

## Student Guide to 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 LMC 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 at school except when locked in their locker.

### General Precautions

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

### Cases

- Each student will be issued a protective case for his/her Chromebook. The Chromebook should never be taken out of this case.
- Although the cases are padded to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

### Carrying Chromebooks

- Always transport Chromebooks with care and in the school issued protective case. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

### Screen Care

- 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.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### Asset Tags

- All Chromebooks will be labeled with a 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.

### Using Your Chromebook At School

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

### If a student does not bring his/her Chromebook to school

- A student may stop in the LMC and check out a loaner for the day.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- Excessive Checkouts may cause the student to lose their ability to take the device home.
- The students that obtain a loaner will be responsible for returning the borrowed device to the LMC before 3:20 p.m.

- If a loaner is not turned in by 3:20 p.m., the LMC will submit a report to the office.

### **Chromebooks being repaired**

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the LMC.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- While the Chromebook is being repaired, the loaner Chromebook may be taken home at the end of the school day (students issued a Chromebook).
- Students will receive an email when their devices are repaired and available to be picked up.

### **Charging Chromebooks (students issued a Chromebook)**

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- There will be a limited number of unsupervised charging stations in the library available to students on a first-come-first-served basis.

### **Backgrounds and Themes**

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

### **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 for sanitary reasons.

### **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 the library and other various locations. Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Each print station will consist of a desktop computer and networked printer. Students may log into a print station to print their work. 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/>.

### **Logging into a Chromebook**

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

### **Managing and Saving Your Digital Work With a Chromebook**

- The majority of student work will be stored in 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.
- 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.

### **Using Your Chromebook Outside of School (students issued a Chromebook)**

- 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, some applications can be used while not connected to the Internet. Students are bound by the Kaukauna Area School District Acceptable Use of Technology Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

### **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.
- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
- There is no need for additional virus protection.

### **Content Filter**

- The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks while in the District will have all Internet activity protected and monitored by the district. If a website is blocked during school hours, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers or the media center staff to request the site be unblocked. If the device leaves the District network there will only be minimal filtering provided but all activity will be recorded by the District.

### **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.

### **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 Policy 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:
  - Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will use appropriate, respectful language I will act with integrity.
  - 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 while online. 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 people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
  - Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
  - Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite 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.

### **Chrome Web Apps and Extensions**

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.

- Students are responsible for the web apps and extensions they install on their Chromebooks.
- Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.
- Students should not knowingly install Apps or Extensions that interfere with the operation of the Chromebook, monitoring software, or the district network.

#### **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.
- Each student will be assigned the same Chromebook for the duration of his/her time in the Kaukauna Area School District. Take good care of it!

#### **Collection/Inspection**

- Chromebooks will be inspected and/or collected at the discretion of the district
- Chromebooks will be collected for inspection/cleaning at the end of their 7th and 8th grade years.

#### **Repairing/Replacing Your Chromebook/Power Cords/Case**

- All Chromebooks in need of repair must be brought to the LMC as soon as possible.
- Problems with connections or equipment failure will be repaired at no cost
- Any damaged caused by improper use or care will be billed to the student
  - **First Issue** - The District will assume the cost of the repair
  - **Second issue** - The student/parent will pay **\$59** fine (the cost of the insurance)
  - **Third and subsequent issue** - The student/parent will pay a fine equal to the repair/replacement
    - Chromebook = **\$350.00**
    - Cords = **\$80.00**
    - Case = **\$25.00**