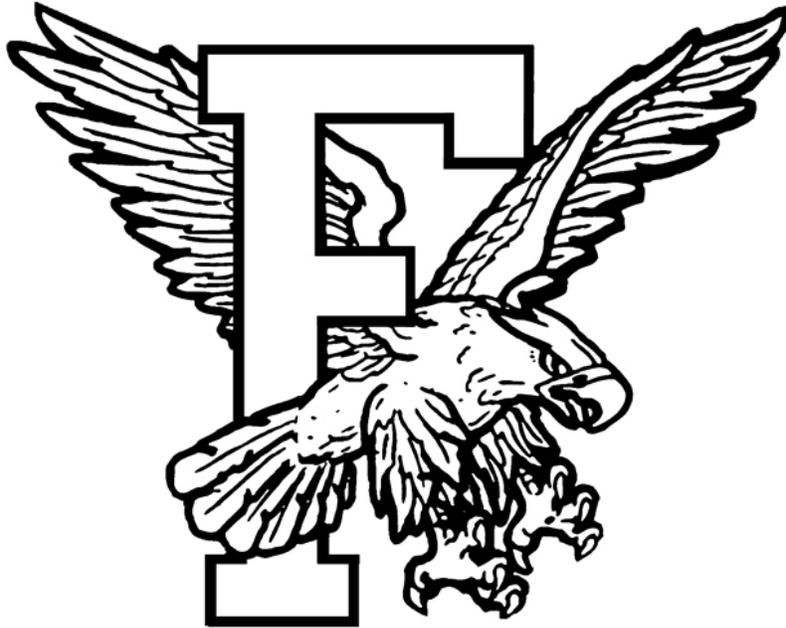


Fairmont School District 89

2019-2020 Chromebook Policy and Handbook



Fairmont School District 89 Mission Statement

We at Fairmont School District 89 in partnership with families and the community, will promote a positive, student-centered environment that challenges all students to achieve their highest potential as respectful, responsible, lifelong learners.

The policies, procedures, and information within this document apply to all Chromebooks used at Fairmont School District 89 by students, staff, or guests including any other device considered by the Administration to fall under this policy. The Chromebook and other district-issued devices, email/Google accounts, are the property of Fairmont School District 89 and, as a result, may be subject to inspection at any time. The student should have no expectation of privacy of materials found on a Chromebook, their Google Drive, or Gmail account. The supplied devices are to be used as an educational tool to enhance learning.

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REFERENCES

1. GENERAL INFORMATION

To help students get started in effectively using their Chromebooks, in addition to this Handbook, please see the [Chromebook Training Orientation](#) site.

Fairmont School District 89 is pleased to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing student engagement. Chromebooks are intended for use each school day. Students are responsible for charging the Chromebook battery before the start of each school day, and bringing their Chromebook to all of their classes, unless specifically instructed not to do so by their teacher.

1.1 Installed Software - G SUITE FOR EDUCATION (GSFE)

- All Chromebooks are supplied with the latest Chrome Operating System (OS), and other applications useful in an educational environment. Students do not have to worry about updating the OS as it automatically updates when the computer is shutdown and restarted. There is also no need for virus protection with the Chrome OS. Chrome provides multiple layers of protection against viruses and malware, including data encryption and verified boot. Chrome OS does not get viruses, malware or ransomware because it does not allow these types of programs to download or run.
- Chromebooks seamlessly integrate with the GSFE suite of productivity and collaboration tools such as: Google Docs (word processing), Spreadsheets, Presentations, Drawings, Sites, Forms, and Classroom. District 89 will provide GSFE accounts for all administrators, teachers, students, and support staff. Applications are installed remotely onto Chromebooks and managed by the District
- Students will create and save their school-related files to Google Drive, which is stored in the cloud. Students can access their Google Drive from any computer that has Internet access. Students will understand that the Google Drive can be monitored by the district administration and should not contain personal files.
- Students in grades 5-8 are assigned a district email through GSFE that is managed by Fairmont School District 89. Students will only be able to communicate with other students and staff within the Fairmont School District 89 domain.
- Email is monitored by the District and is subject to filtering of inappropriate content. Students are expected to adhere to the rules and regulations for email use as outlined in the signed District Acceptable Use of Networks Policy.

