

# Hoopeston Area School District



## Chromebook Policy

Maple/John Greer/Middle School/High School

## **1 Receiving your Chromebook**

- a. All parents/guardians will be required to sign the Hoopeston Area Chromebook Agreement before a Chromebook can be issued to their student.
- b. New students: The Office will do a technology work order that is requesting email login information, after the student is fully registered and all paperwork (Chromebook Agreement Form) is signed and turned in, the office will issue the new student the Chromebook and log in information.
- c. Students will be issued their Chromebooks and cases on their first week of attendance, as long as their parents/guardians have signed the Hoopeston Area Chromebook Agreement.

## **2 Returning Your Chromebook**

- a. At the end of the school year, students will turn in their Chromebooks, charger, and cases and all Hot Spots. Failure to turn in a Chromebook will result in students being charged the full replacement cost. A report of stolen property may also be filed by you, with the local law enforcement agency, but you will still be responsible for the replacement cost.
- b. Students that Transfer out or withdraw from Hoopeston Area must turn in their Chromebooks and cases to the Office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Hoopeston Area may be turned over to a collection agency.

## **3 Taking Care of Your Chromebook**

- a. General Precautions
  - No food or drink should be next to a Chromebook
  - Cords, Cables, and removable storage devices must be inserted carefully into a Chromebook.
  - Chromebooks should not be used or stored near pets.
  - Chromebooks should not be used with their power cords plugged in when the cords may be a tripping hazard. Do not let your pets chew on the cord, any chew marks will result in the student being charged the replacement cost of the charger.
  - Chromebooks must remain free of any writing, drawing, stickers, and labels.
  - Heavy objects should never be placed on top of Chromebooks.
  - Do not leave Chromebooks in your car, especially in hot weather.
- b. Cases
  - All students will be issued a protective case for their Chromebooks that should be used whenever the Chromebooks are being transported or not in use. Failure to do so may result in disciplinary action. Chromebooks should never be out of the case.
  - Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect their devices.
- c. Carrying Chromebooks
  - Chromebooks should never be lifted by the screen.
  - Chromebooks should never be carried with their screens open.
- d. Screen Care
  - The Chromebook screens 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 store a Chromebook with the screen open.
  - Do not place anything in the protective case that will press against the cover.
  - Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, flash drives, and earbuds.)
  - Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- e. Asset Tags
  - All Chromebooks will be labeled with a white district asset tag.
  - Asset tags may not be modified or tampered with in any way.
  - Students may be charged up to the full replacement cost of a Chromebook for tampering with a district asset tag or turning in a Chromebook without a district asset tag.

#### 4 Using Your Chromebook at School, if it is taken home

- It is the expectation that students bring a fully charged Chromebook to school every day and bring their Chromebook to **ALL** classes unless specifically advised by your teacher.
- a. Chromebooks being repaired
  - Loaner Chromebooks may be issued to students when their school issued Chromebook is out for repair.
  - A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage or loss of the loaned device.
  - Chromebooks on loan to students that are having their device repaired may be taken home.
  - A technology work order for the Chromebook will be done and will show the necessary information. The work order will be printed off and taped to the Chromebook for the technology department.
  - Students will be contacted when their device has been repaired and is ready to be picked. This is usually a two week process for repairs.
- b. Charging Chromebooks that are taken home
  - Chromebooks must be brought to school each day with a full charge.
  - Students should charge their Chromebooks at home every evening.
- c. Backgrounds and Themes
  - Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- d. Sound
  - Sound must be muted at all times unless permission is obtained from a teacher.
  - Headphones may be used at the discretion of the teachers.
  - Students should have their own personal set of headphones or earbuds for sanitary purposes.
- e. Printing
  - Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
  - Printing stations will be available in various locations of the high school.
  - 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/>.
- f. Logging into a Chromebook
  - Students will log into their Chromebooks using their school issued Google Apps for their Education account.
  - Students should never share their account passwords with others.
- g. Managing and Saving Your Digital Work with a Chromebook
  - The majority of student work will be stored in their internet/cloud based applications 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.
  - The district will not be responsible for the loss of any student work.

#### 5 Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, there are some applications that can be used while offline and not connected to the Internet. Students will be bound by the Hoopston Area technology policy, administrative procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks.

#### 6. Operating System and Security

- 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.

Updates:

The Chromebook operating system, Chrome OS, updates itself automatically. There is no need for students to manually update their Chromebooks.

#### 7. Software - Google Apps for Education

- Chromebooks seamlessly integrate with Google Apps for Education suite of productivity and collaboration tools. The suite includes Google Docs (word processing), Spreadsheets, presentations, drawings, and forms. All work is stored in the cloud.

## **8. Chromebook Identification**

- The district 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. At the HS Level, students will be assigned the same Chromebook for the duration of their time at Hoopeston Area. **Take good care of it!!**

## **9. Repairing/Replacing Your Chromebook**

**High School Level:** Take the broken Chromebook to Mr. Root's classroom.

**Elementary Level:** Take the broken Chromebook to your Teacher.

**Middle School Level:** Take the broken Chromebook to your Tech person.

## **10. No Expectation of Privacy**

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks (including reviewing files and other materials) at any time for any reason related to the operation of the District and/or for any purpose that furthers the interests of the District. By using a Chromebook, students agree to such access, monitoring and/or recording of their use.

Monitoring Software:

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on students' Chromebooks.

# Chromebook Agreement

## Signature Form

**Note:** The policies mentioned below are contained in the Student Handbook. We ask you to sign this paperwork (front and back) so your child can receive a Chromebook and Journey's Textbook in the event your child is placed on a short-term quarantine this school year.

School Year: **2022- 2023** Grade: \_\_\_\_\_

Chromebook ID #: \_\_\_\_\_ Protective Case ID #: \_\_\_\_\_

By signing below, the student and their parent/guardian agree to follow and accept:

- Hoopeston Area CUSD #11 Acceptable Use Policy (Student Handbook)
- The Hoopeston Area School District Chromebook Policy (Student Handbook)
- The Website and Social Media Guidelines (Student Handbook)
- That Hoopeston Area CUSD #11 owns the Chromebook, software, and issued peripherals including Hot Spots.
- If the student ceases to be enrolled at Hoopeston Area CUSD #11, the student will return the Chromebook and all peripherals in good working order or pay the full replacement cost of the device, chargers, Hot Spots etc.
- In no event shall Hoopeston Area CUSD #11 be held liable to any claim of damage, negligence or breach of duty.

Print Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

-----Office Use Only-----

<b>Date Returned:</b>	
<b>Needed Repairs:</b>	
<b>Missing Items:</b>	