

Sheldon Community School District

1-to-1 Technology Handbook

I. Chromebook Distribution

A. Chromebook Distribution

Both parents/guardians and students must complete the applicable 1:1 paperwork before a Chromebook will be issued. Students will receive Chromebooks during the roll out time or the first day of school.

B. Transfer / New Student Distribution

Parents/guardians and students must sign all applicable 1:1 paperwork upon enrolling in the district. Once the paperwork is complete, new enrollees should pick up their Chromebook from the technology help desk in the library.

C. Optional Purchases

Students may find it valuable to have the following available when using the Chromebook: earbuds/headphones, mouse, and microfiber cloth (for wiping the screen).

II. Returning Chromebooks

A. End of School Year

Students will return Chromebooks and chargers to the district at the end of the school year. Failure to return the Chromebook will result in the student being charged full replacement cost. Additionally, the district may file a stolen property report with the proper authorities.

B. Withdrawal

In the event of withdrawal from the Sheldon Community School District, the student will return the Chromebook and charger to the technology help desk in the library on the last day of attendance. Failure to return the Chromebook will result in the student being charged the full replacement cost of the device. Additionally, the district may file a stolen property report with the proper authorities.

III. Chromebook Identification & Inventory

A. Chromebooks will be labeled with a district asset tag. Damage to or modification of the asset tag will be subject to disciplinary action. Removal of the asset tag may result in the student being charged the full replacement value of the Chromebook.

B. The district will record all Chromebook serial numbers and asset tags.

C. The technology office will collect all Chromebooks at the end of the school year for inventory and updates.

D. Students are not guaranteed to have the same Chromebook each year.

IV. Chromebook Care

A. General Care

1. Students will use great caution when using Chromebooks; do not drop, throw, stress or otherwise physically damage the Chromebook. Care and use of the Chromebook resulting in damage will result in financial obligations and possible disciplinary action.
2. Keep food, drink, pets, and other potential hazards away from Chromebooks.
3. Never leave the Chromebook outside or in a vehicle, especially in extreme heat or cold.
4. Avoid placing heavy objects on top of the Chromebook keyboard or on top of a closed Chromebook.
5. Carefully plug and unplug items from ports, such as chargers and USB devices.

B. Transporting Chromebooks

1. The protective cases provided with electronic devices have sufficient padding to protect the device during normal use/treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:
 - a. Electronic devices should be within their protective carrying case when being transported and unused.
 - b. No other items should be stored or carried within the electronic device's case to avoid pressure and weight on the screen.
 - c. Chromebooks should never be lifted and/or carried by the screen as this can cause damage.

C. Screen Care

1. Chromebook screens are very sensitive and require care.
2. Screens may be wiped with a soft, dry microfiber cloth; however, the use of harsh chemicals or cleaners is not allowed.
3. Avoid squeezing the screen by lifting or moving the Chromebook by the screen.
4. Avoid placing things on top of the Chromebook as the pressure may damage the screen.
5. When not in use, the Chromebook should be stored with the screen closed.
6. Never place items between the screen and keyboard when the screen is closed.

V. Security

A. Device Security

1. Chromebooks will be labeled with a district asset tag. Damage to or modification of the asset tag will be subject to disciplinary action. Removal of the asset tag may result in the student being charged the full replacement value of the Chromebook.
2. Students will never leave the device in an unsecured location.
3. Students may not loan their Chromebooks for use by others.

B. Operating System

1. Chromebooks run the Chrome Operating system.
2. Chromebooks have built-in virus protection through multiple layers of security, so there is no need for additional virus protection.

3. Approximately every six weeks, Google releases updates that bring new software and security updates. These updates will install automatically when the Chromebook is turned on.

C. Account Security

1. Students must sign in to Chromebooks with @sheldonschools.com accounts. The Chromebook must be connected to wifi before logging in for the first time.
2. Guest browsing is not permitted.
3. Students must keep passwords secure and never share them.
4. Students must never leave an open file or session unattended. Briefly pressing the power button will lock the Chromebook and will require the user's password to gain access.
5. Account users are ultimately responsible for all activity under their account.

D. Personal Security

1. Students must never post private information about themselves or others on the internet, such as but not limited to home address, social security number, phone number, and photos.
2. The school district will inform students about digital literacy, which includes online safety, etiquette and cyberbullying.