1.2 Additional Software Applications and Extensions

- Chrome Web Apps are similar to programs installed on a typical PC with the exception that the programs are used within the web browser and not installed on the Chromebook. Some Web Apps, such as Google Docs will be available to use when the Chromebook is not connected to the Internet.
- Extensions and Add-Ons are custom features that you can add to the Chrome browser to enhance the functionality of applications. The District will manage all installation of apps, extensions, and add-ons.

1.3 Home Use

- Students in eighth grade are allowed to set up access to home wireless networks on their Chromebooks. This will allow students to complete, retrieve, and access educational content used in their classes.
- Eighth grade students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for a majority of Chromebook use.
- The District provides content filtering both on and off campus, however, nothing is 100% effective. Please search the Internet responsibly, and adhere to the District Acceptable Use of Networks Policy.

1.4 Digital Downloads

- All documents and media files downloaded are subject to be deleted on a daily basis. Students are encouraged to keep all of their documents in their Google Drive.

2. GETTING STARTED

2.1 Receiving Your Chromebook

Chromebooks will be distributed during the first week of school. Each student will receive an AC charger and a carrying case with their Chromebook. Before a Chromebook will be issued to the student, parents and students must login to Skyward Family/Student Access to:

Chromebooks will be distributed during the first week of school. Each student in grades 5th-7th grade will receive a Chromebook and a carrying case. Each 8th grade student will receive a Chromebook, a carrying case, and an AC adapter.

- Verify that you have read, understand, and accept the following online forms:
 - Acceptable Use of Networks Policy
 - Chromebook Policy & Procedures Agreement

2.2 Extended Warranty

- District 89 has purchased a 3-year and 4-year extended warranties[†] through [HP](#). This warranty covers the following device malfunctions:
 - Hardware
 - Accidental Damage (drops/spills)
 - Cracked Screen
 - Liquid Submersion

[†]Chromebooks that have been purchased after June 2018 have 4-year extended warranties

2.3 Insurance Plan

- District 89 has purchased an additional 4-year insurance [plan](#) through the Worth Ave. Group that covers:
 - Theft/Burglary/Robbery
 - Fire/Flood Damage
 - Vandalism
 - Natural Disasters
 - Power Surge Due to Lightning
- In the event of theft, vandalism, or other criminal acts, the student/parent/guardian **MUST** file a report with the local law enforcement office and submit a copy to the District. A replacement device will not be issued until the proper documentation is completed.

2.4 Returning Your Chromebook

- 8th grade students that finish the current school year at District 89 will be able to keep their Chromebook and district-purchased carrying case and AC cord upon completion of the school year.
 - **8th grade students that withdraw, for any reason, from District 89 before the completion of the current school year MUST return their Chromebook and district-purchased accessories, undamaged and in good condition, within two (2) days of their withdrawal date. Any Chromebook not returned within two (2) days will be considered stolen property and law enforcement agencies will be notified.**
- Students in grades 5th-7th must return their Chromebook and district-purchased accessories to their teacher during the last week of the current school year. Students will have the same device returned to them the following school year.
 - **Students in grades 5-7 that withdraw from Fairmont School District 89 prior to the last day of school must return their Chromebook and district-purchased accessories, undamaged and in good condition, to their homeroom teacher on their last day of attendance. Any Chromebook not returned within two (2) days of their withdrawal date will be considered stolen property and law enforcement agencies will be notified.**

3. CHROMEBOOK CARE

Chromebooks are Fairmont District 89 property. All users will follow the expectations outlined in the Acceptable Use Policy. Students are responsible for the general care of the District-owned Chromebook. Chromebooks that are broken, or fail to work properly, must be reported to the Technology Office as soon as possible. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired (subject to availability). **DO NOT TAKE DISTRICT-OWNED CHROMEBOOKS TO AN OUTSIDE COMPUTER SERVICE FOR ANY TYPE OF REPAIRS.**

