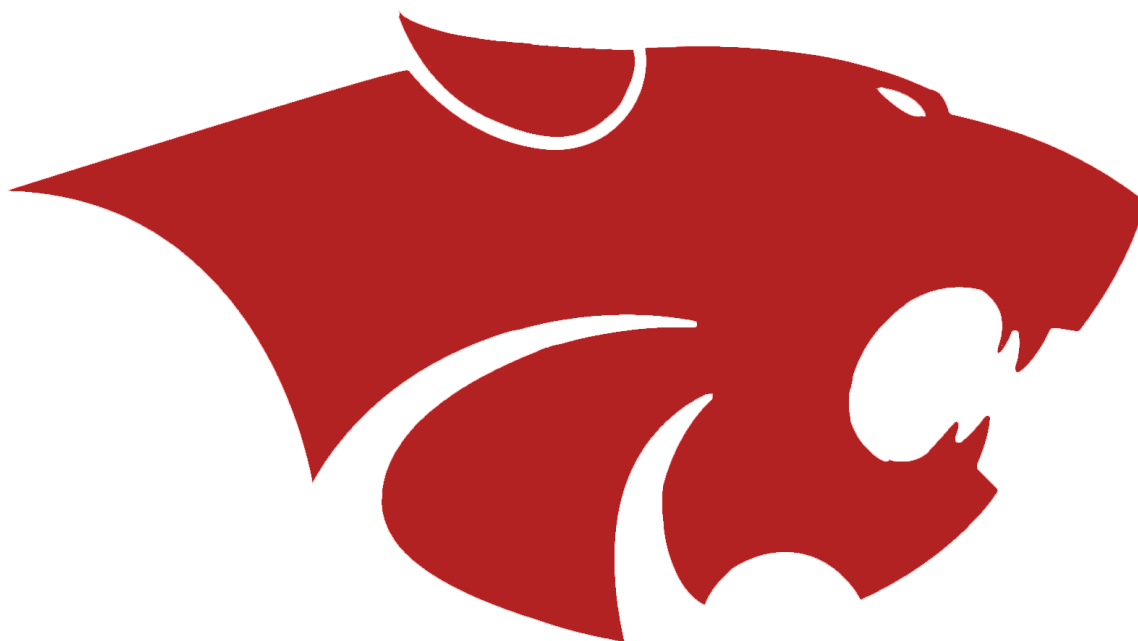


# Osage County R-II School District

## 1:1 Chromebook Handbook



2022-2023



## **1. Receiving Your Chromebook**

A. Distribution: Students and parents need to review and sign the following before students will be assigned a Chromebook: 1:1 Chromebook Handbook Agreement and the Technology Usage Agreement.

B. Transfer/New Student Distribution: All students transferring into the district must complete the appropriate paperwork. They will be able to pick up their Chromebooks from the office once the necessary paperwork is complete and a user fee is paid or a waiver form is submitted.

## **2. Returning Your Chromebook**

### **A. End of Year**

At the end of the school year, students will turn in their Chromebooks. Failure to turn in a Chromebook will result in the student being charged the full current market price for a replacement. The District may also file a report of stolen property with the local law enforcement agency.

### **B. Transferring/Withdrawing Students**

Students that transfer out or withdraw from Osage County R-II School District must turn in their Chromebooks to the school office on their last day of attendance. Failure to turn in a Chromebook will result in the student being charged the full current market price for a replacement plus the cost of the case. The District may also file a report of stolen property with the local law enforcement agency.

## **3. Taking Care of your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school library as soon as possible so they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended unless locked in their hallway locker.

### **A. General Precautions**

- No food or drink should be next to Chromebooks.



- Cords, cables, and removable storage devices must be inserted carefully into 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, and they should never be forced into a backpack or briefcase.

#### B. Carrying Chromebooks

- Always transport Chromebooks with care. Failure to do so may result in disciplinary action.

- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

#### C. 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.

#### D. Chromebook Label

- All Chromebooks are labeled with the District Logo for anti-theft and identification.
- Do not scratch out the logo or serial number. Any visible attempt of this may result in disciplinary action.
- Students may be charged up to the full replacement cost.

### 4. Using Your Chromebook at School

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

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



- A student may stop in the school library and check out a library Chromebook for the day as long as one is available.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- It will be documented the number of times a library Chromebook is issued to each student for not having his/her own Chromebook at school. Multiple occurrences may result in disciplinary action.
- The students that obtain a library Chromebook will be responsible for returning the borrowed device to the school library before 3:45 p.m..
- If a library device is not checked back in by 3:45 p.m., the school administration will work on retrieving the device.

#### B. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook with the school library for repair.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- A member of the school or technology department will contact students when their devices are repaired and available for pick up.

