Updated 03/01/2022

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# *Grayslake Community HS District 127: Our 1:1 Journey*

In the fall of 2016, Grayslake Community High School District 127 implemented a parent/guardian lease to own 1:1 Chromebook program for all freshman and sophomore students which was later expanded to include all District 127 students. Integration of the Chromebooks into every classroom offers exciting opportunities in teaching and learning, student engagement, innovative assignments, and assessments. We find that students are more engaged with their learning, are offered new opportunities for learning and collaborating, and experience higher levels of success in school when participating in a 1:1 learning environment. It is essential that our students have access to the resources and tools they need to create, problem solve and learn in today’s world.

District 127 classrooms continue to receive technology infrastructure upgrades to support blended learning including updating internet access at both campuses as well as providing robust wireless coverage in every classroom. District 127 teachers leverage mobile devices such as iPads, Chromebooks, and student personal devices to increase student communication, collaboration, critical thinking, and creativity. Grayslake Community High School District 127 will continue to review the effectiveness of the Chromebook as an instructional tool and will continuously investigate new learning devices to ensure we have the “just right” instrument in the hands of our students each year. By doing this, we are ensuring that we are using technology as a way to support personalized learning goals and prepare students and adults for the demands of 21st-century society.

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# 1. Receiving Your Chromebook

1. Student Distribution - Students will be issued their Chromebook at walk-in registration. Students not attending walk-in registration will pick up their Chromebook from the technology office upon completing the registration process with the school registrar. Both students and their parents/guardians will sign the Grayslake Community High School District 127 Chromebook Agreement during the online registration process.
2. Transfer/New Student Distribution - All transfers/new students will be able to pick up their Chromebooks from the Technology department office once completing the registration process with the school registrar.
3. Withdrawing Students -Students that transfer out of or withdraw from Grayslake Community High School District 127 must turn in their Chromebook, charger, and stylus to their school’s Technology Department Office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged any remaining Chromebook fees.
4. End of the Year - At the end of the school year, students will keep their Chromebooks over the summer. Once issued to the student, the Chromebook becomes the responsibility of the student until the scheduled time of return to school in August. If a student leaves the district for any reason, the Chromebook is to be returned to the school technology office during the withdrawal process.
5. Special Accommodations - Grayslake Community High School District 127 is committed to providing all students the tools needed to access the curriculum. The devices that students with disabilities use will be determined individually by the individualized education program (IEP) or other appropriate plan. For some students this may be a Chromebook, but in a case where the Chromebook is not the appropriate tool, another device will be considered based on the needs of the student.
6. Technology Office Locations and Hours - Technology offices are located in room 2620 at Grayslake Central and A134 at Grayslake North. Offices are open throughout the school year from 7:30 AM – 4:00 PM.

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# 2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. If a Chromebook is physically damaged or experiencing a mechanical problem, the student should take it to the Technology Office at the school for assistance.

Quick Tip: If a Chromebook is not functioning properly, the first step is to hold the power button down for 10 seconds, release it, and turn it back on. This resolves many problems associated with the device.

##

## a. General Precautions

* Chromebooks should never be left unattended except when locked in a secure area.
* 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 exposed to extreme temperatures, such as leaving it in a car overnight during the winter.
* Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
* Heavy objects should never be placed on top of Chromebooks.

##

## b. Carrying Chromebooks

* Students should hold the Chromebooks (cover closed) with two hands if they need to carry a Chromebook anywhere inside or outside of the classroom during instructional time.
* Never lift Chromebooks by the screen.
* Never carry Chromebooks with the screen open.

##

## c. Opening and Closing 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 hinges can be fragile. Do not use extreme force as it could cause the screen to break.
* Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device. Obstacles 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.

##

## d. 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 papers).
* Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

##

## e. Storing Your Chromebook

* To prevent damage, nothing should be placed on top of the Chromebook.
* Chromebooks should *never* be stored in a vehicle.
* Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.

## f. Powering Your Chromebook

* Chromebooks are required to be fully charged when you arrive at school each day. Power cords are to be used at home and should be stored in a location where animals and furniture cannot cause damage.
* When charging, be sure to place the Chromebook in an area that will prevent people from tripping from the power cord. This could injure the person and/or damage the Chromebook.
* Determine a consistent place to charge your Chromebook at home.
* Do not leave a Chromebook plugged in for more than 24 hours as this will degrade the battery’s lifespan.

## g. Charging Your Chromebook

* Chromebook battery life can last 8-9 hours. We strongly recommend charging your Chromebook overnight so the charger can be left at home.
* Charging stations can be found in the library.

##

## h. Logging In

* Students will log into their Chromebooks using their school-issued email account.
* Students should never share their account passwords with others.

