Chromebook Take Home Policy

In this packet you will find the policies that pertain to the USD 421 Chromebook Take Home Initiative. Teachers may make additional requirements for chromebook use in their classrooms.

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Obtaining Your Device
As part of the USD 421 Take Home Initiative students will be systematically issued chromebooks for use both at home and at school. Parents and students must sign both the attached student and parent take home agreements as well as the Acceptable Use Policy (AUP) and have paid the district technology fee before a student will be issued a take home chromebook. In addition to the chromebook student’s will also be issued a charger and a protective case. Students are responsible to the care of these items once issued to them. It is expected that all items will be returned in a reasonable and usable condition at the end of each year, graduation, withdrawal from school, or termination of this contract by the district. Failure to return items, or failure to return items in the expected condition may result in fees which if not paid could result in not being allowed to participate in end of year activities and commencement ceremonies.

Associated Costs
Outside of the cost for repairs or replacement as outlined in the Responsible Care section the only other fee associated with the USD 421 Take Home Initiative is the district wide technology fee paid by all K-12 students.

Day Loaner Program
Students who forget to bring their chromebooks to school, bring their chromebooks without significant battery life, choose not to check out a chromebook for take home use, have had their take home privileges revoked, and any other issue deemed necessary by the administration will be issued a ‘day loaner’, if available. Day loaners must be approved by the Principal or the Technology Director. Students will be held to the same guidelines with the day loaner as they are with a take home device. Day loaner chromebooks must be turned in by 3:15 the same day they are checked out.

Responsible Care
It is important that student take proper care of their chromebook and report any issues and/or damage promptly.

Warranty and Repair Procedures
Students are responsible for daily care, proper use, and security of their issued chromebook. If a student finds their chromebook is not functioning properly or has physical damage the student should immediately report it to the building principal. If a device has been accidentally damaged (this includes chargers), the student will be charged 25% for the first incident. If a device has been purposely damaged, the student will be responsible for the full cost of repair or replacement. For any further incidents the student will be charged an amount equal to the cost of the repair. USD421 will do our best to provide students with a ‘loaner or day loaner’ chromebook to use while theirs is being repaired but because there is a limited number of chromebooks available the student cannot be guaranteed to receive one. Any damage done to a ‘loaner/day loaner’ while issued to a student falls under the same guidelines as the original chromebook issued to the student. Once the LHS administration and/or technology department has determined the cost associated for repair the student will need to pay for the necessary costs associated with the repair.

Repair Costs
Please see http://www.usd421.org/1to1 for a pricing list, as cost vary based upon the type of device issued to the student.

**Appropriate Use**

Students will be trained on the appropriate use of the chromebook prior to receiving the device. This training will cover but is not limited to; how to use the chromebook, physical care, and appropriate use.

**Internet Filter**

All devices with network access while at school MUST use the district provided network and will be subject to a content filter guided by both CIPA and administrative policies. Any attempt to bypass the filter by modifying machine settings, using 3rd party services, or providing own data connection will be deemed an immediate violation of this policy.

All devices while off campus will NOT have a content filter but students are still expected to comply with all guidelines outlined in this document and the AUP. **Families should be advised actions and behaviors will be monitored by the school district.**

**Saving to the Cloud**

Chromebooks have limited storage on the device so students are expected to save/back up their work to their Google Drive. Google Drive accepts all file types.

**Use at Home**

While a wifi connection will be necessary for some functions of the chromebooks students can make select files available offline in order to complete work without a wifi connection. Students will be shown the offline feature and how it works. Information on this can also be found at: http://www.usd421.org/1to1

**Personalizing the Chromebook**

Chromebooks and their cases must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that were not placed there by USD421 staff. Students are not to remove the chromebook from its provided USD421 case or any USD421 inventory markings. Spontaneous checks for compliance could be done by administration or USD421 technology department staff. Non-compliance is vandalism and will be treated as such.