3.1 General Care & Precautions

- Chromebook must be fully charged before the start of each school day.
- Do not remove any District 89 identification tags or barcodes. Removal of these items may result in disciplinary action.
- Chromebook vents should never be covered while powered on.
- Chromebooks and other District technology must be used on flat, stable surfaces only.
- Carefully insert cords, cables, and removable storage devices.
- Chromebooks and AC adapters should be kept away from food and drinks, small children, and pets.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Fairmont School District 89.
- Chromebooks must never be left in an unlocked car or any unsupervised area in or outside of school. If a Chromebook is found in an unsupervised area, it should immediately be reported to a staff member or to the Technology Office.

3.2 Chromebook Screen Care

LCD screens are fragile and can be easily damaged if exposed to rough treatment and excessive pressure. Protect Chromebook screens by following the rules below:

- Do not lift Chromebooks by the screen. When moving a Chromebook, support it from the bottom with the lid closed.
- Clean the screen with a soft, dry anti-static, or micro-fiber 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.
- Do not lean or place anything on top of the Chromebook.
- Do not leave anything on the keyboard before closing the lid (notebooks, pens, pencils).
- Do not wedge the Chromebook into a backpack or bag.
- Avoid touching the screen.

3.3 Carrying Chromebooks

- Always carry your Chromebook in the district-supplied carrying case.
- Never carry your Chromebook while the screen is open.
- Do not transport your Chromebook with the power cord inserted.

3.4 Storing Your Chromebook

- Chromebooks should never be left in vehicles or in a location that is not temperature controlled
- Chromebooks should always be stored in their carrying case or charging cart.
- Chromebooks should never have objects stacked on them.
- Never store your Chromebook in your carrying case or backpack with the power cord inserted.
- When students are not monitoring their Chromebook, they should be placed in their locked lockers with the lock securely fastened, or placed neatly in the assigned Chromebook cart or designated area.

3.5 Asset Tags

- All Chromebooks will be labeled with a District 89 asset tag. These tags are recorded and associated with student accounts. Chromebooks must have a District 89 asset tag on them at all times.
- Asset tags may not be removed or tampered with in any way. Disciplinary action may be taken for students that tamper with the District 89 asset tag.

4. USING YOUR CHROMEBOOK

4.1 Student Responsibilities

- Bring your fully-charged Chromebook to school every day.
- Bring your Chromebook to all of your classes, unless instructed differently by your teacher.
- Follow each teacher's rules and expectations regarding Chromebook use in the classroom.
- Do not loan your Chromebook to anyone or leave it unattended. The student is the only authorized user of his/her assigned device.
- Keep personal information private.

4.2 Managing Your Files and Saving Your Work

- Students will be logging into Fairmont School District 89's G Suite for Education domain and saving documents to Google Drive via the Chromebook or any device with Internet access.
- Chromebooks will NOT be backed up by the district in cases of resetting or re-imaging. It is the student's responsibility to ensure that their work is saved in their Google Drive account.

4.3 Chromebooks Left at Home

- If a student leaves their Chromebook at home, they are responsible for completing their coursework as if they had their Chromebook present.

4.4 Chromebook Battery

- Chromebooks must be charged each evening and brought to school the next day fully charged. In cases where the use of the Chromebook has caused batteries to drain, students may be able to connect their device to a power outlet in class upon teacher's permission.
- Chromebooks should be shut down when not in use to conserve battery life.

4.5 Photos, Screensavers, and Background Photos

- Inappropriate media may not be used as a screensaver or background. This includes, but not limited to: guns, weapons, inappropriate language, alcohol, drugs, and gang related symbols. Violations can result in disciplinary action.

4.6 Using the Chromebook Camera

- The Chromebook comes equipped with both camera and video capabilities. STUDENTS ARE NOT ALLOWED TO PHOTOGRAPH OR RECORD ANOTHER INDIVIDUAL WITHOUT THEIR KNOWLEDGE.
- Students are prohibited from “tagging” photos taken on a Chromebook or posting them on the Internet without prior written permission of a student’s teacher.

