

# Elsberry School District Chromebook Policy Handbook



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



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# Receiving Your Chromebook:

Chromebooks will be distributed upon collection of yearly insurance fee. **Students who currently have outstanding balances or fines and fees regarding their Chromebook will not be issued a Chromebook until the debts have been resolved. Parents & Students must sign and return the Chromebook Policy Sign-off, Student Pledge document, and watch the Parent Chromebook Video before the Chromebook can be issued to their child.** This document will need to be signed and returned during mandatory parent meetings or during registration.

## Yearly Insurance:

Elsberry School District requires that a Chromebook insurance policy be purchased prior to deployment of the Chromebook to your child. If you are unable to pay the insurance, your child will be allowed to check out a Chromebook daily during the school day.

The insurance policy cost is \$20.00 yearly for each Chromebook, families will pay a maximum of \$40. The first claim and second claim will have a deductible of \$25.00 and the third claim will have a deductible of \$50.00. If a student withdraws from Elsberry School District and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Yearly Premium Due at Registration	First Claim	Second Claim	Third Claim
\$20 per device/\$40 maximum per family	\$25.00	\$25.00	\$50.00

## **Lost or Intentionally Damaged Device and Accessories:**

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. It will be at the discretion of Elsberry administration of who is at fault. The user will not be given another device or accessory to use during the school day until the replacement cost of the lost/damaged device or accessory is paid to the school. The Elsberry School District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code. Chromebooks that are lost or stolen will be shut down through our management software, making them unusable by the party that has the device. **Parents/Students will be charged for full replacement cost (\$230 estimated) of a device that has been damaged due to intentional misuse, loss, or theft.**

### Estimated Costs of Repairs Without Insurance (subject to change)

- Replacement Cost of the Chromebook - \$230
- AC Adapter & Power Cord - \$30
- Protection Case - \$25
- Screen Replacement - \$60
- Keyboard - \$40

## **Training:**

Students will be trained on how to use the Chromebook by their teachers. Students are also encouraged to research and learn on their own.

## **Return:**

Students will retain their original Chromebook each year while enrolled at Elsberry School District.

Any student who no longer attends the Elsberry School District will be required to return their Chromebook and accessories. If a Chromebook and accessories are 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 and reported as stolen property of Elsberry School District.***

## **Taking Care of Your Chromebook:**

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Library Media Center. If a loaner Chromebook is needed, one may be issued to the student (if payment has been received) until their Chromebook can be repaired or replaced.

### **General Precautions:**

- Food or drink should not be used near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook case.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

### **Carrying the Chromebook:**

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Students must carry the Chromebook in the Elsberry School District provided 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 cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Do not place it on the floor where it could get kicked or stepped on.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. Packaged pre-moistened eyeglass lens cleaning tissues to clean the screen are available in the Library Media Center.

## Using Your Chromebook:

### At School:

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

### At Home:

All insured 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.* Students need to charge their Chromebooks each evening. Repeated failure to charge your Chromebook may result in referral to administration and possible disciplinary action. When fully charged at home, the battery should last throughout the day.

While using the Chromebook at home, students should keep the Chromebook in the Elsberry School District issued case in order to provide the utmost protection against damage.

### Sound:

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

### Printing:

*At School:* Teachers will utilize digital copies.

*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>

## **Managing Your Files and Saving Your Work:**

Students may save documents to their Google Drive, or they may save to an external memory device such as a SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. 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.

## **Software on Chromebooks:**

### **Originally Installed Software:**

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. 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 or apps 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.

### **Additional Software:**

Students are unable to install additional software on their Chromebook other than what has been approved by Elsberry School District.

### **Inspection:**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. Inappropriate use or content will be subject to disciplinary action.

### **Procedure for Restoring the Chrome OS:**

If technical difficulties occur the device may be restored to factory settings. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

## Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Elsberry School District. Spot checks for compliance will be done by administration or Elsberry School District Technicians at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Elsberry School District acceptable use policy.

## Protecting & Storing Your Chromebook:

### Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Chromebook identification number on lid / serial number on bottom
- Student's First and Last Name

Under no circumstances are students to modify, remove, or destroy identification labels.