VI. Internet/Content Filter

- A. The district is in compliance with the federally-mandated Children's Internet Protection Act (CIPA), and maintains a content filter and firewall for all district-issued devices.
- B. Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, other than as specifically provided by law.
- C. The district reserves the right to maintain a usage log and monitor the online activities of technology users.
- D. Internet activity will be protected and monitored both in and out of school.

VII. Use on School Premises

- A. Chromebooks are the property of Sheldon Community School District and their use must be for educational purposes and at all times will comply with the guidelines outlined in the Acceptable Use Policy and all corresponding district policies. Use of Chromebooks and the district network is a privilege, not a right; inappropriate use will result in appropriate disciplinary action and cancellation of those privileges.
- B. **Expectations**
 1. Chromebooks are an integral part of the learning experience and provide a blend between curriculum and technology.
 2. The extent to which Chromebooks will be used in each class will depend upon the nature of the course and is up to the teacher's discretion.
 3. Students will not engage in any of the following during school hours without advance teacher permission: listening to music, watching movies, or playing games (movies and games must support educational objectives).

4. Students will bring a fully charged Chromebook to school every day unless instructed otherwise by the teacher. The battery in a fully charged Chromebook will last at least 8 hours.
5. The user must delete locally stored files periodically. At no time should personal music, videos, or data take precedence over class-required resources.

C. Forgotten Chromebooks

If an electronic device is left or forgotten at home, students are still responsible for getting the coursework completed as if they had their device present. Students who repeatedly (as determined by any staff member) leave or forget their device at home will be required to leave their device at school and check it in/out from their respective school's Media Center at the beginning and end of each day.

D. Customization

1. Chromebooks must be kept free from any permanent personalization (stickers, labels, writing, et cetera). Removable stickers and labels are permissible but must be removed prior to returning the device.
2. Students may change the Chromebook background image, but the chosen image must be school appropriate and in compliance with the Acceptable Use Policy.
3. Students may not attempt to install or run any other operating system than the Chrome operating system that came pre-installed on the device.

E. Sound

1. Students will keep sound muted unless a teacher grants permission.
2. Students are encouraged to buy headphones/earbuds.

F. Printing

1. In an effort to reduce printing, students are encouraged to share their work with teachers digitally, using Google Drive and/or Google Classroom.
2. If necessary, printing is enabled via Google Cloud Printing.
3. For information on how to connect to a home printer, please visit <http://www.google.com/cloudprint/learn/>.

VIII. Use Off School Premises

- A. Chromebooks are the property of Sheldon Community School District and their use must be for educational purposes and will comply with the guidelines outlined in the Acceptable Use Policy and all corresponding district policies even when off school premises. Use of Chromebooks and the district network is a privilege, not a right; inappropriate use will result in appropriate disciplinary action and cancellation of those privileges.
- B. Before students may take a district-issued Chromebook off school premises, a completed 1:1 Chromebook Handbook form must be on file.
- C. Internet activity while off school premises is filtered the same way as it is filtered on site.
- D. While internet access may enhance the use of Chromebooks at home, it is not a requirement. Many apps, including Google Drive, allow for offline access. Students should turn on offline access in their Google Drive account settings while connected to the school's wifi. Google Drive files will then be accessible even once the device is no longer connected to wifi.

IX. Repairing / Replacing Chromebooks

A. Chromebook Repair

1. Promptly report any problems to the technology help desk in the library. Repairs to district-owned devices should be handled by district employees only. Do not attempt to repair it or take it to an outside computer service for repair.
2. Chromebooks have a limited hardware warranty from the vendor covering defects in materials and/or workmanship.
3. A loaner Chromebook may be issued if the school-issued Chromebook needs to be kept for repair, and the parent/guardian and student are responsible for damage to or loss of the loaner Chromebook.
4. Loaner Chromebooks issued while school-issued Chromebooks are being repaired due to defects in materials and/or workmanship may go home with the student; whereas, loaner Chromebooks issued as a result of damage may not go home with the student.