4.7 Sound

- Sound must be muted at all times unless permission is obtained from the staff member for instructional purposes.
- Students should have their own personal set of headphones, which may be used in the classroom at the discretion of teachers.

4.8 Printing

- *At School:* Printing functionality will be available on a limited basis at school-- students will submit their work to the teacher and he/she will print the document for the student. Teachers will encourage and facilitate digital copies of work.
- *At Home:* The Chromebook does not support a physical printer connection. Instead, students may print to their home printers from their Chromebook using the [Google Cloud Print Service](#). A wireless home network is required for this. Fairmont School District 89 will not provide technical support for printing off-campus.

4.9 Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements.
- Plagiarism will not be tolerated. Give credit to all sources used, whether quoted or summarized. This includes all forms of Internet media just as graphics, music, movies, and text.

5. SECURITY

5.1 Chromebook Security & Inspection

District 89 centrally manages all Chromebooks to change security settings, update software, add or remove applications/extensions, and monitor usage.

- Any attempt to change the configuration setting of the Chromebook will result in an immediate disciplinary actions
- All activity on the Chromebook and district-issued email and Google Drive accounts, whether conducted at school or off site, is subject to search as District property.

5.2 Network Security

Fairmont School District 89 will be responsible for providing network access and content filtering at school

- District 89 makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
- District 89 utilizes an Internet content filter to filter out content which is “harmful to minors”. Although this solution is very effective, it is not 100%. If questionable content is accessed, let a teacher, staff member, or the Technology Coordinator know immediately. In addition to the content filter, all Chromebooks have “safe search” enabled and are monitored by the District.
- If an educationally valuable website is blocked, students may contact their teacher to request the site be unblocked.
- Attempting to disable or bypass district Internet content filters, including the use or attempted use of proxies to access sites that would otherwise be restricted, is not permitted and will result in disciplinary action. All Internet use is monitored by District 89.

5.3 Privacy & Safety

- Do not reveal your name (first and/or last), phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- If a student inadvertently accesses a website that contains obscene or offensive material, notify a staff member immediately so that such sites can be blocked from further access. This is the student’s responsibility.

6. CHROMEBOOK TECHNICAL SUPPORT

The Technology Office will be the first point of contact for repair or support of your Chromebook.

Services provided include:

- Password identification
- User account support
- Coordination of warranty repair
- Operating system or software support
- System software updates

6.1 Chromebook Repairs

- Chromebooks that are broken or fail to work properly must be reported immediately to the Technology Office.
- If deemed necessary, a replacement will be issued if there is one available.
- The Technology Office will document the issue and collect the device for repair.

7. DISCIPLINE PROCEDURES

Consequences for Violation

Failure to follow the above rules may result in disciplinary action, including the loss of student privileges to use the school's information technology resources, including the use of a Chromebook.

7.1 General Guidelines/Discipline for Violations

First Violation

- Chromebook taken away for the period and/or day

Second Violation

- Chromebook taken away for one week.
- Student shall receive a referral
- Contact parents

Third Violation

- Chromebook taken away for an extended period of time*
- Principal (or designee) shall meet with parent(s)/guardian(s)
Once the Chromebook is returned
- Restricted use at school
- At school use only (no take-home privileges for those that had them)

*The period of time is determined by the Principal (or designee)

REFERENCES

Fairmont School District 89's Chromebook Handbook and Policy document was adapted and developed from the following educational institutions:

Baldwin Community Schools (MI)

Eureka Public School (MT)

Galesburg Community Unit School District 205 (IL)

Milan Community School Corporation (IN)

Philadelphia Academy Charter School (PA)

Ridgewood Public Schools (NJ)

Acknowledgement of Chromebook Policy & Expectations

Please complete the acknowledgement section and return to your homeroom teacher.

Date: _____

I have **read and understand** the requirements, expectations, and consequences set forth by Fairmont School District 89 for the issuance of Chromebooks.

Student Name: _____

Grade: _____

Homeroom Teacher: _____

Parent/Guardian's Name (print only) _____

Parent/Guardian's Signature: _____

Contact Info: _____