**Installed Software**

Chromebooks are not designed to download and install software instead they run apps or extensions. Students may install any pre-approved applications available from the Chrome Web Store ONLY. Side-loading applications and/or placing the chromebook in developer mode is not permitted. Any applications installed on the chromebook by USD421 staff must remain on the chromebook in usable condition and easily accessible at all times. There is limited hardware space available on the chromebook therefore any applications needed for class will take priority over applications personally installed by the student. Any attempt to alter data, the configuration of a chromebook, or the files of another user, without the direct consent of the building administrator or technology department, will be considered an act of vandalism. Any attempts to ‘hack’ the chromebook, either physically or the software, is not permitted. **Software requests need to be submitted by a teacher and approved by the Technology Director through TalentEd.**
Charging
It is the student’s responsibility to bring their chromebook to school fully charged. Students will not be allowed to charge their chromebooks in the classroom unless the battery power is BELOW 10% and with teacher permission. Should this be a consistent problem, students may lose the right to take their chromebook home and be assigned a day loaner.

Care and Cleaning
Here are some DOs and DON'Ts for taking proper care for the chromebook.

DO

- Do lift/carry your chromebook closed or by the base
- Do make sure there is nothing place between the keyboard and the screen before closing your chromebook
- Do use a soft, dry cloth (such as a lens cleaning or microfiber cloth) to clean the screen
- Do keep your case free of crumbs and debris.
- Do keep your chromebook secure and in your possession.
- Do carry your other belongs in a separate backpack. The chromebook case is for protection not storage.

DON'T

- Don’t pick your chromebook up by the screen or store/carry it with the screen open.
- Don’t store anything (paper, etc.) between the screen and the keyboard
- Don’t use cleaner or paper towels to clean your screen. If liquid is needed to remove dirt use a small amount of water applied to your soft cloth.
- Don’t eat or drink over your chromebook. (Cafeteria)
- Don’t loan your chromebook to other students or leave it unattended.
- Don’t place anything inside the case that will put pressure on the screen

Storing Your Chromebook
If a student cannot have their chromebook with them they should be secured in their assigned locked locker. Nothing should be placed on top of the device. Students should take their chromebooks home every night regardless of whether or not they are needed for school work. Chromebooks should not be stored in a vehicle either at school or at home due to possibility of theft and/or extreme temperatures.

Digital Citizenship
When using the chromebook at school or at home students are expected to be good digital citizens and to follow the guidelines in the Acceptable Use Policy for social etiquette, cyberbullying, intellectual property, and copyright.

Privacy
As stated in the Acceptable Use Policy students should have no expectation of privacy in regards to their usage or the content of their chromebook. Due to the USD421 Take Home initiative students should be aware that this is regardless of where the chromebooks is used (school or home) or how it is connected to the internet (USD421 internet connection or any other internet connection). Chromebooks are subject to inspection at any time without prior
notice. While student usage will be monitored in a variety of ways the built-in webcam will not be one of them.

**Common Questions**

Do students turn in their chromebooks at the end of the year?

Students will turn-in their chromebooks before leaving for summer vacation. Devices and district provided accessories (case, charger, cables) will be collected by the student’s seminar teacher. The chromebook will need to be fully charged when turned-in. **Students will be assigned their same chromebook when school resumes in August.**

Can students bring their own chromebooks?

*It is encouraged for students* to use the chromebook they were issued by the district; take home device or day loaner because they need to use a USD421 managed device in order to have access to district provided resources. **Outside devices must be approved by the building Principal.** The school district will not be responsible for those that use their own device.

What if my family does not have access to the Internet at home?

If you do not have internet access at home many functions of the chromebook will work offline as long as the student has followed the procedures at school to make them available. There are also several places in Lyndon that have free wifi. For more information on making files available offline go to http://www.usd421.org/1to1.

Will students be able to print from their chromebooks?

Yes, using cloud print services students will be able to print to the same printers they currently have access to. **It is encouraged to print only when necessary to encourage a paper free environment.**

I need help with my Chromebook. Now what?

You have 2 options listed below. It’s always advised to try to fix the problem yourself but if you feel like you’ve tried everything then feel free to reach out for Tech Support.

