



# Chattahoochee County Schools



## Student Chromebook Acceptable Uses/Handbook

### **Mission Statement**

Our mission at Chattahoochee County School District is to prepare all students for college and career readiness as they grow to be productive contributors in society.

Chattahoochee County School District supports the use of computers, the Internet, and other network devices in the instructional program to facilitate learning through interpersonal communications and access to information, research and collaboration. The use of a school issued Chromebook is a privilege and all users with that privilege have no expectation of privacy in email, data on the Google Drive, network communications, Internet use, video recording, and all other technologies available on or through the Chromebook. Chromebooks remain property of the Chattahoochee County Schools and all users understand that their use of the Chromebook can and may be strictly monitored electronically or otherwise by School District personnel at any time.

Chattahoochee County School District does not require students to bring their personal devices into school. Those who do bring devices assume all risks and the Chattahoochee County School District holds no responsibility for damage or loss of personal devices. Student possession of personal electronic devices designed to communicate, create or store information is permitted by the district at the discretion of the teacher. Students who choose to connect to the district network agree to the requirements of the Computer/Network Acceptable Use Policy (IFBG) and should consider his/her personal devices subject to the same level of monitoring and access as any district-owned technology device. The district reserves the right to monitor Internet and network use of personal devices on all district networks. **Refer to the Chattahoochee County Schools AUP at <https://5il.co/upom>**

Use of personal mobile devices that disrupt the instructional day or include possession, viewing, sending or sharing picture, video, or audio information which has sexual, violent or threatening content on school grounds, school buses or at school events is prohibited and will result in disciplinary action and/or confiscation of the personal device. The district recognizes that students have the ability to use personal devices to access sites that would otherwise be restricted if they were using district owned equipment or were connected to the district network. The district is not responsible for such content being accessed or posted.

### Lost or Damaged Chromebooks:

Chromebooks are the responsibility of the student; If loss or damage to the equipment/property occurs and determination is made that the loss or damage is a result of negligence, the Student/Parent/Guardian will be held financially responsible for the repair or replacement of the item(s). Reimbursement to the Chattahoochee County Schools by the Student/Parent/Guardian who checked the equipment out, \$200 for the replacement cost of a ChromeBook, \$50 for the replacement of a Chromebook screen, \$75 for the replacement of a Chromebook keyboard, \$30 for a ChromeBook case \$20 for a replacement charger.

Chromebooks that are missing, broken, or fail to work properly must be brought to the school office and a form must be filled out for the damaged or lost Chromebook. Parent/Guardian will be required to sign the form and pay a replacement/repair fees if needed. If a loaner Chromebook is requested, one may be issued to the student until their Chromebook can be repaired or replaced based upon Chattahoochee County Schools and/or principal approval.

Student/Parent/Guardian will be responsible for returning the ChromeBook and all accessories in like condition as received (i.e., ChromeBook, Case, and Charging cable) and will be collected at the end of the school year. Any student who transfers out of Chattahoochee County Schools is required to return his or her Chromebook and all accessories. If a student fails to return his or her Chromebook, the Student/Parent/Guardian is responsible to pay for the replacement fees in order to receive a Chromebook for the next school year. The student's high school diploma, transcripts, and reports cards will be held until they return their Chromebook or pay replacement fees.

### General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook.
- Never carry the Chromebook while the screen is open unless directed to do so by a teacher.
- The Chromebook should be shut down when not in use to conserve battery life.
- Never shove or wedge Chromebook into a book bag; this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Always bring your Chromebook to room temperature prior to turning it on.
- Students will login under their assigned usernames and passwords.
- Students will not share their password with other students.

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Student must keep the Chromebook in the padded case provided by the Chattahoochee School District at all time and is handled with care. For example, you should not toss the case or drop the case if your Chromebook is inside.

#### Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

Do not lean on top of the Chromebook. Do not place anything near the Chromebook that could put pressure on the screen. Do not place anything in your carrying case that will press against the cover. Do not poke the screen. Do not place anything on the keyboard before closing the lid, e.g., pens, pencils, notebooks.

Clean the screen with a soft, dry anti-static or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

#### Using Your Chromebook At School:

The Chromebook is intended for use at school every day upon teacher approval. Chromebooks must be brought to school each day in a **fully charged** condition. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes unless specifically advised not to do so by their teacher.