B. Damage

1. The district's damage policy is explained on the insurance option checkoff listed on the last page of this handbook.
2. Lost or damaged chargers will be charged the full replacement value.
3. In the event of loss, theft or intentional damage of the Chromebook, the parent/guardian and student are responsible for the full cost.
4. In the event of intentional damage, the district reserves the right to withhold a loaner Chromebook until a decision is made by school administrators and the plan has been discussed with parents/guardians.
5. The district technology department makes the sole determination of damage due to neglect or disregard versus normal wear and tear.

Sheldon Community School District 1-to-1 Technology Objectives:

- Enhance student learning by blending curriculum with technology
- Gear learning experiences, academic-supports and instructional approaches to meet the individual student's needs
- Maximize each student's exposure to 21st century skills necessary in the global community
- Increase collaboration, communication, critical thinking & creativity
- Increase access to technology outside the traditional school day

1:1 Frequently Asked Questions:

- **Who gets a device and for how long?** All 6-12 students will receive a Chromebook to use throughout the school year. Chromebooks will be returned to the district before summer break or upon withdrawal of a student.
- **Will all students receive a brand new Chromebook?** No, the district has several Chromebooks currently in circulation that will be used to support the 1:1 program.
- **Is there a cost to the family?** No, just as there is no charge to use a textbook, there is no charge to use a Chromebook. However, there are fees associated with damage, loss or theft that will be outlined in the 1:1 Handbook.
- **Can I bring my own device?** The school will allow students to "Bring Your Own Device" for the remainder of the 2018-19 school year. Student owned devices will still be expected to follow the same requirements as district owned devices, but will not receive any district provided technical support.
- **Do I have to take the Chromebook home?** No, it can be stored overnight in your locker; however, you are responsible for ensuring that the device is sufficiently charged to last the entire school day.
- **Will the Chromebook be filtered when taken off school premises?** Yes, the district will install filtering software on all Chromebooks for off-site use. Students are bound by district policies at all times when using the Chromebook, including but not limited to the following policies: Acceptable Use Policy and Student Handbook
- **What if I forget my Chromebook at home?** Students are still responsible for getting the coursework completed as if they had their device present.
- **Will students receive a case with their Chromebook?** Yes
- **Will students be able to print from Chromebooks?** Yes, students will be able to print via Google Cloud Printing.
- **Do I need to have internet service at home for this device to work?** While internet access may enhance the use of Chromebooks at home, it is not a requirement. Many apps, including Google Drive, allow for offline access. Students should turn on offline access in their Google Drive account settings while connected to the school's wifi. Google Drive files will then be accessible even once the device is no longer connected to wifi.
- **Will students be able to purchase the Chromebook upon graduation?** No, devices are recirculated every year, so students will not be able to purchase devices upon graduation.

Insurance Option or Incident Option (please choose one)

_____ School District Insurance Option paid: _____ cash _____ check number
We agree to pay SCSD an annual prorated non-refundable payment of \$25 per student for coverage of the school’s electronic device (charger not included) while issued to our student. This fee will cover up to two occurrences of accidental damage, theft, or damage by fire. After two occurrences, you will become uninsured and revert to the School District Incident Option (First Incident). There is no deductible.

-----OR-----

_____ School District Incident Option
We understand that we will be billed a fee according to the following schedule in the case of accidental damage, theft, or damage by fire: First incident - up to \$75; Second incident - up to \$150; Third incident - up to full cost of repair or replacement.

Take Electronic Device Home or Keep at School Only (please choose one)

_____ Student is allowed to take electronic device from school
We give permission for our student to take the SCSD Electronic Device issued to him/her to and from school. We understand the responsibilities under the SCSD 1:1 handbook and understand that our student is responsible for appropriate care, handling, and usage of the SCSD Electronic Device and its accessories.

-----OR-----

_____ Student uses electronic device at school only
We have opted to not allow our student to take the SCSD Electronic Device from school. We understand that our student is still responsible for its care while at school and for all academic work and requirements. We understand that the student needs to store the device in the designated place at the end of the day and pick it up before the school day begins.

I agree to the stipulations set forth in the above documents including the Electronic Device Policy, Procedures, and Information.

Student Name (Please Print): _____

Student Signature: Date: _____

Parent Name (Please Print): _____

Parent Signature: Date: _____

Individual school electronic device and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at SCSD for any other reason must return their individual school electronic device on the date of termination.

No electronic device will be issued to a student until above options have been selected with the appropriate signatures.