## i. Personalizing Your Chromebook

* We recommend some type of personalization so that students can easily identify their assigned device.
* Stickers/labels are acceptable as long as they do not cover the drain holes, screws, or asset and serial # labels on the bottom and are school appropriate.

## j. Asset Tags/Serial Number/Barcodes

* All Chromebooks will be labeled with a District asset tag and barcode.
* The asset tag and barcode should not be modified or tampered with in any way.

## k. Repairing Your Chromebook

* Each student from the class of 2026 will receive a new Acer R752TN -C3DD touchscreen Chromebook with a 15-month accidental damage policy (ADP). The ADP covers non-intentional damage to the device, as well as manufacturer defects and mechanical failures. Each student's Chromebook is covered for a one-time “major” event during the 15-month period.

An “incident” occurs when it is assessed that proper care was not taken by the student to prevent significant damage from occurring to the device. This is often in regards to the following damages:

* + - Broken screens or Chromebook bodies
		- Liquid damage
* After the 15-month ADP has passed:
	+ 1st Incident - The District covers the cost up to $380.
	+ 2nd Incident - The District covers the cost up to $380 total including the first incident. Any cost over $380 will be charged to the student account. The parent/guardian, Chromebook technicians, and Dean’s office are contacted via phone and email.
	+ 3rd Incident and Beyond - The student is responsible for the cost which will be charged to the student’s account. The student will be issued a temporary loaner device if one is available until their originally issued Chromebook is repaired and returned. Once the repair is complete your student will be contacted to return the loaner device and receive their original device back.
* All Chromebooks in need of repair must be reported to the technology department office so that a help desk ticket can be submitted and a loaner device, when appropriate, issued as soon as possible.
* The accidental damage policy does not cover dishonest, fraudulent, intentional, negligent, or criminal acts.
* Loss or theft of the Chromebook and/or power cable and charger is the student’s responsibility and may result in the student being charged and/or a police report being filed in order to issue a replacement.
* Chromebook damage deemed to be intentional will be the financial responsibility of the student.
* Regular day-to-day use repairs and expenses will be covered by Grayslake Community High School District 127.
* Hardware replacement expense estimates for intentional damage or loss:
	+ [Chromebook Fee Structure Document](https://docs.google.com/document/d/1Y_VUd8GBY-33sN-oomnKq3QdYoXDeVLIi6lQQwDcrPg/edit?usp=sharing)
* Grayslake Community High School District 127 Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance as this could invalidate the warranty (ADP). Technology offices are located in room 2620 at Grayslake Central and A134 at Grayslake North. Offices are open throughout the school year from 7:30 AM – 4:00 PM.

# 3. Digital Citizenship and Appropriate Use of the Chromebook

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District-owned Chromebooks are to be used for educational purposes and students are to adhere to the Grayslake Community High School District 127 Acceptable Use Policy and all of its corresponding administrative procedures at all times.

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# 4. Google Data Privacy

Grayslake Community High School District 127 GSuite for Education resources to support teaching and learning. The tools used are GMail, Drive, Docs, Forms, Spreadsheets, Calendar, Slides, Hangouts, and others. Google does not retain ownership of any educational student or teacher data under its GSuite for Education intellectual property terms and conditions (see section 8 - <http://www.google.com/apps/intl/en/terms/education_terms.html>). For more information visit [https://www.google.com/edu/trust/#does-google-own-school-or-student- data](https://www.google.com/edu/trust/#does-google-own-school-or-student-)

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# 5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A wireless (WiFi) Internet connection will be required for the majority of Chromebook use. Students are bound by the Grayslake Community High School District 127 Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices whenever they use their Chromebooks.

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# 6. Operating System and Security

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## a. Restoring the Chrome Operating System

* If technical difficulties occur, it is at the discretion of a district computer technician to factory reset the Chromebook, especially if repairs are substantial. Factory resetting will restore the Chromebook to its original factory settings; if this happens, any files stored on the hard drive will be erased. For this reason, it is the student's responsibility to utilize Google Drive or removable storage for backup of important files.

##

## b. Updates

* The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
* Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the District.

##

## c. Malware Protection

* Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against malware, including data encryption and verified boot.
* There is no need for additional malware protection.

##

## d. Malicious Use

* Students are bound by the Grayslake Community High School District 127 Acceptable Use Policy, Administrative Procedures, and all other guidelines for all Chromebook use.

#

# 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, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the District.
* If a website is blocked at school, then it will also be blocked when a student is out of school.
* If an educationally valuable website is blocked, students should contact their teachers to request the site be unblocked.

