

# Boise City Public School District Chromebook Policy Handbook



The policies, procedures, and information within this document apply to all Chromebooks used at Boise City Public School District 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.

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# Receiving Your Chromebook:

Chromebooks will be distributed at the start of each school year. An Acceptable Use and Liability Agreement will need to be signed at Registration.

Students will retain their original Chromebook each year while enrolled at Boise City Public School District. New Chromebooks will be distributed when students begin 3rd and 8th grades. Ensuring that their Chromebook will last 5 years provides incentive for students to properly care for their Chromebooks. Students are expected to keep their Chromebooks in good, working order.

## **Return:**

Each year, Chromebooks will be collected as part of the student checkout process. The same Chromebook will be reissued to each student at the beginning of the next school year.

Any student who no longer attends Boise City Public School District will be required to return their Chromebook. If a Chromebook is not returned, the parent/guardian will be held responsible for replacement cost.

# Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology Coordinator. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced.

## General Precautions:

- Food or drink is not recommended near your Chromebook.
- Cords and other items must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life and reduce charge time in the charge cart. Closing the Chromebook does not shut it down. You must hold down the power button to turn off a Chromebook.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Extreme heat or cold may cause damage to the Chromebook.

## Carrying the Chromebook:

The Chromebook is not designed to prevent damage from drops or abusive handling. Students should carry their Chromebook like a book or cafeteria tray. Under no circumstance should the Chromebook be carried while open.

## 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 poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. hands, pens, pencils, notebooks).
- Do not place the Chromebook on the floor where it could get kicked or stepped on.
- 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. Packaged pre-moistened eyeglass lens cleaning tissues may be used to clean the screen.

# Using Your Chromebook:

## **At School:**

The Chromebook is intended for use at school each and every day. Students are responsible for bringing their adequately charged Chromebook to all classes, unless specifically advised not to do so by their teacher.

## **At Home:**

Generally, students are not encouraged to take their Chromebooks home, but exceptions may be made in the case of an absence. However, Chromebooks must be in a fully charged condition at the start of each school day. Repeated failure to charge your Chromebook may result in referral to administration and possible disciplinary action. When fully charged at home or in the provided chromebook charge cart at school, the battery should last throughout the day. Additional chargers for home use may be purchased from the school.

## **Sound:**

Students are required to use headphones for sound at a reasonable volume. Headphones will not be provided by the school. If a student does not have headphones that they can use, they are expected to keep their Chromebook muted at all times.

## **Printing:**

*At School:* Teachers will utilize digital copies.

*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 will have access to their own, personal Google Drive. It will be the responsibility of the student to maintain the integrity of their files. As students work in apps such as Google Docs, their work will automatically be saved to their Google Drive. A student's Google Drive may be accessed from any computer with internet access by visiting <http://drive.google.com> and logging in with their school-issued Google account and password.

# Software on Chromebooks:

## **Originally Installed Software:**

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 shutdown and restarted. From time to time, the school may add software or apps 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.

## **Additional Software:**

Students are not allowed to install additional software on their Chromebook other than what has been approved by Boise City Public School District.

## **Inspection:**

At the end of the year, students will provide their Chromebook for inspection. Students may also be required to provide their Chromebook for inspection at the request of teachers or administration. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate materials. Inappropriate use or content will be subject to disciplinary action.

## **Procedure for Restoring the Chrome OS:**

If technical difficulties occur the device may be restored to factory settings. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored.

# Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels. Spot checks for compliance may be done by Boise City Public School District Personnel at any time.

# Protecting & Storing Your Chromebook:

## **Chromebook Identification:**

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified by the Chromebook identification number on the lid or the serial number on the bottom. Under no circumstances are students to modify, remove, or destroy identification labels.

## **Storing Your Chromebook:**

When students are not using their Chromebook, it should be stored in the assigned slot on the charge cart. The Chromebook is not to be stored in lockers or anywhere else at school besides the charge carts. The Chromebook should be charged fully each night. Chromebooks should never be stored in a vehicle for an extended period of time, especially during times of extreme temperatures.

## **Charge Carts:**

Students will be assigned a slot on a charge cart, and will be responsible for returning their Chromebook to the assigned slot when the Chromebook is not in use. Students are also expected to keep the charge carts tidy. Each student has their own charging cable and is expected to only use the charging cable assigned to them as well as keep the cables relatively organized. Cables should be neat and run straight through the existing cable management in the cart. Cables should never be tangled. If a student's cable works its way out of a cable management clip or runway, students are expected to feed their cables back through the cable management solution in the cart, and not leave it dangling where it can become tangled. Failure to keep a charge cart tidy will result in disciplinary action. Use of a charging cable assigned to another student is strictly prohibited. Charging cables may be labeled with a number that correlates to their slot to help students identify their assigned cable.

## **Chromebooks Left in Unauthorized Areas:**

Under no circumstance should a Chromebook be stored in unauthorized areas. Unauthorized areas include: the school grounds and campus, the cafeteria, on or under a desk, the library, lockers, locker rooms, dressing rooms, hallways, bathrooms, in a car, or any other area at school that is not the Chromebook charge cart. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unauthorized location.

# Repairing or Replacing Your Chromebook:

## Chromebooks Undergoing Repair for Damage:

- Boise City Public School District will assess the Chromebook damage and repair or replace the device.
- Boise City Public School District will endeavor to repair or replace Chromebooks in a timely manner.
- Loaner Chromebooks will be available for students until repair or replacement is complete. Loaner Chromebooks will be collected at the end of each school day.
- If repair is needed due to malicious damage, the school will refuse to provide a loaner Chromebook unless full repair or replacement cost has been rendered prior.
- Repaired Chromebooks will potentially end up with the original factory image as first received. It is important that students keep their school data synced to their Google Drive so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

## Chromebooks Undergoing Repair for Technical Issues:

- Loaner Chromebooks will be issued to students who bring their Chromebook with technical issues that would be considered normal wear and tear or factory defects and not damage caused by student misuse.
- If the Chromebook is under warranty, a loaner Chromebook will be issued to the student while the Chromebook needing repair is sent back to the manufacturer.

## Manufacturer Warranty:

The manufacturer warranty is only valid for the first 12 months from the date Boise City Public School District takes delivery of the Chromebook. This warranty is limited and will not cover damage caused by misuse, abuse, or accidents.

## Chromebook Technical Support:

Teachers are to be notified if a student requires assistance with their Chromebook. Teachers will submit a technology request for repair or technical assistance. Under no circumstance should anyone besides the Technology Coordinator attempt to repair a Chromebook.