning in a Chromebook without a MARION COUNTY SCHOOLS asset tag and/ or disciplinary action.

g. Chromebook Cases

- Carrying cases for the Chromebooks will be issued and are mandatory.

4. Using Chromebooks

a. Media

- Inappropriate media (pictures, music, movies, etc.) may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- Inappropriate media (images, videos, etc.) may not be stored on or accessed on the Chromebook. The presence of such media will result in disciplinary action.

b. Audio

- Sound must always be muted unless permission is obtained from a teacher
- Headphones or earbuds may be used at the discretion of the teachers.
- Students will be required to provide their own personal headphones and/or ear buds (for sanitary reasons) and are expected to bring them every day.

c. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Student work should be stored in an Internet/cloud application; students will print directly from their Chromebooks at school to designated printers. Students are only to print content related to school assignments. Print capability will be turned off if not used appropriately.
- Students may use their home printers with Chromebooks.

d. Network Access and Security

- Students will log into their Chromebooks using their school issued **Office365 username and password.**
  - ➢ Example: jdoe@stu.k12.wv.us

> ➢ USERNAME: jdoe
> ➢ PASSWORD: same as Office365

- Do NOT share account passwords.

e. Managing and Saving Digital Work with a Chromebook

- Most student work will be stored in Internet/cloud-based (OneDrive or Google Drive) applications and can be accessed from any computer with an Internet connection and from most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive as determined by Marion County Schools.
- Students should always remember to save frequently when working on digital media (although many cloud-based applications, including Google Docs, automatically save work).
- **The county will not be responsible for the loss of any student work**.
- Students are encouraged to maintain backups of their important work on a personal portable storage device or by having multiple copies stored in different Internet storage solutions.

5. Student Responsibilities

a. Following Classroom Guidelines

- Students are responsible for following school and classroom specific guidelines and expectations for use. This means following instructions, guidance, and protocols regarding when and how to use the technology in the instructional setting.

b. Bringing the Chromebook to School

- Students are expected to bring a **fully charged** Chromebook to school **every day**.
- Students are also expected to bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

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

- Not having the device in class will be treated the same as if a student did not bring his/her textbook or homework to class. Students need to inform the classroom teacher if the Chromebook is not in class.

d. Chromebooks needing repair

- Loaner Chromebooks may be issued to students when their school-issued Chromebook is being repaired.
- A student borrowing a Chromebook must check out the loaner device and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home at the discretion of the MARION COUNTY SCHOOLS technology department. The loaned computer must be turned in to receive their Chromebook.
- Loaner devices must be treated with the same respect as any other device as outlined in this document.

     e. **Charging Chromebooks**

- **Chromebooks must be brought to school each day with a full charge**.
- **Students should charge their Chromebooks at home every evening**.
- Charging will **not** be available in the classrooms. **An uncharged Chromebook will be treated the same as a missing textbook or homework.**

     f.   **Using a Chromebook Outside of School**

- Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet.
- Students are bound by the ***Marion County Schools Acceptable Use Policy***, the ***Chromebook One-to-One Responsible Use of Technology Policy***, and ***Chromebook Guidelines for Students and Parents 2020.***

6. Operating System and Security

     a. **Updates**

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

     b. **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.

     c. **Operating Systems**

- Marion County Schools will install and monitor Apps and Operating Systems.

7. Content Filter

- The county utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet access provided by the county filtered, protected and monitored by the county.

8. Software

- Chromebooks seamlessly integrate with the Google Apps for Education (GAFE) suite of productivity and collaboration tools. This includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud or a personal storage device.

9. Chromebook Identification

- The county 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. Chromebooks will be checked in and out to the students in a very similar way to when library books are checked in and out.
- Each student could be assigned the same Chromebook for the duration of his/her time at MARION COUNTY SCHOOLS. *Take good care of it!*

10. Repairing/Replacing Chromebooks

- All Chromebooks in need of repair must be given to the classroom teacher, who will report to administration to log the repair of the device into the Marion County Computer Repair System "Oz".
- Technology assistants working in Chromebook support could be authorized to fix problems, they could then address the issues they cannot fix to the Technology Department.

11. Vendor Warranty

- Chromebooks include a one-year hardware warranty from the vendor as well as a depot 2nd and 3rd year warranty.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook, or if required, a Chromebook replacement.
- The vendor warranty **does not cover** damage caused by misuse, abuse, or accidents.

12. Lost, Stolen, or Damaged Devices

- There will be no fee for the first **accidental** damage to the issued device. A letter may be sent to the parent/guardian if deemed necessary.
- **Repeated accidental** damage will result in fees for the cost of repairs or parts.
- Repair to an **intentionally** damaged device will be charged at the actual cost of repair including parts and labor.
- Devices intentionally damaged beyond repair will be treated as a lost device.
- Note: Marion County Schools will determine if the device has been intentionally damaged.
- Replacement cost will be charged for a lost or stolen device.
- A fee of $25 will be charged for lost, stolen, or damaged AC adapters. Students must have and use a county issued AC adapter.
- A fee of $25 will be charged for lost, stolen, or damaged carrying cases.
- **Parents will be responsible to notify law enforcement when an issued device is lost or stolen outside of school.** A copy of an official report should be provided to the school administration.
- A student or parent/guardian must pay the replacement cost for a new mobile device before being issued a replacement.
- The student will be provided with a loaner to be used only on school property. Refunds will be granted for devices found and returned, provided the assigned device is in good condition.
- Students must use the Marion County issued devices for instruction during the school day while on school property.
- If the device is reported lost or stolen, the device will be locked down and will be unusable.

12. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Marion County Schools issued Chromebook, regardless of whether that use is for county-related or personal purposes, other than as specifically provided by law. Marion County Schools 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 county. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Chromebook Resources:
Google for Education

52 Tips and Tricks for Students for Google Docs What is a Chromebook?

100 Best Chromebook Tips, Tricks and Time Savers