



St. Croix Central School District

Chromebook Use Handbook

Procedures and Information for Students and Parents

The technology vision of the St. Croix Central School District is to ensure that all students and staff become creative, collaborative, lifelong learners through the effective use of ideas and information. It is essential that we provide students and staff with the tools necessary to learn and thrive in their changing world. The integration and effective use of technology within the curriculum is a key component in achieving these goals. As a result, the St. Croix Central School District has elected to continue to implement a 1:1 Chromebook initiative for grades 3rd through 12th. Students within these grades will obtain a Chromebook from the District for the school year.

Our students will transition from consumers of information to creative producers and owners of knowledge. To prepare them, our team will establish collaborative professional learning communities based on integrative professional development for teachers. This program enhances classroom environments by providing high-quality instruction, assessment, and learning through the integration of technology and curriculum.

Technology immersion enables teachers to continue to be a vital role by transforming the teacher from a director of learning to a facilitator of learning. The Board of Education, district staff, and community members all play a key role in the development of effective and high-quality educational experiences.

Device Issued:

3rd - 12 Grade: Lenovo Series Chromebook with Chrome OS - 4GB RAM - 16GB Storage

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1. RECEIVING YOUR COMPUTER

Chromebooks will be distributed during Open House, or within the first week of the beginning of school. All Parents/Guardians are encouraged to attend an orientation and are required to sign the St. Croix Central School District Chromebook Handbook document before the Chromebook can be issued to their child. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the St. Croix Central School District. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled in the St. Croix Central School District.

All transfer/new students will participate in school orientation and will be able to pick up their Chromebook from the IT Department. New students that transfer during the year must stop by the IT Department to complete paperwork. Both students and their parents/guardians must sign the St. Croix Central School District Chromebook Agreement prior to picking up a Chromebook.

Students will be held responsible for ALL damage done to their Chromebook not covered by the 1-Year manufacturer's warranty including, but not limited to, broken screens, cracked pieces, in-operability, vandalism, etc. Students will not be held responsible for general computer problems that do not result due to

negligence i.e. corrupt system files, defective hardware, etc. The administration will investigate all avenues to determine if the damage was caused by misuse or faulty equipment/software.

1a: No Expectations 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 with just cause, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

2. RETURNING YOUR CHROMEBOOK

- End of Year: At the end of the school year, students will turn in their Chromebooks. Failure to turn in a Chromebook will result in the students being charged the full \$250 replacement cost. The District may also file a report of stolen property with the local law enforcement agency.
- Transferring/Withdrawing Students: Students that transfer out of or withdraw from the St. Croix Central School District must turn in their Chromebook and cases to the school office on their last day of attendance. **Failure to turn in the Chromebook will result in the student being charged the full \$250 replacement cost.** The District may also file a report of stolen property with the local law enforcement agency.

3. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the LMC as soon as possible so that they can be taken care of properly. ***Do not take Chromebooks to an outside computer service for any type of repairs or maintenance.***

3a: General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- Never store your Chromebook in your carry case or backpack while plugged in.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must have a St. Croix Central School District AV tag on them at all times and this tag must not be removed or altered in any way. If the tag is removed or damaged, please let the IT

Department know will get a replacement tag for the chromebook.

- Chromebooks should never be left in a car or any unsupervised area.
- Students should never leave their Chromebooks unattended unless locked in their hallway lockers.
- Chromebooks should not be used or stored near pets.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- The exterior of the Chromebooks and the Chromebook case cannot be decorated or personalized in any fashion, and the only factory decals and St. Croix Central School District AV tag should be on the Chromebook.
 - There will be plastic Chromebook covers available for purchase in the school store if personalization is preferred.
- **Students are responsible for bringing completely charged Chromebooks for use each school day.**

3b: Carrying Chromebooks and Case Care

- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Always transport Chromebooks with care and in school-issued protective cases. Failure to do so may result in disciplinary action.
- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use. The cases are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

3c: Screen Care

The Chromebook screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use a water-dampened towel or a highly diluted solvent.

4. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- In addition to the teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes unless specifically advised not to do so by their teacher.
- **Students will NOT be allowed to bring Chromebooks into the restrooms or Physical Education locker rooms.**

4a: Chromebooks left at home or not charged

- Students will have the opportunity to use a replacement Chromebook from the LMC for the day if one is available. The student will be responsible for any damage to or loss of the issued device. Devices checked out must be returned by the end of the school day.
- Repeated violations of this policy will result in disciplinary action.

4b: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the LMC.
- Students using loaner Chromebooks will be responsible for any damages incurred. Students will pay full replacement cost if it's lost or stolen.
- Chromebooks on loan to students having their devices repaired may be taken home.
- A member of the technology department will contact students when their devices are repaired and available to be picked up.

4c: Charging your Chromebook

- **Chromebooks must be brought to school each day fully charged.**
- Repeated violations of this policy will result in disciplinary action.

4d: Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang-related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

4e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.
- Headphones will be available for purchase from the School Store or the LMC.

4f: Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students will still be able to print from desktop computers in the computer labs, LMC, and other locations.
- Students will **not** be able to print directly from their Chromebooks while at school or home.

4g: Account Access

- Students will only be able to log into their Chromebook using their school-issued Google Apps for Education account.
- Students should always use the Chromebook with their own accounts.
- **Students should never share their account passwords with others, unless requested by an administrator.**

5. USING YOUR CHROMEBOOK OUTSIDE OF SCHOOL

Students are encouraged to use their Chromebook for school work at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the St. Croix Central School District Technology Use Agreement and all other guidelines in this document wherever they use their Chromebook. **Parents/guardians will be provided their child's login name and password upon request.**

6. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Docs is a suite of products (Docs, Presentations, Drawings, Spreadsheets, and Forms) that lets you create different kinds of online documents, work on them in real-time with other people, and store your documents and your other files.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.

- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.
- With Internet connection, you can access your documents and files from any Chromebook, anywhere in the world using Google Apps.
- All items will be stored online in Google Cloud environment and on their Chromebooks.

7. OPERATING SYSTEM ON YOUR CHROMEBOOK

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

7a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging.

7b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.

7c: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the LMC or SCC - IT Department.

7d: Software Installation and Chrome Web Apps for Education

- Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web.
- All work is stored in the cloud, online.
- Students are allowed to use Chrome web apps and extensions that are staff approved and district updated. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

8. RESPONSIBLE USE GUIDELINES

8a: General Guidelines

- [Internet Safety and Acceptable Use Policy](#)
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the St. Croix Central School District.
- Students are responsible for their ethical and educational use of the technology resources of the St. Croix Central School District.
- Access to the St. Croix Central School District technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Network Use Agreement.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- Students and parents/guardians understand that the St. Croix Central School District does not have control over information found on the Internet. Every attempt is made to block access from inappropriate material while the student is at school. Random checks will be done, and students with inappropriate material will be disciplined accordingly. The District is not able to control student usage of the device while at home. It is the parent/guardian's responsibility to supervise information that a student is accessing from the Internet while at home.
- Chromebooks managed by the district come with the same CIPA internet filtering software as we have at school. However, parents should still be vigilant and monitor what their child is doing online at home. While in-district Chromebooks will use the School's Wi-Fi to access the internet which is filtered as well.

8b: Privacy and Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password, or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the School District of St. Croix Central.
- If you inadvertently access a website that contains obscene, pornographic or otherwise

offensive material, exit the site immediately and notify your teacher or paraprofessional.

8c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

8d: E-mail Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Do NOT USE YOUR SCHOOL ISSUED EMAIL TO SIGN UP FOR SOCIAL MEDIA SITES unless directed to do so by a teacher.
- E-mail & communications sent/received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at any time.

8e: Consequences

- Students are responsible for the appropriate use of accounts and equipment issued to them.
- Non-compliance with the policies of this document or the Responsible Use of Technology Agreement will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

9. PROTECTING & STORING YOUR CHROMEBOOK

9a: Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
 - Record of district asset tag and serial number
 - Individual user account name and password
 - Chromebooks are the responsibility of the student. This device will be yours for the duration of your time at St. Croix Central. *Take good care of it!*
 - If an identification tag is damaged or missing please report this, and a new tag will be made.

9b: Account Security

- Students are required to use their Google Apps for Education user ID and password to protect their accounts and are required to keep that password confidential.

