

# **LICKING R-VIII SCHOOLS**

## **High School/Middle School Chromebook Handbook**



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## **Chromebook Ownership**

### **What is a Chromebook?**

A Chromebook is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself. This allows the Chromebook to be sold at a much lower price point than traditional Chromebooks.

### **Ownership of the Chromebook**

Licking School District retains sole right of possessions of the Chromebook. Licking School District lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Licking School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

### **Receiving Your Chromebook and Terms of Chromebook**

Loan Issuing of Chromebooks – Students within grades 9 through 12 attending Licking schools will be issued a Chromebook after the following conditions of the loan are met:

1. Parent/Guardian and student must sign Student/Parent Chromebook Agreement forms (mandatory).
2. Parent/Guardian must sign Computer Insurance Form (mandatory). Parents are to designate the appropriate choice. The annual insurance premium is \$25 and will be charged to the student's school account.

NOTE: If parents choose not to pay for the insurance policy, then the parent and/or student will be liable for payment of ALL damages to and/or loss of the Chromebook. The replacement cost of the Chromebook is \$250.00. Chromebooks will not be reissued to students until damages and/or losses are paid to the school district.

### **Procedure**

1. The Chromebook will be assigned in the same manner as a textbook.
2. The serial number of the Chromebook is recorded.
3. The Chromebook remains with the student for the remainder of the school year unless she/he withdraws from school.
4. Students are responsible for bringing Chromebook to school, taking them home each day and charging the battery each night.

## **Transfer Students**

### **Transferring In**

- Both students and their parents/guardians must sign the Licking School District Chromebook Agreement and sign Computer Insurance Form (paying premium amount if selected) prior to picking up a Chromebook.
- Students transferring in during the first semester will have to pay the full \$25 optional insurance fee.

### **Transferring Out/Withdrawing Students**

- If a transfer to another school takes place, you will have 48 hours to return the Chromebook and accessories. If not returned in 48 hours, property will be considered stolen and will be reported to the local authorities.
- The district reserves right to press any and all criminal charges in association with failure to return equipment. Unpaid fines and fees of students leaving Licking School District may be turned over to a collection agency or small claims court.

## **Year End**

The right to use and possess the Chromebook and charger terminates no later than the last day of attendance unless earlier terminated by the district. The school principal or his or her designees will be in charge of seeing this equipment is returned in a timely manner. Failure to return the Chromebook on or before the due date, to the school principal or designees, will result in criminal charges being filed against the student, parent, and/or person who has the Chromebook. The Chromebook remains the property of Licking School District and cannot be loaned, sold, bartered, traded, leased, rented, or given to any other person (s). Failure to turn in a Chromebook will result in the student being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

## **Rights and Responsibilities**

### **Responsibility for Electronic Data**

Students are NOT to install any Apps or Extensions on their Chromebooks unless instructed by a school official. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications, and are given no guarantees that data will be retained or destroyed.

### **No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of Chromebook or their school issued Google account, regardless of whether that use is for school related or personal purposes. Other than as specifically provided by law. The school 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 this school. By using a Chromebook, students agree to such access, monitoring, and recording of their use. 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 school.

### **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 school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have Internet activity protected and monitored by the school while on campus. All school issued Chromebooks in use, in or out of school, will have internet activity filtered and logged. Licking School District cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

### **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.

### **Chromebook Identification Records**

The school 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.

## **Educational Use**

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Student Computer and Internet Use Policies at all times.

### **Logging into a Chromebook**

- Students will log into their Chromebooks using only their school issued account
- Students should never share their account passwords with others.
- Sharing login information with other students will result in disciplinary action.

### **Managing and Saving Your Digital Work with a Chromebook**

- All 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.
- Licking School District does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided on an "as-is" basis without warranties of any kind. In the rare event that the network is down, neither Licking School District, nor any of its agents, or employees will be responsible for lost or missing data.

### **Charging Chromebooks**

- Students are expected to bring a fully charged Chromebook and AC Adapter to school every day.
- Students are to bring their Chromebooks to all classes.

### **Backgrounds and Themes**

- Inappropriate media may not be used as Chromebook backgrounds or themes.

### **Sound**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may print to approved printers only with teacher permission.

- Students may set up their 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/>

### **Chromebook Repairs**

- Students who need to have their Chromebooks repaired or replaced should leave the device with the School Technology Specialist. Repairs are to only be done by the school district. Chromebooks are not allowed to be taken to an outside repair company.
- The Technology Specialist will document the issue for the Technology Department. The Technology Department will collect the device for repair.
- If available, loaner Chromebooks may be issued to students when they leave their school issued Chromebook for repair. If repair is needed due to malicious damage, the school may refuse to provide a loaner or re-issue a Chromebook until restitution is provided.
- A student borrowing a Chromebook must sign a loaner agreement 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.

### **Using Your Chromebook Outside of School**

Students are encouraged to use their Chromebooks at home and other locations outside of school. An Internet connection will be required for Chromebook use. Students are bound by the Licking School District Student Computer and Internet Use Policies, and all other guidelines in this document wherever they use their Chromebooks.