#

# 8. Software

* GSuite for Education
	+ Chromebooks seamlessly integrate with the GSuite for Education suite of productivity and collaboration tools. This suite includes Google Drive, Docs, Spreadsheets, Presentations, Drawings, Forms, etc.
	+ All student work is stored in the cloud.
* Chrome Web Apps and Extensions
	+ Students are allowed to install appropriate educational Chrome web apps and extensions. The Grayslake Community High School District 127 Acceptable Use Policy applies to all Chrome web apps and extensions individually added by the student.
	+ If a student has questions about whether an application is appropriate for school, he/she may ask a teacher or an administrator in the building.

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# 9. Chromebook Identification and Monitoring of Chromebooks

The District will maintain a log of all students and assigned Chromebooks. The log includes the Chromebook serial number, District 127 asset tag number, student name, and the local student ID.

* Anyone using a Grayslake Community High School District 127 Chromebook, using District equipment and/or the District network systems has no expectation of privacy in such use. The District has the right to, and does, monitor use of these systems.
* Monitoring Software - Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on a student Chromebook. This allows teachers to review student classwork and school officials to ensure student safety.

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# 10. Expectations for Using Your Chromebook at School

* Charging Chromebooks
	+ 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.
* Backgrounds and Themes
	+ Students may set school appropriate backgrounds and themes for their Chromebook.
	+ Students choosing inappropriate media will be required to remove it and may be subject to disciplinary actions.
* Content Filtering
	+ All Grayslake Community High School District 127 Chromebooks will use the same content filter used on all District 127 school computers.
	+ Chromebooks used at home or on public wireless will use a proxy server and report all internet use to Grayslake Community High School District 127.
* Sound
	+ Sound should be muted at all times unless permission is obtained from a teacher.
	+ Headphones/earbuds may be used at the discretion of the teachers. Students should have their own personal set of headphones/earbuds for sanitary reasons.
* Camera
	+ Chromebooks have a built-in webcam. This camera may be used for instructional purposes directed by classroom teachers (i.e.: distance learning, Zoom, Skype, video response in Schoology, etc.)
* Printing
	+ Students will be encouraged to digitally publish and share their work with their teachers and peers. If a student needs to print a document, he/she will need to go to the LRC, log into a computer and Google Drive, and print.
	+ 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/.
* Managing and Saving Your Digital Work with a Chromebook
	+ The majority of student work will be stored in Google Drive and can be accessed from any computer with an Internet connection and most mobile Internet devices.
	+ Some files may be stored on the Chromebook’s hard drive.
	+ Some school related work may be saved on other cloud-based applications (i.e.: Microsoft 365, Dropbox, etc.) Teachers will advise students on saving work.
	+ Grayslake 127 cannot be responsible for the loss of any student work; Students are encouraged to maintain backups of their important work by saving it on a thumb drive.

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# 11. Chromebook Fees

As part of the 1:1 Instructional Technology Initiative, each student will be charged an annual fee to pay for the cost of the device. The annual fee covers the cost for the Chromebook and a 15-month accidental damage policy. Students will own the device upon graduation and payment in full of all Chromebook fees. The current Chromebook fee charges are as follows:

Seniors (Class of 2023) - $380/year for 1 year

Juniors (Class of 2024) - $190/year for 2 years

Sophomores (Class of 2025) - $127/ year for 3 years

Freshmen (Class of 2026) - $95/ year for 4 years

Parents/Guardians will be able to make the annual Chromebook payment along with other school fees during the student registration process. If you believe your family may qualify to receive a waiver for free or reduced fees, please contact the District 127 Business Office staff at (847) 986-3445. Business office staff are also available at school registration in July.

Many student textbooks are available and provided in an electronic format, allowing students to carry fewer textbooks. However, since the publishing industry and availability of electronic textbooks is not within our control, we will still utilize printed textbooks as needed to ensure students have access to appropriate instructional materials.

Grayslake Community High School District 127 retains ownership rights for the device until the student has graduated and has paid the appropriate Chromebook fees in full. Students leaving the school district prior to paying the total Chromebook fee have the option to pay the remaining balance to gain ownership rights for their device. Once released to the students, the technology department will no longer service the device.

In order to ensure consistent, ongoing technology support for teachers and students in the classroom environment, and the appropriate content filtering when the device is used outside of school, Grayslake Community High School District 127 is not able to support technology devices purchased from an outside source. Therefore, all students are required to use the school-issued Chromebook from Grayslake Community High School District 127.

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# Additional Questions

If you have additional questions about the use of Chromebook and other technology resources that are used throughout Grayslake High School District 127 use the following contacts:

For technical questions about the device, billing, insurance claims, or distribution please contact:
Dr. Jessica Iovinelli
Director of Technology
(847) 986-3424
jiovinelli@d127.org

For teaching and learning questions please contact:
Dr. Tracey Landry,
Assistant Superintendent of Teaching, Learning, and Innovation
(847) 986-3443
tlandry@d127.org