

Potter-Dix Jr./Sr. High School Chromebook Policy Handbook



chromebook



The policies, procedures, and information within this document apply to all Chromebook's used at Potter-Dix Jr./Sr. High 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.

June 2017

Chromebook Specifications

The Chromebook device is selected for use at Potter-Dix Jr./Sr. High School.

Websites for Parents:

- www.common sense media.org/educators/educate-families
- <http://www.common sense media.org/educators/cyberbullying-toolkit>
- <http://www.21things4students.net/>
- <http://www.netsmartz.org/Parents>
- <http://pinterest.com/pantherpinners/digital-citizenship/>
- <http://www.planetnutshell.com/skill/netsafe/>

Receiving Your Chromebook:

Chromebook's will be distributed each fall during the first week of school. ***Parents & Students must sign and return the Chromebook Policy Sign-Off and Student Pledge document before the Chromebook can be issued to their child.*** This document will need to be signed during student registration.

Insurance:

Potter-Dix School District requires that Chromebook insurance be purchased prior to deployment of the Chromebook to your child. *Insurance must be paid for at student registration.*

Training:

Their homeroom teacher will train students on how to use the Chromebook.

Return:

Student Chromebook's will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at PDHS.

Any student who transfers out of PDHS will be required to return their Chromebook and a prorated refund will be issued. If a Chromebook is not returned the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook, which the school has issued them. Chromebook's that are broken or fail to work properly must be taken to the Technology Coordinator (Mr. Einspahr) immediately. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

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.
- Chromebook's should be shut down when you plan to not use them for more than 15 minutes to conserve battery life.

- Students should initiate file synchronization with Google Drive each day before leaving the campus.
- Chromebook's must never be left in a car or unsupervised area not only to protect against theft, but damage from freezing or extreme heat.
- Students are responsible for keeping their Chromebook battery charged for the school day.

Carrying Chromebook's:

The protective case provided with the Chromebook will only provide basic protection from scuffing and scratching. The guidelines below should be followed:

- Chromebook's should always be within the protective stay-in case.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.
- The Chromebook should be shutdown or put in standby mode before closing the carrying case.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the screen.
- Do not use fingers or sharp objects such as a pencil/pen to interact with the touch screen.
- Do not use window cleaner to clean the screen. You can purchase individually packages pre-moistened electronic wipes to clean the screen. These are very convenient and relatively inexpensive. The school also provides cleaning wipes in the classrooms.

Using Your Chromebook at School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for table use, school messages, announcements, calendars, academic handbooks, student handbooks, and schedules will be accessed using the Chromebook computers. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

Chromebook's at Home:

All students are highly recommended to take their Chromebook home each night throughout the school year. *Chromebook's must be brought to school each day in a fully charged condition.* Students need to charge their Chromebook's each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

Chromebook's Undergoing Repair:

Loaner Chromebook's may be issued to students when they leave their Chromebook for repair with the Technology Coordinator (Mr. Einspahr).

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing:

Printing functionality will not be available on the Chromebook. Teaching strategies will facilitate digital copies of homework.

Managing Your Files and Saving Your Work:

Students may save documents to the Chromebook's internal memory, or they may save to an external memory device such as a micro SD card or USB flash drive. Students will have the capability to save documents to a Google Drive account. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook:

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Potter-Dix School District acceptable use policy. In addition to media, students may add removable decoration to their Chromebook as long as the decoration does not interfere with the functionality of the Chromebook in any way and can be removed without residue or staining.

Software on Chromebook's:**Originally Installed Software:**

The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

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. The school needed will automatically remove applications that are no longer as well.

Virus Protection:

Virus protection is virtually unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their Chromebook other than what is installed by Potter-Dix High School.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. Students may also be selected for inspection of their Chromebook if a staff member suspects inappropriate material resides on the device or the student has violated the Potter-Dix School District Acceptable Use Policy.

Procedure for Re-Loading Software:

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a 1:1 environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Re-imaging will restore the device to the state in which the user originally received it. All student created files stored on an external micro SD card, USB flash drive, or Google Drive will be intact after the new image is deployed. However, all other data (music, photos, documents) stored on internal memory will not be restored.

Acceptable Use:**General Guidelines:**

- Students will have access to forms of media and communication, which is in support of education and research and in support of educational goals and objectives at the Potter-Dix School District. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of the Potter-dix School District.
- Access to the Potter-Dix School District technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the Corporation’s Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the district’s Acceptable Use Policy, Plan of Discipline, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- 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 computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.

- All users of the district's technology resources and/or school network must sign the district Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies that this document (Potter-Dix Jr./Sr. High School Chromebook Policy) contains.

Privacy and Safety:

- Do not go into any chat rooms other than those setup by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety

- All student and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the Potter-Dix School discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email:

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Potter-Dix School District. The interface is heavily monitored by corporation network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other PDHS students and faculty.

Consequences

- The student or staff member whose name has a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or the School's

Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.

- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. Potter-Dix School District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- All Chromebook violations will be directed to school administration.

Chromebook Suspensions

<u>Violation</u>	<u>1st Offense</u>	<u>2nd Offense</u>
A. Unattended Chromebook	1 Day	3 Days
B. Inappropriate / Unauthorized Games, I-Chat, E-Mail, Skype (Video)	3 Days	6 Days
C. Music (Without staff permission)	3 Days	6 Days
D. Voice Recording (Without staff permission)	3 Days	6 Days
E. Abuse of Chromebook	3 Days	6 Days
F. Printing Inappropriately	3 Days	6 Days
G. Inappropriate Pictures (Desktop, Screen Saver, Saved File, etc.)	6 Days	15 Days
H. Inappropriate Internet Site	6 Days	15 Days
I. Inappropriate Accessing School Networking (Hacking)	20 Days	Remainder of Semester or Following Semester

*Multiple offenses will result in loss of privileges to use the Chromebook.

