Forest Area School District
Chromebook Handbook
2014-2015

Board Approved:

Taking Care of Your Chromebook:
Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the tech support help desk as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended.

1. **General Precautions**
    a   No food or drink should be used with Chromebooks.
    b   Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
    c   Chromebooks should not be used or stored near pets.
    d   Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
    e   Chromebooks must remain free of any writing, drawing, stickers, and labels.
    f   Heavy objects should never be placed on top of Chromebooks.

2. **Carrying Chromebooks**
    a. Never lift Chromebooks by the screen.
    b. Never carry Chromebooks with the screen open

3. **Screen Care**
    a. The Chromebook screen 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.
    b. Do not put pressure on the top of a Chromebook when it is closed.
    c. Do not store a Chromebook with the screen open.
    d. Make sure there is nothing on the keyboard before closing the lid (ex. pens, pencils or disks).
    e. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
    f. Chromebook covers provided by the school district shall not be removed unless authorized by the principal or technology department

4. **Asset Tags**
    a. All Chromebooks will be labeled with a district asset tag.
    b. Asset tags may not be modified or tampered with in any way.
    c. 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.

Using Your Chromebook At School:

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

1. If a student does not bring his/her Chromebook to school
    a. A student may check out a loaner for the day, if available.
    b. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
    c. District personnel will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to the principal's office for those students that have more than two occurrences per quarter.
    d. The students that obtain a loaner will be responsible for returning the borrowed device before the specified time.
    e. If a loaner is not turned in by the end of the day, a report will be filed with the principal's office.

2. Chromebooks being repaired
    a. Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook with the district IT staff for repair.
    b. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
    c. Chromebooks on loan to students having their devices repaired may be taken home.
    d. The IT staff will contact students when their devices are repaired and available to be picked up.
    e. If a loaner is not turned in by the specified time, a report will be filed with the principal's office.

3. Background and Themes
    Backgrounds and themes must be school appropriate.
4. Sound
    a. Sound must be muted at all times unless permission is obtained from a teacher.
    b. Headphones may be used at the discretion of the teachers.
5. Printing
    a. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. On-campus printing will not be supported.
    b. 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.
6. Logging into a Chromebook
    a. Students will log into their Chromebooks using ~~the~~ **only** school-issued Google Apps for Education accounts.
    b. Students should never share their account passwords with others.

7. Managing and Saving Your Digital Work With a Chromebook
 a. The majority of student work will be stored in Internet/cloud applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
 b. Students should always remember to save frequently when working on digital media.
 c. The district will not be responsible for the loss of any student work.
 d. 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.

8. Using Your Chromebook Outside of School
 a. Students are encouraged to use their Chromebooks at home and other locations outside of school.
 b. Applications including Google Drive, Google Presentations and Gmail are available offline.
 c. Chromebooks can connect to any WiFi or Ethernet network.

Operating System and Security

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.

 1. Updates
  The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

 2. Virus Protection
  a. Chromebooks have built in security to protect them from viruses, malware and other online threats
  b. There is no need for additional virus protection.

Content Filter:

Forest Area School District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will be subject to Internet filtering and monitoring of Internet usage. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the consideration of **a** filtering change.

Software:

 1. Google Apps for Education
  a. Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite currently includes Google Docs, Spreadsheets, Presentations, Drawings, Forms, Sites, Gmail, Groups, Voice and Blogger. Apps may be added or deleted.

b. All work is stored on Google servers.

2. Chrome Web Apps and Extensions

    a. Students are allowed to install appropriate Chrome web apps and extensions from the Chrome web store.

    b. Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.

    c. Some web apps will be available to use when the Chromebook is not connected to the Internet.

Chromebook Identification:

1. Records

The district will maintain a log of all Chromebooks that includes the Chromebook condition, serial number, asset tag code, and name of the student assigned to the device.

2. Users

Each student will be assigned the same Chromebook for the duration of his/her time at Forest Area School District. Take good care of it.

Repairing/Replacing Your Chromebook:

1. Tech Support

All Chromebooks in need of repair should be taken to the designated area as soon as possible.

2. Vendor Warranty

The Chromebook comes with a limited vendor warranty. The vendor warranty does not warrant against damage caused by misuse, abuse or accidents.

3. Estimated Costs (subject to change)

    a. The following are estimated costs of Chromebook parts and replacements.

        i.   Replacement Chromebook - $250.00

        ii.   Screen - $100.00

        iii.   Keyboard/touchpad - $50.00

        iv.   Power cord - $25.00

4. Financial Responsibility

    a. Families will receive a **notification** each time a repair is made so that parents can be informed about how the Chromebook is being cared for and maintained.

    b. Parents will have the option to appeal a charge based upon eligibility for free and reduced lunch, and other extenuating circumstances. Repairs needed as the result of behavior requiring disciplinary action will not be eligible for a waiver.

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 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.

Monitoring Software
Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks on campus.

Appropriate Uses and Digital Citizenship:
School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

A. I understand that the use of District resources is a privilege, not a right, and that the system administrator(s) may close my account at any time deemed necessary. Inappropriate use may result in a suspension of privileges and/or other disciplinary measures.

B. I will accept personal responsibility for reporting any misuse of District resources to school staff.

C. I will not use District resources to post any web pages for commercial activities, product advertisement, or political advocacy.

D. I will not use District resources to transmit or post any harassing, obscene, discriminatory or offensive material. All material posted will be in keeping with school assignments.

E. I understand that school administration has the right to monitor all postings and that e-mail sent through District resources may be scanned for content violating the terms of this agreement and that suspect e-mail may be reviewed by school administration. There should be no expectation of privacy for any information transmitted/stored in District resources.

F. I understand that e-mail sent via District resources must be school related and must abide by the guidelines outlined here. Student email accounts are restricted to only send and receive mail to/from other Forest Area School District addresses, and no attempts should be made to exchange email with outside domains. I will immediately report any threatening, obscene, or harassing e-mail to school staff.

G. I understand that I will not share my passwords with other students and am responsible for all e-mail and postings sent through my account.

H. I will not harm or destroy data of another user or student.

I. I understand and will abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:
      a. Being Polite: Never sending or encouraging others to send abusive messages.

b. Using Appropriate Language: I understand that I am a representative of our school and District on the Internet and will use polite and appropriate language.

c. Privacy: I will not reveal my home address or personal phone number or the addresses and phone numbers of staff members of other students.