#### C. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- Charging stations will be available until 7:45 and during lunch shifts in the high school commons and the high school library.

#### D. Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

#### E. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Students should have their own personal set of headphones for sanitary reasons.
- Headphones may be used at the discretion of the teachers.

#### F. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.



- Students will still be able to print from desktop computers in computer labs and library. Students will not be able to print from their Chromebooks at school. Students may have access to print stations when printing work is necessary. As students and teachers become more accustomed to cloud-based storage, printing needs may change or fade.

#### G. Logging into a Chromebook

- Students will log into their Chromebook using their school-issued Google Apps for Education Account.
- Students should never share their account passwords with others, unless requested by an administrator.

#### H. Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on Google Drive.

#### I. Chromebook Internet Connection

- All Chromebooks are preconfigured to connect to the Chromebook wireless network. Chromebooks need to stay connected to this network at all times.

### **5. Using your Chromebook Outside of School**

Students are encouraged to use their Chromebooks for school work at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Google Drive is accessible without an internet connection. Students are bound by the Osage County R-II School District 1:1 Chromebook Handbook Terms and Conditions, and all other guidelines in this document wherever they use their Chromebooks.

### **6. 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.

#### A. Updates



- The Chromebook OS, operating system, 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.
- There is no need for additional virus protection.

### **7. Content Filter**

The district utilizes an Internet Content filter that is in compliance with the federally-mandated Children's Internet Protection Act (CIPA). All Chromebooks within the school district network, will have all Internet activity monitored by the district. If any educationally-valuable site is blocked, students should contact their teachers or the library staff to request the site be unblocked. When students are using the Chromebooks out of the school network, the responsibility of internet usage is the responsibility of the student and the parent(s).

### **8. Software**

#### A. Google Apps for Education

- Chromebooks seamlessly integrate with Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Drive (word processing, Spreadsheets, Presentations, Drawings, Forms, and Storage), email, and calendar.
- All work is stored in the cloud, online.

#### B. Chrome Web Apps and Extensions

- Students are not allowed to install Chrome web apps and extensions from the Chrome Web Store. If there is an app that a student feels is necessary, they can contact the tech department and request that it be downloaded.

### **9. Chromebook Identification**

#### A. Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, assigned number, and name of student assigned to the device.
- Users will receive the same Chromebook at the start of the school year they had the previous school year. Take good care of it! Chromebooks must be turned in before summer break for maintenance and updates.



## **10. Repairing/Replacing and Handling Theft and Vandalism of Chromebooks**

### **A. Chromebooks in need of repair**

- All Chromebooks in need of repair must be brought to the school library as soon as possible for personnel to examine the Chromebook. If necessary, library personnel will contact the technology department.

### **B. Estimated Costs (subject to change)**

If school district personnel determine that the Chromebook was damaged due to negligence, the following are **estimated costs** of the Chromebook parts and replacements.

- Total Replacement - \$250
- Screen - \$60
- Keyboard/Touchpad - \$60
- Power cord - \$30
- Motherboard - Current market price

### **C. Stolen or Vandalized Chromebooks**

- If a Chromebook is stolen or vandalized during the school day, students or parents should contact the school office immediately. Action will be taken to attempt to locate the device and the incident will be thoroughly documented.
- If your Chromebook is stolen or vandalized outside of the school day, students and parents must do the following:
  - Contact the school
  - Contact the authorities to report theft
  - Send an email to [Tech@linn.k12.mo.us](mailto:Tech@linn.k12.mo.us) with all your contact information
- Once the district receives this information, someone will make contact with the student/parents within 24 hours
- All theft and vandalism will be investigated by the proper local law enforcement

## **11. No Expectation of Privacy**

Students 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. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

### ***1:1 Terms and Conditions***

1. All users of the Osage County R-II School District's network and equipment must comply at all times with the district's Terms and Conditions, which is available on the district website, [www.linn.k12.mo.us](http://www.linn.k12.mo.us)
2. Devices are available for student use and remain the property of the Osage County R-II School District. Chromebooks may be collected by district staff at any time deemed necessary or appropriate.
3. All users are accountable to all school, district, local, state, and federal laws.
4. All use of devices and network must support education.
5. Students and families must follow all guidelines set forth in this document and by Osage County R-II School District staff.
6. All rules and guidelines are in effect before, during, and after school hours, for all Osage County R-II School District devices whether on or off the school campus.
7. All files stored on Osage County R-II School District equipment or the network are property of the district and may be subject to review and monitoring.
8. The term "equipment" or "technology" refers to devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook.
9. Students are expected to keep the devices in good condition. Failure to do so may result in bills for repair or replacement.
10. Students are expected to report any damage to their device as soon as possible. This means



no later than the next school day.

11. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

12. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

13. All users are expected to follow existing copyright laws and Osage County R-II School District computer, Network, Internet, and E-Mail Terms and Conditions.

14. Students may only log in under their assigned username. Students may not share their password with other students.

15. Students may not loan device components to other students. Students who do so are responsible for any loss of components.

16. Any failure to comply may result in disciplinary action. Osage County R-II School District may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

17. Osage County R-II School District reserves the right to confiscate the property at any time.

18. Students must bring their Chromebooks to school every day and make sure the Chromebook is fully charged. Failure to do so may result in disciplinary action. (Note: A fully-charged Osage County R-II Chromebook should last at least seven hours.)

19. Students must treat their device with care and never leave it in an unsecured location.

20. Students must promptly report any problems with their Chromebook to the Technology Department.

21. Students may not remove or interfere with the serial number and other identification tags.

22. Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.

23. Students may not attempt to install or run any operating system on the Chromebook other



than the ChromeOS operating system supported by the district.

### ***Legal Title***

Legal title to the device is with the district and shall at all times remain with the district. The student is responsible at all times for the device's appropriate care and use. The device is specific to the school. If a student transfers to another district, his/her device shall be returned upon departure from the Osage County R-II School District.

### ***Liability***

The device is to be returned at the end of the school year (or a designated date prior to the end of the school year). Failure to return the device on or before this date to the issuing teacher or his/her designee may result in loss of credit, failure to graduate, and/or criminal charges sought against the student and/or the person in possession of the device. Osage County R-II School District reserves the right at any time to demand return of the device. The student remains responsible for the device until it has been verified to be in working order. The parent/guardian/student are responsible for the entire cost of repairs or replacement to computing devices damaged through student misuse, neglect, intentional damage or loss. In case of theft, an official police report will be required.

### ***Monitor Student Use***

The parent/guardian must agree to monitor student use at home and at any other location away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

### **Suggestions**

- Investigate parental controls available through your internet/phone service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request they show you his or her work often.

I understand that if I violate these guidelines, my computer and network privileges may be



suspended, and other school discipline and/or appropriate legal action may be taken against me.



**Osage County R-II Technology Department**  
**Chromebook Usage Form/Waiver**

The Osage County R-II Administration and Board of Education are excited to introduce our 1:1 Google Chromebook Initiative. Each Osage County R-II student in grades 7-12 will receive a Google Chromebook to use for the school year. Just like a textbook, these devices are the responsibility of the students.

As with any district-owned property (technological or otherwise), the Google Chromebooks should be handled with care regardless of where they are used. With this in mind, **Osage County R-II is offering an insurance option for your device.**

***Usage Information:***

***Insurance Protection cost per device is \$25.00 annually\* and covers ONE CLAIM in full for accidental damage or breakage of any Chromebook parts.***

- All damage to a device must be reported to the Principal's Office or Library immediately.
- **Lost or stolen devices are not covered under this usage fee. In these cases, students are required to pay the full price for replacement of the device.**
- **Damage caused by inappropriate usage or usage that violates the 1:1 Acceptable Use Policy (AUP) is not covered by the usage fee.**
- If a device is damaged, a student who has paid the insurance fee would be covered (for a replacement device) under this policy.
- Lost or stolen devices would need to be replaced with a new device at cost to the student minus the initial \$25 fee.

**1st time break or repair:** *You are covered by your \$25 insurance fee.*

**Damage that occurs through neglect, misuse, or use outside the parameters of the AUP will be the responsibility of the student.**

**2nd time break or repair:** *You are covered but must pay a \$25 deductible before repairs are made.*

**Damage that occurs through neglect, misuse, or use outside the parameters of the AUP will be the responsibility of the student.**

**3rd time break or repair:** *You must pay for the full cost of the repair or replacement of the device as determined by the district.*



- The insurance fee may be terminated if multiple damage claims are submitted within a given time frame.
- Students who choose not to pay the insurance fee for their device incur the entire payment required for the district to repair or replace the device including shipping and handling.

### **Estimated Repair Pricing Resulting from Deliberate Damage or Neglect:**

- Total Replacement - \$250
- Screen - \$60
- Keyboard/Touchpad - \$60
- Power cord - \$30
- Motherboard - Current market value

All prices are based on the current cost the district must pay to replace damaged parts and are subject to change. The costs of any other parts needed for repairs will be based on the manufacturer's current price list. **The use of stickers, altering, or writing on carrying cases or computers is not allowed and will be charged for removal.**

### **COMPUTER, NETWORK, INTERNET AND E-MAIL**

Internet and e-mail access is coordinated through Missouri Research and Education Network or MOREnet, a state supported network. The Osage County R-II School District has entered into an agreement with MOREnet to provide these services to the students and staff of the District. Many of the stipulations in this agreement are necessary to maintain our relationship with MOREnet.