### Storing Your Chromebook:

When students are not using their Chromebook, it 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 that have paid their insurance need to take their Chromebook home with them every night. The Chromebook is not to be stored in lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in a vehicle for an extended period of time, especially during times of extreme temperatures.

### Storing Chromebooks at Extracurricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events. A locked locker is suggested for storage.

### Chromebooks 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 Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

# Repairing or Replacing Your Chromebook:

## Chromebooks Undergoing Repair for Damage:

- Elsberry School District will assess the Chromebook damage and repair or replace the device if the damage is determined to be within the insurance policy guidelines.
- Loaner Chromebooks that can be taken home at the end of the day will only be issued to students who have either paid the cost of the repair or the insurance policy deductible when they leave their Chromebook for repair at the Library Media Center.
- Day Use Chromebooks will be available for students until cost of repairs or insurance policy deductible is paid. Day Use Chromebooks will be collected at the end of each day.
- If repair is needed due to malicious damage, the school will refuse to provide a loaner Chromebook, unless full replacement cost has been rendered prior.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to the 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.

## Chromebooks Undergoing Repair for Technical Issues:

- Loaner Chromebooks will be issued to students who bring their Chromebook to the Library Media Center with technical issues that would be considered factory defects and not damage caused by student misuse.
- If the Chromebook is under warranty, a loaner Chromebook will be issued to the student while the Chromebook needing repair is sent back to the manufacturer.
- If the Chromebook is no longer under warranty, a loaner Chromebook will be issued to the student while the district completes repairs.

## Manufacturer Warranty:

The manufacturer warrants the Chromebook from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date Elsberry School District takes delivery of the Chromebook. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook. The manufacturer warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the Library Media Center.

If a Chromebook becomes defective (at no fault of the student) after the manufacturer warranty expires, Elsberry School District will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

## **Chromebook Technical Support:**

The Library Media Center will be the first point of contact for repair of the Chromebooks.

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

## **Technology 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 Elsberry 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 Elsberry School District.
- Access to the Elsberry 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 District'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 Elsberry School District 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 judgement 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 (Elsberry School District Chromebook Policy) contains.

**Privacy and Safety:**

- Do not go into any chat rooms other than those set up 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 the 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.
- Parents are encouraged to monitor their child's internet activity and internet usage periods.

**Legal Propriety:**

- All students 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 Elsberry School District 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 Elsberry School District. The interface is heavily monitored by district 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.

**Consequences:**

- Students will be responsible for accounts and/or computer hardware issued to them. Non-compliance with the policies of the Chromebook Policy Handbook or the Elsberry School District Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user.
- 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. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

# Policy Handbook Sign-Off and Student Pledge

## Registration Information:

\$20, or appropriate insurance fee will be due.

All fees regarding the Chromebook must be paid in order to take the Chromebook home.



## Office Use Only:

Day User \_\_\_\_ Take Home \_\_\_\_

Paid: \_\_\_\_ Receipt #: \_\_\_\_\_

Parent Video: \_\_\_\_\_

- 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 and bring it to school daily.**
- 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 district provided case and in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place 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 Elsberry School District.
- I have read and 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 or damage caused by fire.
- 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/charger, bag & ID tag in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger, ID tag and case in good working condition at the end of each school year.

**\*\*PLEASE RETURN TO THE MAIN OFFICE\*\***

**Student Name:** \_\_\_\_\_ (Please Print) **Grade Level:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## ELSBERRY SCHOOL DISTRICT CHROMEBOOK INSURANCE AGREEMENT

*Student/Parent Chromebook Use Agreement 2017-18*

In this agreement, "Chromebook" means Lenovo Chromebook and all its components, software, battery, charger, and case/ID tag. **Parent and Student please initial each section UNLESS you are opting out of the insurance plan or the entire program (see bottom of this form): **\*\*PLEASE RETURN TO THE MAIN OFFICE\*\*****

