

USD 257 Iola Schools

TITLE: Chromebook Policy Handbook

ROUTING: All

NUMBER:

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The mission of the 1:1 program in Iola USD 257 is to create a collaborative learning environment for all students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The School Board, district staff and community members will all play a key role in the development of effective and high quality educational experiences.

Table of Contents:

- 1. Device Purpose**
- 2. Receiving Your Chromebook**
- 3. Care and Maintenance**
- 4. Parent / Guardian Responsibilities**
- 5. Student Use Expectation**
 - a. At Home Use**
- 6. Chromebook Checkout**
 - a. Technology Fee**
- 7. Home Internet Access**
- 8. Email Use**
- 9. Printing**
- 10. Managing and Saving your Digital**
- 11. Content Filter**
- 12. Additional Software**
- 13. Operating System on your Chromebook**
- 14. Inspection**
- 15. Chromebook Check-in**
- 16. Damage, Repair and Fines**
- 17. Chromebooks Undergoing Repair**
- 18. Loss of Privileges**
- 19. Training**

Appendix A • Student and Parent Chromebook Loan Acknowledgement Form

Appendix B • Chromebook Loan Acknowledgement of Devices Return and Condition

1. Device Purpose

The Iola Public School District is supplying students 5th-12th grade with a Chromebook device. This device is property of the Iola Public School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

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

2. Receiving Your Chromebook

Chromebooks will be distributed each fall after the student/parent/teacher informational meetings.

Parents & students must sign and return the Chromebook Loan Acknowledgment Form, and pay any technology fees before the Chromebook can be issued to their child.

3. Care and Maintenance

Chromebooks are assigned to students at the beginning of the year in good working condition. Students are responsible for the care and maintenance of the Chromebook they receive. The device should always be properly maintained and returned in the same condition it was received. Chromebooks that are broken must be turned in to the technology department as soon as possible. USD 257 will provide a protective case for each device which must be used at all times. Personal cases are not permitted.

The following guidelines must be followed at all times.

- Do not stack objects on top of the Chromebook.
- Students must not deface the Chromebook or their case with markings, stickers, etchings, etc. Any student who defaces their Chromebook will be charged a fine.

- A vinyl cling that leaves no residue when removed, will be the only form of adornment or identification allowed.
- All food and drinks must be kept away from the Chromebook at all times.
- Do not transport the Chromebook with the screen open. Chromebook lids should always be closed and tightly secured when moving.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Vents CANNOT be covered.
- Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extracurricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.
- For screen adjustment do not grasp screen by wrapping hand around screen, your thumbs will likely shatter the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Chromebooks must have a Lola School District asset tag on them at all times and this tag must not be removed or altered in any way. If the tag is removed disciplinary actions may result.
- Heavy objects should never be placed on top of Chromebooks.
- It is strongly advised that the Chromebook/case not be crammed into your backpack.
- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen or excessive temperature (Cold/Hot).
- Clean the screen with a soft, dry antistatic, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged premoistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that student bring personal headset or 'earbuds' for any audio projects they work on.
- Students are responsible for securely storing their Chromebook during extracurricular events.

4. Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette:
 - CommonSense Media:
<http://www.commonsensemedia.org/blog/digital-citizenship>
- Ensure that siblings and other family members are not using the device for personal use.

5. Student Use Expectation

- Chromebooks are intended for use at school each day.
- Morning spot checks need to be completed by students every day.
- In addition to teacher expectations for Chromebook use, 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.
- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student may have the opportunity to use a replacement Chromebook from the School's library department if one is available.
- Repeat violations of this policy may result in disciplinary action.
- Loaner Chromebooks *may* be issued to students when they leave their Chromebook for repair at the IT Department as available.

- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it's lost or stolen.
- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy may result in disciplinary action.
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Staff and students are not allowed to share passwords.
- Students will only be able to login using their ****@usd257.org (school email) account.
- Students should always use the Chromebook with their own account.
- Make sure you are not in guest mode or you will not be able access your Chrome extensions.

