Verona R-7
Chromebook Policy Handbook

The mission of the 1-to-1 program in the Verona R-7 district is 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 students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative, professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

Device Purpose
Verona School is supplying every student with a Chromebook device. This device is property of the Verona R-7 School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at Verona R-7 Public School by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

GoGuardian monitoring system is used for all students anytime they are on their Chromebooks or using their school Gmail accounts. For more information on GoGuardian monitoring visit their website at www.goguardian.com. The following is a link to their privacy policy
https://www.goguardian.com/privacy-information.html.

Receiving Your Chromebook:

Chromebooks will be distributed each fall during the first week of school or designated days prior to the first day of school. Parents & Students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child. This document will need to be signed during student registration.

Insurance:
Verona R-7 School District requires that Chromebook insurance be purchased for Grades 7 – 12 prior to deployment of the Chromebook to your child. The annual fee will be $35 per device and must be paid at

student registration. Details of this policy are on page 7. In the case of a financial hardship, please see the principal to discuss options.

Return:
Student Chromebooks and accessories (charger, case and stylus) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at Verona R-7. Any student who transfers out of Verona R-7 will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Tech Office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

Each student will have their own Chromebook and as such should not touch or use another students Chromebook. This includes: touching, poking, pressing keys, shutting off, logging out, hitting or any other form of contact. Students should not share Chromebooks or let other student use or take them. If damage or loss happens the responsibility still falls on the student whom the Chromebook is assigned to.

General Precautions:
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, styluses, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

You may wish to purchase a padded protective carrying case for your Chromebook.

Carrying the Chromebook: The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

Screen Care: The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke or hit the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- 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. These are very convenient and relatively inexpensive.

Teacher and classroom faculty expectations in Chromebook care.

Teachers will help to enforce usage rules in the classrooms to help protect the Chromebooks.

Teachers will check with their students periodically to ensure their Chromebooks have no issues, broken screens, missing keys, etc.

Teachers will enforce disciple regarding Chromebook misusage.

Using Your Chromebook

At School: The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home: All high school students are required to take their Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration, possible disciplinary action and/or loss of Chromebook privileges.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound: Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that students bring personal headset or 'ear-buds' for any audio projects they work on. Earbuds may only be used with permission from the classroom teacher and at the appropriate times.

Printing: At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. http://google.com/cloudprint

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin. An identification label with the student's name is acceptable on the Chromebooks. Spot checks for compliance will be done by administration.

Software on Chromebooks:

Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection: Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software: Students are unable to install additional software on their Chromebook other than what has been approved by Verona R-7 Public School District.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Protecting & Storing Your Chromebook:

Chromebook Identification: Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number.
- Individual's Google Account username Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook: When students are not monitoring their Chromebook, they should be stored in their lockers with the lock securely fastened. (Locks for lockers are provided in the office. If using your own lock, the combination or extra key must be on file with the building secretary.) Nothing should be placed on top of the Chromebook, when stored in the locker. High school and Jr. High school students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in a vehicle.

Storing Chromebooks at Extracurricular Events: Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas: Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:
- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Tech Office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

● Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

Accidental Damage or Loss Protection:

As part of the 1:1 Chromebook initiative at Verona R-7 Public School, the Verona R-7 Public School District is requiring the purchase of accidental damage insurance prior to the deployment of the Chromebook to your child. Verona R-7 Public School District will be the sole provider of this insurance. Under this insurance policy the Chromebooks are protected against accidental damage or loss due to an act of nature. The Verona R-7 Public School District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This insurance policy does not cover for loss of the Chromebook and/or its accessories*, cosmetic damage, or damages caused by intentional misuse and abuse. Verona R-7 Public Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

* Accessories include:
- Charging cable (Both pieces)
- Protective case (including carrying straps)
- Stylus

Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Repair Fee Guidelines without insurance of due to intentional misuse or abuse.

Chromebook	$375	Screen	$100	Case	$25
Keyboard/ Tablet	$100	Charger cord	$40	Stylus	$55
T-Mobile Device	$50	T-Mobile cord	$25		

Verona R-7 Public Schools Chromebook Device Insurance

Verona R-7 Public Schools requires that insurance be purchased prior to the assignment of their Chromebook for the year. The insurance cost is $35.00 annually for each Chromebook. Each claim covered by insurance will be assessed an incremental deductible within the current school year. The first claim deductible will be $0.00 with the deductible increasing by $25.00 each time a claim is made within the current school year. If a student withdraws from Verona R-7 Public Schools and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Insurance will cover the repair of any accidental damage to your child's Chromebook. For example, if a student accidentally drops their Chromebook and the screen is cracked a new screen will be installed with the parent paying the $0 deductible (for a first time insurance claim). Insurance DOES NOT cover the replacement of a lost, stolen or intentionally damaged Chromebook.

Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3	Beyond Claim #3
$35 per device	$0	$50	$75	Full price of part(s) or Chromebook - $375

Lost, Stolen or Intentionally Damaged Device and Accessories: A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The replacement costs are listed below. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Chromebook - $375
- Case - $25
- AC Adapter & power cord - $40
- Stylus - $55

Failure of the parent, legal guardian or student over the age of 18 to pay any fees from an intentionally damaged, lost or stolen Chromebook may be turned over to a collection agency.

Chromebook Technical Support:

The Tech Office located near the Library will be the first point of contact for repair of the Chromebooks. Services provided by the Tech Office include:
- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default

- System software updates

Verona R-VII Acceptable Use Policy Revised June, 2019

The Verona School District is offering computer, Internet, for students, faculty, and staff use and email access for faculty and staff. The computers, Internet, and email are provided to conduct research and communicate with others for educational purposes. The use of these is a privilege, not a right and inappropriate use will result in cancellation of those privileges. Access to these services will be provided to students, faculty and staff who agree to act in a considerate and responsible manner in accordance with Board Policy/Regulation 6320 and the following guidelines:

· Each student, faculty and staff member is responsible for his or her individual account and should never give another person login or password information. Before leaving any computer station, each person needs to log off the computer so others cannot access their files, and as a courtesy to the person following.

· Everyone will use the equipment with respect to the proper care and function of the equipment. Anyone found to be intentionally damaging any technology or media equipment (hardware or software) will be cited for school property abuse.

· Viruses are a big concern and students who bring external media (including flash drives) from home must have it checked by a teacher for viruses before using in the school computer. Our current virus protection software will prompt the user to scan immediately upon plugging in the flash drive.

· It is a violation of this policy to change the configuration of the computer including the wallpaper, screensaver, etc.

· No food, drink, or gum is allowed in the computer labs or around any of the classroom computers.

· It is not acceptable to use the Internet for commercial activities that are not in support of education, send or receive personal information, or engage in political activity.

· Students will not post personal information about themselves or others on the Internet.

· Students, faculty and staff will not use the Internet to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people.

· Students, faculty and staff should only be using their school Gmail account to access email and should be using the account for educational purposes only.

· The Verona School District has Internet filtering software in place; it is monitored and violations will be reported to the administration. If a student mistakenly accesses inappropriate information, he or she should immediately turn off the monitor and tell the teacher. This will protect the student against a claim of intentional violation of this policy.

· Students will never download any material without the consent of the teacher. Streaming audio (online radio) and video are prohibited, unless the sites have been pre-approved by the technology coordinator and the building principal. Everyone will observe copyright laws and fair use guidelines when using any print, audio, video or electronic information. Students will not be permitted to copy school software or to bring software from home to copy on the school computers or network.

· Students, faculty, and staff will not access chat rooms, use any type of instant messaging or participate in any blogs that have not been approved by the technology coordinator and the building principal.

· On-line games must be educational in nature and require approval from the technology coordinator and the building principal.

· Students, faculty, and staff will use the Internet for educational purposes during normal school hours. This includes an assignment from a teacher or researching a topic covered in class more thoroughly. Before and after school, students may use the Internet for other high-quality, self-discovery activities.

· Students and staff may not subscribe to lists, or indicate acceptance of free offers on the Internet. This greatly clogs our email system and for the most part is absolutely worthless. Teachers may subscribe to lists in their field of instruction, but must unsubscribe at the end of each school year or monitor it throughout the summer.

· Printing guidelines—printing from the Internet should be done only under the supervision of a teacher. In most cases, material should be copied and pasted to a word processing program and then printed. Do not print directly from the Internet. Students must get approval from a teacher before printing any document on any district computer.

· If any exceptions to the above rules are required for educational purposes, exceptions may be made at the discretion of the principal or director of technology. Students, faculty, and staff who violate any of these policies, will lose computer, Internet, and/or email access, without warning, and be given other disciplinary action in line with the Verona R-VII Disciplinary Code.