<p><b>P:</b></p> <p><b>S:</b></p>	<p><b>TERMS:</b></p> <ul style="list-style-type: none"> <li>• You agree to pay <b>\$20 yearly device insurance.</b></li> <li>• You will comply at all times with the Elsberry School District's Chromebook Policy Handbook and its guidelines as well as the Elsberry School District Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.</li> </ul>
<p><b>P:</b></p> <p><b>S:</b></p>	<p><b>TITLE:</b></p> <ul style="list-style-type: none"> <li>• Legal title to the Chromebook is to Elsberry School District and it shall remain in the School District. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.</li> </ul>
<p><b>P:</b></p> <p><b>S:</b></p>	<p><b>LOSS OR DAMAGE:</b></p> <ul style="list-style-type: none"> <li>• If the property is accidentally damaged or incurs loss due to an act of nature, Elsberry School District will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.</li> </ul>
<p><b>P:</b></p> <p><b>S:</b></p>	<p><b>REPOSSESSION:</b></p> <ul style="list-style-type: none"> <li>• Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.</li> </ul>
<p><b>P:</b></p> <p><b>S:</b></p>	<p><b>TERM OF AGREEMENT:</b></p> <ul style="list-style-type: none"> <li>• Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School District or upon student withdrawal from Elsberry School District.</li> </ul>
<p><b>P:</b></p> <p><b>S:</b></p>	<p><b>APPROPRIATION AND PAYMENT OF FEES &amp; FINES:</b></p> <ul style="list-style-type: none"> <li>• Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property and you will be turned into collections for the full replacement cost of the device, charger, and bag.</li> <li>• All fees and fines regarding the Chromebook must be paid in order to take the Chromebook home.</li> </ul>

\_\_\_\_\_ ***(Parent Signature) I choose to opt out of the Chromebook Insurance plan.***



## **Elsberry School District** **Chromebook Opt Out Form**

**Please fill out this form ONLY if you are using your own device for the entire school year.**

**Cell phones are not considered a home device. It must be an updated/current laptop or iPad. Please be aware that Google Apps and Classroom do not work as well on the iPad. Google Chrome must be installed on the laptop.**

- I will take good care of my home device so that it is in working order for school.
- I will never leave my home device unattended in an unsecured or unsupervised location.
- I will know where my home device is at all times.
- **I will charge my home device battery to full capacity each night and bring it to school daily.**
- I will protect my home device by always carrying it in a secure manner to avoid damage.
- I will use my home device in ways that are appropriate for education while at school.
- I have read and will follow the policies outlined in 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.
- I will be responsible for all damage or loss caused by neglect or abuse.

**\*\*PLEASE RETURN TO THE MAIN OFFICE\*\***

**Student Name:** \_\_\_\_\_ (Please Print) **Grade Level:** \_\_\_\_\_

**What device are you bringing (type, model, year)?** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IMPORTANT: PLEASE SEE THE BACK SIDE OF THIS FORM!**

**In the event that you would need to borrow a chromebook for the day from the Elsberry School District, please read the information below and sign the agreement. Without a signature below, you will not be able to borrow an ESD device for any reason.**

- I will take good care of the Chromebook.
- I will never leave the Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out the Chromebook to other individuals.
- I will know where the Chromebook is at all times.
- I will keep food and beverages away from the Chromebook since they may cause damage to the device.
- I will not disassemble any part of the Chromebook or attempt any repairs.
- I will protect the Chromebook by always carrying it in a secure manner to avoid damage.
- I will use the Chromebook in ways that are appropriate for education.
- I will not place 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 Elsberry School District.
- I have read and 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 or damage caused by fire.
- 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/charger, bag & ID tag in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook and case in good working condition at the end of each day. I understand that, without insurance, I am not able to take this chromebook home at any time.
- **I do hereby understand that I am waiving my right to purchase insurance for this device. By waiving this right, I will be 100% responsible for any costs assigned to damage or loss/theft that is incurred while under my care, including the cost of the case if lost/stolen.**

**\*\*PLEASE RETURN TO THE MAIN OFFICE\*\***

**Student Name:** \_\_\_\_\_ (Please Print) **Grade Level:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_