**Self Help**

The USD 421 Website maintains 1 to 1 link which has a support blog. That blog will provide tips for common problems we see happening locally. [http://www.usd421.org/1to1](http://www.usd421.org/1to1)

Additionally google provides a “Chromebook Help Center” that can be very useful for fixing common issues. [https://support.google.com/chromebook/#topic=3399709](https://support.google.com/chromebook/#topic=3399709)

**Onsite Tech Support**

The Technology Department welcomes walk ins from students but it must be after honest effort has been made to resolve the problem themselves by using both of the above resources. When they come in we go by the “10 minute rule”. If we can’t fix it in 10 minutes we will provide the student a substitute computer (as available) and return theirs when fixed.
Student Pledge
I pledge that ....

- I will take good care of my device
- I accept responsibility if I leave the device unattended
- I accept responsibility if I loan out my device to other individuals
- I will know where my device is at all times
- I will charge my device battery nightly, so it has a full charge at the beginning of each school day
- I will keep food and beverages away from my device since they may cause damage to the device
- I will not disassemble any part of my device or attempt any repairs
- I will protect my device by keeping it in the protective case that has been provided
- I will use my device in ways that are appropriate, meet USD 421 expectations, and are educational in nature
- I will not place decorations (such as stickers, markers, etc.) on the device. I will not deface the serial number or USD 421 inventory markings
- I understand that my device is subject to inspection at any time without notice and remains the property of USD 421
- I will follow the policies outlined in this Chromebook Take Home Policy, Technology and Acceptable User Policy, and Student Handbook while at school, as well as outside the school day.
- I will file a police report in case of theft or vandalism
- I will be responsible for all damage or loss or theft of device
- I agree to return the USD 421 district device and charger in good working condition and to pay for any damages beyond normal wear and tear.
- I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

I agree to the guidelines set forth in the above Chromebook Take Home Policy including the device policies, procedures and information; the Technology and Acceptable User Policy, the Student Handbook and the above Student Pledge.

Student Name: ____________________________ Grade: ____________

Please Print

Student Name: ____________________________ Date: ____________

Signature

Students who graduate early, withdraw, receive long-term suspension or be expelled, or terminate enrollment at LHS for any other reason must return their device and accessories on the date of termination.
Parent Responsibilities

I understand that...

- My student's chromebook will not have content filtering away from Lyndon Schools and that it is my responsibility to monitor their internet activity while away from the school.
- My student will be issued a chromebook, protective case, and charger for which they will be responsible for it's care and safety.
- My student will be trained on the appropriate use of the chromebook prior to receiving the device, including but not limited to; how to use the chromebook, physical care, and appropriate use.
- My student will have access to their device 24/7 so as a parent I may need to establish ground rules for device use outside of the school day.
- At discretion of the building administrator any Inappropriate use of the chromebook or accessories may result in my student losing his/her right to the device.
- My student may opt-out of a take-home device; however, many assignments will require a device to complete. All students will use a device at school even if they do not take it home.
- While internet is needed for the chromebook to be fully functional. If my student enables offline access before leaving school for the day there are many functions that will work without internet access and it is my student's responsibility to make sure this is done.
- Use of district technology is a privilege, not a right.
- The chromebook provided to my student is for their educational use and should not be borrowed by or loaned to anyone else.
- My student and I will need to file a police report in case of theft or vandalism.
- My student and I will be responsible for all damage or loss or theft of device. The first damage incident will be 25% of cost but any incidents after will be equal to the cost of the repair. Any loss or theft of the device will be 100% replacement cost.
- My student will turn-in their chromebook and all district provided accessories (case, charger, cables) before leaving for summer vacation.
- Should my student graduate early, withdraw, receive long-term suspension or be expelled, or terminate enrollment at LHS for any other reason their device and accessories must be returned to the school on the date of termination.

I have read and agree to the guidelines set forth in the above Chromebook Take Home Policy including the device policies, procedures and information; Technology and Acceptable User Policy, the Student Handbook, the Student Pledge and the Parent Responsibilities.

Parent Name: ____________________________ Signature: ____________________________ Date: ____________________________

I acknowledge my child's chromebook will have limited filtering when not at school ____ (initial)

- We choose to opt out of taking a chromebook home and opt-in to the day loaner.

Parent Name: ____________________________ (Signature) Date: ____________________________