The administration retains the right to suspend the student's Chromebook for a longer period of time if the offense warrants or for any offense not listed on this sheet. This includes suspending

the Chromebook for the remainder of the semester or school year. Suspension days are school days.

The Potter-Dix School District is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.

A student and the student's parents or guardians, by submitting the User Application and Waiver Form with their respective signatures in order to gain access to the School District network, agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the Chromebook and network.

Protecting & Storing Your Chromebook:

Chromebook Identification:

Chromebook's will be labeled in the manner specified by the school. Chromebook's can be identified in the following ways:

- Record of serial number and PDHS asset tag
- Individual's Google Login username

Storing Your Chromebook:

When students are not monitoring their Chromebook, they should be stored in their lockers *with the lock securely fastened*. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebook's should *never* be stored in a vehicle.

Storing Chromebook's at Extra-Curricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebook's Left in Unsupervised / Unsecured Areas:

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, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebook's 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.

Repairing or Replacing Your Chromebook:

Chromebook Warranty:

This coverage is purchased by the Potter-Dix School District as part of the purchase price of the Chromebook and is valid for one year from the date the Chromebook is distributed to the student. HP warrants the Chromebook from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty constructions and will provide replacement parts necessary to repair the Chromebook or Chromebook replacement. The warranty DOES NOT warrant against damage caused by misuse, abuse, accidents, or computer viruses. Please report all Chromebook problems to the Technology Coordinator.

If a Chromebook becomes defective (at no fault of the student) after the warranty expires, the school will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer. In the instance that a student has a Chromebook for a 5th year, the school will not be responsible for replacing the Chromebook if it becomes defective.

Accidental Damage Protection Plan:

As part of the 1:1 Chromebook initiative at Potter-Dix High School, the Potter-Dix School District is requiring the purchase of Chromebook insurance prior to the deployment of the Chromebook to your son/daughter. Students will be responsible for damages to their Chromebook including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction or maintenance issue (not covered in the original Chromebook warranty), the Potter-Dix School District Protection Plan would be used to determine the cost of the repairs. In the case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device.

School District Protection Plan:

Insurance must be purchased through Potter-Dix School District in order to take the Chromebook out of the building. The cost of insurance protection is \$35 annually. Checks must be made payable to Potter-Dix Schools and a separate check must be written for each student. The insurance policy covers one Chromebook per student for any costs outside the manufacturer’s warranty. Refer to the following coverage table for repairs.

Claims	With Insurance	Without Insurance (Chromebook stays in school building)
Lost Chromebook	\$300	Full Replacement Cost
Destroyed Chromebook (total loss)	\$200	Full Replacement Cost
Stolen Chromebook (Police Report Required)	\$200	Full Replacement Cost
Chromebook Repairs Less than \$100	Covered	Full Repair Cost
Chromebook Repairs More than \$100	\$100	Full Repair Cost

*Student will be required to replace the Chromebook and Chromebook accessories such as AC adapter & power cord.

1. AC Adapter & Power Cord (\$20)
2. Chromebook Case (\$35)

Lost, Stolen, or Lost in Fire:

A Chromebook that is lost, stolen, damaged, or lost in a fire is the responsibility of the student or student's parents involved in the loss of property. A police or fire report must be filled by the student or student's parents/guardian involved in the loss of property. A copy of the report must be brought to the Principal.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and the insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

Chromebook Technical Support:

The Technology Coordinator will be the first point of contact for repair of the Chromebook's. Services provided by the Technology Coordinator include:

- Password Identification
- User Account Support
- Coordination of Warranty Repair
- Distribution of Loaner Chromebook's
- Hardware Maintenance and Repair
- Operating System or Software Configuration Support
- Restoring Chromebook to Factory Default
- System Software Updates

Potter-Dix Jr./Sr. High School Chromebook Policy Handbook Sign-Off and Student Pledge

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in the approved case.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place inappropriate decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Potter-Dix School District.
- I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord, wall charger, Chromebook case in the event that any of these items are lost, stolen, or damaged and not covered by insurance.
- I agree to return the Chromebook, power cord, wall charger, and Chromebook case in good working condition at the end of each school year.

Student Name _____
(Please Print)

Student Signature _____

Parent Signature _____

Date: _____

Potter-Dix Jr./Sr. High Schools
Chromebook Insurance Agreement Form
2017-2018

I, _____, agree that my student and I have read and will
(Parent/Guardian)
comply with all policies and procedures within the 1:1 Chromebook Policies and Procedures document. We wish to purchase the school provided insurance policy for a \$35 fee. I understand that this policy covers one (1) Chromebook device that is the property of Potter-Dix School District described within for one student. *I also understand that by purchasing this insurance, my child is allowed to take their school issued Chromebook out of the building.*

Parent/Guardian (Please print first & last name): _____

Parent/Guardian Signature: _____ Date: _____

Student Name (Please print first & last name): _____

Student Signature: _____ Date: _____

Student Grade: _____

Phone Number: (____) _____

I, _____, agree that my student and I do not wish to
(Parent/Guardian)
purchase the school-provided insurance policy for a **\$35 fee**. I understand that my student and I are responsible for the costs incurred to one (1) Chromebook device that is property of Potter-Dix School District described within for the prescribed student. *I also understand that the Chromebook will not be allowed to leave the school building.*

Parent/Guardian Signature: _____

- ❖ To view the Chromebook Policy Handbook please visit the school's website at www.pdcoyotes.org or ask Nicole at the Potter site for a paper copy.