9c: Storing Your Chromebook

- When students are not using their Chromebook, they should store them in their locked lockers.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

9d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, bathrooms, locker rooms, LMC, unlocked classrooms, dressing rooms, and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

10. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the LMC. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- **ALL REPAIRS must be completed by LMC or IT Staff**

10a: Chromebooks in need of repair

- All Chromebooks in need of repair must be brought to the LMC as soon as possible.
 - Personnel will examine the Chromebook and make the appropriate solution path to get the device repaired.
 - All repair work must be reported to the technology department, even if the family has purchased additional insurance.

10b: Optional Insurance

- The District has contracted with a third party insurance agency to provide optional coverage.
- Coverage includes accidental damages and an extended manufacturer's warranty to the Chromebook
 - Cost: \$20.00 per year
 - No deductibles
 - Covers damage from drops, cracks, liquid spills and liquid submersion
 - Coverage also included devices that have been stolen with a copy of a police report
 - Unlimited repair claims
 - Coverage **DOES NOT** include the following: damage to the charger, damage to carrying case, or damage as a result of negligence.

10c: Estimated Costs - uninsured or malicious damage

If school district personnel determine that the Chromebook was purposely damaged, or accidentally damaged without insurance a fee of \$25 per repair will be charged to the student. A device that is damaged beyond repair will result in the student being charged the full \$250 replacement cost.

10d: Stolen or Vandalized Chromebook

- If a Chromebook is stolen or vandalized during the school day students or parents should contact the school's office as-soon-as-possible. Proper direction and protocol will be handled at that time.
- If your Chromebook is stolen or vandalized outside of the school day students and parents must do the following:
 - Contact the authorities to report a theft

- Please send an email to sccit@scc.k12.wi.us with all of your contact information.
- Once the district receives this information someone will be in touch with you within 24 hours.

12. CHROMEBOOK FAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight, and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for any time, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." (Google)

Q. What kind of software does a Chromebook run?

A. Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store.

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of the St. Croix Central Information & Instructional Technology Dept. will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB storage, mice and keyboards
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a Wi-Fi signal to access the web. Some applications such as Google Docs can even be used offline.

Q. Will our Chromebook have 3G/LTE?

A. No. The district Chromebooks will not have 3G/LTE broadband.

Q. Do Chromebooks come with Internet Filtering Software?

A. Yes. Chromebooks managed by the district come with the same CIPA internet filtering software as we have at school that will be in effect on the devices at all times. However, parents should still be vigilant and monitor what their child is doing online at home. While in-district Chromebooks will use the School's Wi-Fi to access the internet which is filtered as well.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. Battery Life

A. Chromebooks have a rated battery life of 8.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

Q. Will my son/daughter be able to take their chromebook home with them?

A. Students in grades 6th-12th will be able to take their device home with them throughout the school year. Students in grades 4th-5th will store their devices in their homeroom teacher's rooms within a secure cart during non-school hours. All devices will be collected at the end of the school year just like a textbook.

St. Croix Central School District
Chromebook Consent Form

STUDENT AGREEMENT

I agree that I have read and understand the [Chromebook Use Handbook](#). I agree to follow the rules contained in the policy. I understand that if I violate the [Chromebook Use Handbook](#) or the [Internet Safety and Acceptable Use Policy](#), my access privileges may be revoked and I may face other disciplinary measures.

STUDENT NAME (please print) _____

Graduation Year _____

Student Signature _____

Date: _____

PARENT/GUARDIAN AGREEMENT

As the parent or guardian of the student signing above, I have read and understand the [Chromebook Use Handbook](#). I hereby grant permission for him/her to have access to the technology resources and privileges provided by the District. I understand that this access is for educational purposes only. I recognize that even though the District has installed an Internet filtering device on all District computers accessing the Internet, it is impossible for the District to eliminate or otherwise disallow access to all controversial materials on the Internet/network. I will not hold the District responsible for materials acquired on the Internet/network. I understand that individuals and families may be held responsible for violation of [Internet Safety and Acceptable Use Policy](#). I understand that we may be held responsible to reimburse the district for damage, repairs, or replacement of a Chromebook due to negligence on our part.

Parent/Guardian Name(s) (please print) _____

Parent/Guardian Signature(s) _____

Date: _____