

# Oostburg School District

## ***1:1 Chromebook Policy Handbook***

### **2017-2018**

#### **Introducing Chromebooks**

In 2017/18, the Oostburg School District is issuing all high school students a Chromebook device. This device is the property of the Oostburg School District. The Chromebook will allow students access to Infinite Campus, G Suite for Education, educational web-based tools, as well as many other useful websites. The Chromebook device is an educational tool that is not intended for gaming, social networking, or high-end computing. Each student will be responsible for paying an Insurance Fee during registration.

#### **1:1 Chromebook Program**

The mission of the 1:1 Chromebook program is to create a collaborative learning environment for all students. This environment supports engagement with content and promotes self-directed exploration and inquiry among students. Students will be transformed from consumers of information to creators of content and insights. The Instructional Technology Team fosters development of professional learning communities among teachers to enhance classroom integration of technology and curriculum. Technology integration continues to rapidly redefine the vital role of the teacher - from a director of learning to a facilitator of learning. The Board of Education, district staff, and community members will continue to play a key role in making highly effective educational experiences available to all students.

***This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Oostburg School District.***

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## **1. RESPONSIBLE USE GUIDELINES**

### **1a: General Guidelines**

- Access to the Oostburg School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to comply with the District's [Acceptable Use Policy](#).
- Students will have access to all available forms of electronic media and communication which support education, research and the educational goals and objectives of the Oostburg School District.
- Students are responsible for their ethical and educational use of the technology resources of the Oostburg School District.
- 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 malware.
- Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued application and are given no guarantees that data will be retained or destroyed.
- 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.

- School district Internet filtering will be provided for the Chromebooks when used outside of school district buildings.

### 1b: Electronic Communication

- Always use appropriate and proper language in electronic 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.
- Email & communications sent / received should be related to educational needs.
- Email & communications are subject to inspection by the school at any time.

### 1c: Consequences

- Non-compliance with the policies of this document or the [Acceptable Use Policy](#), will result in disciplinary action.
- 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.

## 2. DIGITAL CITIZENSHIP

Students must follow the six criteria of digital citizenship:

- **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
- **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
- **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
- **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist or inappropriate.
- **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

- **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

### 3. RECEIVING CHROMEBOOKS:

Chromebooks will be distributed within the first two weeks of the school year. Parents/Guardians and students MUST complete the District's device registration process before the Chromebook can be issued. This includes: receiving instruction on proper use of the device and digital citizenship during the first week of school, paying the Chromebook insurance fee (at registration), reading the District's Acceptable Use Policy and Chromebook Policy Handbook, and signing the Chromebook Use Agreement along with their parent or guardian.

### 4. RETURNING CHROMEBOOKS:

All district owned Chromebooks must be returned at the end of the school year according to the directions provided by the Instructional Technology Team.

- Students leaving the District must return district-owned Chromebooks to a staff member in the School office or IT Department.
- Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.

### 5. TAKING CARE OF CHROMEBOOKS:

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 School Library or Help Desk as soon as possible so that they can be fixed by the IT Department or sent off for repair. ***Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

#### 5a: 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 **may not** add writing, drawing, or stickers to their Chromebook.
- Vents **MAY NOT** be covered.
- Chromebooks must have a Oostburg School District identification label on them at all times, and this tag must not be removed or altered in any way.
- Chromebooks should never be left in a car or exposed to extreme temperatures for

long periods of time.

- Chromebooks should never be left unattended in any unsupervised area.

### 5b: Carrying Chromebooks

- Transport Chromebooks with 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.
- *Students should never carry their Chromebooks while the screen is open unless instructed to do so by a staff member.*

### 5c: 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 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.
- Do not place anything on the keyboard before closing the lid (e.g. papers, pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Avoid using cleaning solvents. Only use a water dampened towel or a product intended for use on the screens of electronic devices.

## 6. USING CHROMEBOOKS AT SCHOOL

- **Students are responsible for bringing a fully charged Chromebook to school each day for class use.**
- Students may choose to substitute their own device from home as long as it has a Chrome browser and can maintain a charge for the duration of the school day. However the district-issued Chromebook must still be ready and available for use at school (particularly for standardized testing purposes). There will be no support provided for student-owned devices.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks should be locked in school lockers when not in use.

### 6a: Chromebooks left at home

- The student *may* have the opportunity to use a loaner Chromebook. Please check with your school library or help desk to determine if a loaner is available. If a loaner is

available, it may be checked out and returned by the end of the day. *Loaners may not leave the school.*

- Repeat violations of this policy will result in disciplinary action as determined by the building Administration.