### **Chromebooks Left at Home**

Students are required to bring their Chromebooks to school every day. If a student leaves the Chromebook at home, he/she is responsible for getting the coursework completed as if the Chromebook were present. Loaner Chromebooks will not be issued to students who forget to bring their Chromebooks to school. Other district computers may be available for student use.

## **Chromebook Care**

### **General Precautions**

- No food or drinks should be next to Chromebooks.
- Cords and cables must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- 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 stored in a vehicle.
- Students may not loan Chromebooks or power cords to others for any reason.
- You are responsible for any loss or damages incurred.

### **Carrying Chromebooks**

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

- Never lift Chromebook by the screen or carry them 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, heat, and light.
- 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 ear buds).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### **Asset Tags**

- All Chromebooks will be labeled with a school asset tag
- Asset tags and logos may not be modified or tampered with in any way.

### **Tech Support**

- 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 reported to a teacher or administrator as soon as possible so that they can be taken care of properly.
- School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.
- Technical Support is available during school hours.

### **Monitoring and Supervision**

- Students should never be left unattended while using Chromebooks or other computers.
- The Chromebooks will be subject to routine monitoring by teachers, administrators, and members of the Licking Technology Department.
- Students will provide access to the Chromebook assigned to them upon request by teachers, administrators, or a member of the Licking Technology Department.
- A search of the Chromebook and student files may be conducted if there is a suspicion that any policies, procedures, or guidelines have been violated.
- Chromebooks should be used at home in locations that can be easily monitored and supervised by a parent.
- Unsupervised use is strongly discouraged; use in a child's bedroom is highly discouraged.

### **Chromebooks Left Unattended**

Under no circumstances should Chromebooks be left in unsupervised areas. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office.

### **Theft**

- Incidents of theft occurring off campus must be reported to the police the day of the theft and copies of the police report must be given to the principal and the school technician the next day that school is in session. Parents/students who fail to do so are responsible for the replacement cost of the Chromebook.

- Any theft occurring on school grounds must be immediately reported to an administrator.
- If there is no clear evidence of theft or if the Chromebook has been lost due to a student's negligence, the parent/student will be responsible for the Chromebook's replacement cost.
- The district will work with the police department to report all model, asset, and serial numbers of Chromebooks to area law enforcement agencies in the event of loss or theft.

#### **Chromebook Inspections**

- Students may be randomly selected to provide the Chromebook for inspection.

## **Consequences for Violations of the Student Chromebook Handbook, Internet Use and/or Computer Use Policy**

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading unapproved apps without receiving permission.
- Leaving Chromebook unattended.
- Deleting school installed settings from a Chromebook device.
- Lack of adequate care for Chromebook device, charger and case.
- Resetting Chromebook device to factory settings.
- Placing the Chromebook in developer mode.
- Adjusting settings on someone else's Chromebook device.
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under a personal Google account to download purchased apps for yourself or other students.
- Leaving Chromebook at home, unprepared for class.
- Not bringing a charged Chromebook and charger to school for the day.
- Loaning of student devices to other students inside and outside of school.
- Multiple damage instances caused by lack of care for the Chromebook device and charger.
- Knowingly using websites that allow the student to bypass the content filter.

As mentioned throughout this document, misuse of Chromebook device has the potential to earn disciplinary consequences. Violations of these policies may result in one of the following but not limited to these disciplinary actions:

- Restitution (money paid in compensation for theft, loss, or damage)
- Student/Parent Conference
- Removal of Unauthorized Files and Folders
- Restriction of internet privileges
- Restriction of District-Issued Chromebook use privileges
- Suspension
- Court Referral/Criminal Charges
- Expulsion



If a violation of the Student Chromebook Handbook, Internet Use and/or Computer Use Policy violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed at administrator's discretion.

## **Digital Citizenship**

### **Appropriate Uses and Digital Citizenship**

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 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.

### **Copyright and File Sharing**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Student Computer and Internet Use Policy

## **Expectations**

### **Parent Expectations**

- Remember that while the school system will provide Internet content filtering, there is no substitute for parental supervision when using a computer.
- Monitor student use of the Chromebook and internet at home.
- Ensure your child understands and adheres to Chromebook and internet policies and guidelines set forth in the Chromebook Handbook.
- Sign the agreement.

- If the device is intentionally damaged, parents will reimburse the school district per school policy for any costs incurred due to misuse, neglect, damage, or loss, including theft, if not otherwise covered by warranty or insurance, up to the full replacement cost of the Chromebook.
- Review Licking School District's Chromebook Handbook, Computer Use Policy, Internet Use Policy, and Consequences for Violations of the policies with your child.
- Assist your child who is assigned the Chromebook with homework and school assignments. The purpose of the Chromebook Initiative is to help students learn.
- Ensure the return of the Chromebook and all accessories in good working condition at the end of the current school year or before the student withdraws from school.

#### **Student Expectations**

- Be responsible for my Chromebook at all times.
- Secure my Chromebook in a locker when not using my Chromebook for class.
- Immediately report technical problems with my Chromebook to the teacher or Administrator.
- Charge my Chromebook each evening.
- Bring the Chromebook to school fully charged. Also have the AC adapter with me for necessary charging throughout the school day.
- Not share my login password with anyone.
- Not loan my Chromebook or any Chromebook component to another student for any reason.