5.a. At Home

- All students are required to take their Chromebook home each night throughout the school year for charging. *Chromebooks must be brought to school each day in a fully charged condition.* If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
- If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to “check out” their Chromebook. “Checking out” identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning from a central location and returned at the end of the school day to the same central location.
- After the first “check out” period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred to the principal.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

6. Chromebook Checkout

- Checkout will be accomplished using Appendix A • Student and Parent Chromebook Loan Acknowledgement Form.
- Students will not be issued a device until the Technology Department is satisfied that the parent(s)/guardian(s) have read, understand the district policies, have signed the acknowledgement form and have paid the required technology fee(s).

6.a. Technology Fee

In order to generate funds for proper Chromebook upkeep USD 257 requires each student pay a technology fee of \$30 for high school and middle school students. Refunds will only be issued in semester increments at the discretion of the Technology Department. This fee does not purchase insurance. Funds generated from the technology fee will support the general maintenance of the Chromebooks. All technology fees must be paid, or a payment plan must be active before a student is issued a Chromebook.

7. Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- Students may also set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.
- If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

8. Email Use

- Students will be trained on how to use the Chromebook by their homeroom teacher. Training documents and videos will be available online for students to refer to when needed.

- Each student at Lola Middle School is issued a district email address and Google account. Google accounts are required for students to be able to log onto their school issued Chromebook. Middle school students can not communicate with any individual outside USD 257 with their district email address. All traffic incoming and outgoing is redirected and all internal traffic is archived and filtered. Student email addresses should always be used for school related communication. Students should always use appropriate language and never transmit material that is considered obscene, illegal, or offensive to others.

*High school student's email will not be restricted unless there is a violation of this policy or the District Acceptable Use Policy.

9. Printing

- *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>

10. Managing and Saving your Digital Work with a Chromebook

- Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with Internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed.
- 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.
- It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Chromebooks will NOT be backed up by the district in cases of resetting or reimaging. Students will be trained on proper file management procedures.
- Some files may be stored on the Chromebook's hard drive.

- Students should remember to save frequently when working on digital media.
- The district is not responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or have multiple copies stored in different Internet storage solutions.

11. 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, regardless of physical location and Internet connection, will have Internet activity filtered. Despite the filter, the district cannot guarantee that all controversial or inappropriate materials will be blocked.

12. Additional Software

- Students are allowed to load extra extensions/Apps on their Chromebooks. However, any apps that are not provided by the school will need approval. USD 257 will provide any required extensions/apps on the Chromebook. These apps/extensions will be available upon logging into the device using the official school approved email address.
- Any attempt to “jailbreak” the Chromebook or change the configuration will result in an immediate disciplinary action.
- Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, eBooks, etc. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

13. Operating System on 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 reimaging.
- Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive.

Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

- 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 applications 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.
- With defense in depth technology, the Chromebook is built with layers of protection against malware and security attacks. Virus protection is unnecessary on the Chromebook due to the unique nature of its design.
- Since files are stored in the cloud, there's no need to worry about lost homework.
- If your Chromebook needs technical support for the operating system, all support will be handled by the district IT Department.

14. Inspection

- Students may be selected at random to provide their Chromebook for inspection. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptableresponsibilities when using the Chromebook.

15. Chromebook Check-in

- This will be accomplished using the Check-in worksheet, Appendix B • Chromebook Loan Acknowledgement of Devices Return and Condition
- Chromebooks will be returned prior to the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student transfers out of the Iola School District during the school

year, the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will be returned at that time.

- Students who graduate early, withdraw, are expelled, or terminate enrollment at for any other reason must return their individual school Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided on the date of termination.
- If a student fails to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided. Failure to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will result in a theft report being filed with the Lola Police Department and the parent/guardian will be turned over to a collection agency.

16. Damage, Repair and Fines

Students are responsible for the full repair or replacement cost of damaged or lost school property assigned to the student. Damaged equipment that is deemed an act of vandalism will result in disciplinary action up to but not limited to suspension.

If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact administration immediately.

- Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however any accidental or intentional damage to the device will incur a cost. Fines will be imposed in accordance with the below chart or as the circumstances may warrant in the discretion of the Lola School District and its administrators.
- After two incidents of accidental damage, the student may lose some privilege of being in the Chromebook 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action.

- All reports will be investigated and addressed on a case by case basis

17. Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Payment must be received for malicious damage repairs before a student receives another device.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

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| Accidental Damage (1st Instance) | A report must be made immediately to administration. The device and case must be returned to the school so that a new or spare device may be issue. | \$10 or no cost dependant on investigation of cause. |
| Accidental Damage (2nd Instance) | A report must be made immediately to administration. The device and case must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a 2nd break. The student may need to wait until the original device is returned from service. | \$20 |
| Accidental Damage (3rd and additional instances) | A report must be made immediately to administration. The device and case must be returned to the school. However, a spare device will not be issued. The student must wait until the original device is returned from service. | \$20 |

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|---|--|---|
| | Some loss of privileges of using the Chromebook may occur such as the following: - limiting participation in the Chromebook program - may not be permitted to take the device home. This may also result in a referral and disciplinary action. | |
| Intentional Damage | A report must be made immediately to administration. The device and case must be returned to the school so that a new device may be issued. Deliberate damage will be referred to the Principal. Any and all appropriate discipline for damage to school property or as otherwise may be appropriate and as set forth in applicable existing or future Board policies or school building policies. | High Level Fine • All costs of whatever kind that are associated with replacing or repairing the device. |
| Loss | A report must be made immediately to administration | Assessed by current replacement price of device. |
| Theft | A report must be made immediately to administration and a police report MUST be filed with the lola Police Department | no cost |
| Power cord, extension cable, SIM Card, etc. | A report must be made immediately to administration, the Chromebook, power cord, SIM Card, etc. must be returned to the Library Media Center. | \$20 each |

18. Loss of Privileges

Any violation of this policy and / or the District's Acceptable Use Policy may result in loss of privileges concerning Information Technology.

19. Training

Students will be trained on how to use the Chromebook by their homeroom teacher.

Training documents and videos will be available online for students to refer to when needed.

To achieve “online safety” requires training/professional development and community support. The training goal for our faculty, students, and parents is to learn how to be safe and responsible in their use of the Internet. We want to teach critical thinking about online activities. Understanding how to make decisions while online will keep faculty and students safe from predators, but also improve their media literacy.

Online safety is integrated across the curriculum. The faculty receives resources and training in order to educate themselves, their students, and parents of their students on how to avoid dangerous, inappropriate, or unlawful online behavior.

Documentation of teacher and student training is collected via an online form submitted by teachers and training presenters, which updates a database of instructional incidents.

Appendix B • Chromebook Loan Acknowledgement of Devices Return and Condition

Chromebooks are returned to the Technology Department upon transfer, disciplinary reasons and summer maintenance. Chromebooks will be held throughout the summer and returned to you at the beginning of the school year. You may be given the same device as you have used previously.

Completed by Student: Check that you have the following items to returned.

_____ Chromebook s/n _____

_____ Asset Tag Number _____

_____ Chromebook Case

Failure to return all items issued will cause you to be charged for each item that is not returned.

PHYSICAL DAMAGE REPORT: Please check any noticeable breakage, wear, or other problems with the device at check-in. Repairs may be charged at the current insuredeductible level or the actual part cost.

The fines for each component is as follows:

| | | | | | | |
|-----------------------|--|-----------------------|--|------------------------|--|-------------------------|
| Charger (\$20) | | Screen (\$65) | | Screen Bezel (\$30) | | D/C Jack damage |
| Case (\$30) | | Top Cover (\$40) | | Bottom Cover (\$35) | | Excessive Scratching |
| Motherboard (\$99) | | Rubber Feet (\$16) | | Keyboard (\$80) | | Audio Jack damage |
| Hinge cover (\$16) | | Chromebook (\$200) | | | | |

Appendix B, Page 2 • Chromebook Loan Acknowledgement of Devices Return and Condition

Describe any needed details:

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Completed by Technician (Last, First): _____

Date: _____

Checked in by _____ (initial) Amount Owed _____ Paid on _____