#### 6b: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Help Desk.
- Student will pay full replacement cost if the loaner Chromebook is lost or stolen.

#### 6c: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students must charge their Chromebooks each evening. Charging ports are not provided in classrooms.
- Repeat violations of this policy will result in disciplinary action.

#### 6d: Backgrounds/Avatars

- Inappropriate media may not be used as a screensaver, background, or profile image.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

#### 6e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones or earbuds are required, and may be used at the discretion of the teacher.

#### 6f: Printing

- Students will not have direct access to Oostburg School District network printers from their Chromebook.
- Printing from a Oostburg School District network printer will only be available from Google Drive via access to a workstation computer in a school lab.
- Printing from home can be done through Google Cloud Print. More information on printing can be attained here: <http://support.google.com/cloudprint/?hl=en> and <https://www.google.com/cloudprint/learn/printers.html#info-brother>

#### 6g: Account Access

- Students will only be able to log in on their Chromebook using their [@oostburgdutch.com](mailto:@oostburgdutch.com) account.

- Personal Gmail accounts will not be accessible on their Chromebook.

## 7. MANAGING & SAVING DIGITAL WORK WITH A CHROMEBOOK

- All student documents and files will be stored online in the Google Cloud environment. To maximize productivity, students are encouraged to activate the OFFLINE access to their Google Drive. This Google feature allows students to access Google documents stored in their “My Drive” without relying on an internet connection.
- Prior to leaving the district or graduating, students who would like to save any work from their district Google account need to use [Google Takeout](#) to transfer the work to a flash drive.

## 8. OPERATING SYSTEM ON CHROMEBOOKS

### 8a: Updating your Chromebook

- Students should check the version of Chrome they are running **monthly**.
- To check the most recent Chrome version students should go to **SETTINGS** and click on **ABOUT CHROME OS**. The click on **CHECK FOR AND APPLY UPDATES** to determine if your device is up-to-date.

### 8b: Procedures for Restoring your Chromebook

- If a student Chromebook needs technical support, the Chromebook should be taken to the Library or Tech Department and all support will be handled there.

## 9. PROTECTING & STORING CHROMEBOOKS

### 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 is for use during the duration of the lease term while enrolled at OSD. *Take good care of it!*

### 9b: Account Security

Students are required to use their @oostburgdutch.com domain user ID and password to protect their accounts, and are required to keep that password confidential. Students are permitted to change their password as desired.

### 9c: Storing Chromebooks

- When students are not using their Chromebook, they should store them in their locked locker.

- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home everyday 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, field house, locker rooms, IMC, 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 a Chromebook in an unsupervised location.

### 10. REPAIRING/REPLACING CHROMEBOOKS

- Please report all Chromebook problems to the Library or Technology Department.
- Insurance is required for a yearly fee due at registration. Coverage through TRA ChromeCare insurance includes drops, breaks, spills, normal wear and tear, hardware failure, and manufacturer defects. It is a zero-deductible policy. Events not covered by the insurance policy include: lost or stolen devices, cosmetic damage that does not affect functionality, AC adapters, and batteries.
- If the insurance fee has not been paid, the student will be responsible for the full repair cost of the Chromebook.

### 11. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the Library or Technology Department.

Services available include the following:

- User account support
- Hardware maintenance and repairs
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- ALL DAMAGE must be promptly reported to Library or Technology Department STAFF to ensure timely repair and return of damaged device

### 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 anytime, 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.” (Google)

**Q. How are these web-based applications managed?**

A. Each Chromebook we provide to students will be a managed device. Members of Oostburg School District's 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 (see [supported file systems](#))
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones

**Q. Can the Chromebook be used anywhere at anytime?**

A. Yes, as long as you have a WiFi signal to access the web.

B. Chrome offers the ability through the Apps Launcher so users can work in an "offline" mode.

**Q. Will our Chromebook have cellular data?**

A. No. The district Chromebooks will not have cellular broadband.

**Q. Do Chromebooks come with Internet Filtering Software?**

A. Yes. Chromebooks will come with internet filtering software that works at school and at home.

**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. Chrome is the safest browser currently available.

**Q. Battery life?**

A. Chromebooks have a rated battery life of 8-10 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

[\\* Adapted from the Raymond J. Fisher Middle School website, Los Gatos, CA](#)