Access to e-mail and the Internet will enable individuals to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Parents should be warned that some material accessible through the Internet might be objectionable. Our intent is to make the Internet and e-mail available to further the educational goals and objectives of this District. Filtering software and close student supervision are the methods used at Osage County R-II Schools to restrict student access to these objectionable materials. However, it is impossible to control all materials and students may discover controversial material. We believe that the information and interaction provided through the network/Internet outweighs this disadvantage.

Students will receive instruction on the proper use of the computer, local network, and Internet



by a classroom teacher. This Computer, Network, Internet and E-mail agreement will be reviewed in class. The decision to allow students to access the varied resources rests with the parents or guardians. Students will not be allowed to use the Internet or e-mail services provided by the school without a signed permission form from their parent/guardian.

The smooth operation of the network relies upon the proper conduct of the end users who must abide to the following guidelines.

**Acceptable Use:** The purpose of your access to the computer, the local network, and the Internet is to support the learning objectives listed in the District's curriculum guides.

**The following uses of school-provided computer hardware, software, network, and Internet/Email access are not permitted:**

- to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- to access non-educational Internet sites not clearly related to a class assignment or project without express permission from a teacher in attendance (wrestling, weapons, MTV, WWF, Rapper, or TV-related sites);
- to transmit obscene, abusive, sexually explicit, or threatening language;
- to share any objectionable material accessed accidentally with other students;
- to violate any local, state, or federal statute;
- to vandalize, damage, or disable the district's computers or network;
- to vandalize, damage, or disable the property of another individual or organization;
- to access another individual's materials, information, or files;
- to violate copyright or otherwise use the intellectual property of another individual or organization without permission;
- to use another person's network account or password;
- to harass, insult or attack others;
- to access any "free" internet e-mail account on school computers;
- to transmit chain letters (either creating or passing on);
- to access "chat rooms";
- to intentionally waste limited resources (e.g. excessive printing);
- to use the network for commercial purposes (advertising sales, etc...); and
- to use any type of "instant message" service such as MSN Messenger or Novell on the local network.

**Privileges:** The use of the computer, local network, and Internet is a privilege, not a right. Network storage areas may be treated like school lockers. Network administrators may review



files and communications to maintain system integrity and insure that users are using the system responsibly. Inappropriate use will result in a loss of those privileges for a period of not less than one week. Repeated, or severe, infractions may result in a permanent loss of privileges. Building principals may determine that other disciplinary action should be taken in addition to the loss of privileges.

**Security:** Security on a computer system is a high priority. Passwords are important.

- Do not share your password with others.
- Change your password often.
- Do not attempt to use other people's accounts or passwords.
- Log out when you are finished.
- Create good passwords:
- Do not use spaces
- Use at least 5 characters
- Use a mix of capital letters and lower-case letters
- Use special characters and numbers
- Make your password something you can remember

**Safety:** Students will be encouraged to follow safety guidelines when communicating online. No student work or photograph will be placed on the school's Web site without parental permission. No last names, telephone numbers or addresses will be published with the student work or photograph.



**Please complete this form and return it to Osage County R-II .**

Check the box that applies to your preference:

☐

I would like to take advantage of the \$25 insurance fee for my Google Chromebook for the 2021-2022 school year. My payment is attached. Please make checks payable to Osage County R-II.

☐

I waive my opportunity to pay a \$25 insurance fee and will incur all costs to repair or replace my Google Chromebook.

\* “Damaged” is defined as hardware or software breakage that hinders the operation or functionality of the device while being used within the parameters of the 1:1 Acceptable Use Policy. **Damage that occurs through neglect, misuse, or use outside the parameters of the AUP will be the responsibility of the student.**

I have received and read the 1:1 Chromebook Handbook which includes the Osage County R-II Acceptable Use agreement . I understand that if I violate any of these guidelines, my computer and network privileges may be suspended, and other discipline and/or appropriate legal action may be taken against me.

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*Student Signature*

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*Date*

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*Parent/Guardian Signature*

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*Date*

***This Usage Form/Waiver must be signed by all parties and returned before a Google Chromebook will be distributed to any student.***

**Damage that occurs through neglect, misuse, or use outside the parameters of the AUP will be the responsibility of the student.**

**1st time break or repair:** You are covered by your \$25 insurance fee.

**2nd time break or repair:** You are covered but must pay a \$25 deductible before repairs are made.



**3rd time break or repair:** You must pay for the full cost of the repair or replacement of the device as determined by the district.