***Students should NOT bring the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.***

#### Testing:

Chromebooks must be brought to school each day during standardized testing. Chattahoochee County Schools will automatically deploy a secure assessment app for standardized tests to your Chromebook. When using the testing mode, your Chromebook hardware may disable features like internet browsing, screenshot functions, and USB ports.

#### Using Your Chromebook At Home:

5<sup>th</sup> grade through 12<sup>th</sup> grade Students are required to take their Chromebook home each night throughout the school year for charging. Students should charge their Chromebook each evening. If students leave their Chromebook at home, they will have to work with pencil and paper and transfer work to the Chromebook at home. Repeat violations of this policy will result in referral to administration and possible disciplinary action. It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

#### Using Sound on Your Chromebook:

Sound must be always **muted** unless permission is obtained from the teacher for instructional purposes. Students may also be instructed to use earbuds or headphones.

#### Printing at School:

Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework. If you need to print, ask your teacher.

#### Managing Your Files and Saving Your Work:

Students should save all files and documents to their Chattco.org Google Drive. Saving to the Google Drive will allow students access to their files accessible from any computer with internet access logging in with their Chattco.org Google email account. Saving to the Google drive also ensures automatic backups provided by Chattco.org Google Console. It is the responsibility of the student to maintain the integrity of their files and keep proper backups if they are not using their Google Drive (such as saving directly on the Chromebook or to a different cloud storage account).

It is important that students keep their school data synced to the Google Drive Cloud to ensure documents and class projects will not be lost. Personal data that cannot be replaced should be kept at home on an external storage device.

Students that need help will be trained on proper file management procedures.

#### Google Chrome OS failure:

Restoring the Chrome OS In the case of a Google Chrome OS failure, the Chattahoochee County Schools Technology Department will restore the device to the factory default state in which the user originally received it. All files saved on the Google Drive and Chattco.org email account will remain intact. All other data (music, photos, documents) stored on internal memory that has **NOT** been synced on Google Drive or email will not be restored.

#### Software on Chromebooks:

Chromebook application software is delivered electronically via the Web from the Chattahoochee County Schools Technology Department to the Chromebook application section. Students do not have access to install applications from the Chrome Web Store. As requested by teachers and administration, the technology department will add software applications for a particular course and/or for mandatory testing applications. The software process will be automatic with virtually no impact on students.

Students may need to restart their Chromebook for immediate use of the applications. All Chromebooks are supplied with the latest update 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 shut down and restarted.

#### Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in one or more of the following ways:

- Student name and grade label
- Record of serial number and asset tag
- Chattco.org Google email address
- Chromebook MAC address

Under no circumstances are students to modify, remove, or destroy identification labels. If the Chromebook name identification label or asset tag is removed, they need to request new labels from the school office. Students are asked **NOT to personalize** the Chromebook and/or Case with stickers, ink, or other. Any student violating their Chromebook identification is subject to having their Chromebook revoked.

#### 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.

#### Storing Your Chromebook:

Students should know where his or her Chromebook is at all times. When students are not monitoring their Chromebook, they should be stored in a bookbag. Nothing should be placed on top of the Chromebook when stored in a bookbag. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their classroom or anywhere else at school outside of school hours unless specifically advised to do so by their teacher/principal.

Chromebook should be fully charged each night at the student's home. The Chromebook should never be stored in a vehicle. Students are responsible for securely storing their Chromebook during extra-curricular events.

#### Chromebook Left in Unsupervised/Unsecured Areas:

Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular activities, on a bus, in a car or any other entity that is not securely locked or in which there is no supervision.

#### Chromebook Technical Support:

Students need to report any technical issues with their Chromebook to the Chattahoochee School office and fill out a technical maintenance form. The high school secretary will report the issue to Chattahoochee's Technology Department for the services of the following types of technical related issues including: Password Identification, user account support, coordination of warranty repair, hardware maintenance and repair, operating system or software configuration support, restoring Chromebook to factory default, and system software update.

#### Equipment cannot be loaned or transferred to a third party:

The Student will not lend their ChromeBook to friends and/or family under any circumstances. Students will not share their password with anyone. No student may take another student's ChromeBook. Students are not to touch, use or alter another person's ChromeBook in any manner. Students must not loan their Chromebook out to other individuals at any time.