

SDM Chromebook Program

Program Handbook



SDM Chromebook Program Handbook

Approved by the School District of Manawa
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Overview

Technology is a key component of the modern school environment. The School District of Manawa provides each student with a Chromebook device for school use. The details below describe the existing 1:1 environment as well as proposed changes for the future of the program.

Note: This handbook includes several links to other resources. It is recommended that this document is read electronically instead of printed.

Program Goals

Use technology to create a platform for students to learn. This program provides tools to be more efficient and learn in new ways. The table below describes how the Chromebook program contributes to meeting the [ISTE Standards for Students](#).

SDM Chromebook Program and ISTE Standards	
Empowered Learner	Improved tools to expand learning goals and reflect on their learning process. Greater access to internet allows students to build networks and learn in ways they could not otherwise.
Digital Citizen	Student learn to manage their personal identity in a digital world. Students are expected to act in safe, legal, and respectful ways.
Knowledge Constructor	Students have a tool more efficiently research information and build knowledge.
Innovative Designer	Greater access to online tools to learn in authentic cyclical design processes.
Computational Thinking	Student have a tool to take part in analytical problem solving.
Creative Communicator	Students have opportunities to express themselves through digital media such as blogs and videos.
Global Collaborator	Students can better connect with other cultures and experts globally.

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Software

Productivity Software

Google G Suite

Manawa is a Google school district. Students and staff use the Google G Suite for document, worksheet, and presentation software.

Google Classroom

We use Google Classroom as our learning management system (LMS). A LMS allows teachers to create an online space for organizing their classroom. Assignments, formative assessments, and other resources are typically shared with students through an LMS.

Creativity Software

Loom

This tool allows students to record videos using their Chromebooks. The videos may include their web camera or desktop. This allows them to demonstrate knowledge using media as well as written word.

Flipgrid

This is another valuable tool available to our education community. Flipgrid allows teachers to prompt students to create short video responses to questions.

Classroom Management & Web Filter

GoGuardian

We are working to help teachers better use GoGuardian to manage student use of devices. Our strategy is to provide short professional development sessions throughout the school year and offer 1-on-1 help as needed. GoGuardian has been a successful component of our Chromebook program. Going forward we need to continue supporting teacher use and encourage them to explore more advanced features.

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Professional Development

Technology is only effective if teachers are effective using technology. Professional development is key to help teachers master the tools available. Teachers are encouraged to ask for help from IT or Library staff on a one-on-one basis. Professional development needs to be part of our culture instead of an occasional event. During the summer of 2020 we hosted twenty-five online and in-person training sessions to prepare for the fall.

Device Rotation

Chromebook have a reliable duty cycle of 5-7 years. No device should be assigned to a student that is older than five years. The Acer laptops purchased in 2014 and 2015 will be used for five years to allow us to establish a sustainable cycle.

Chromebook Repair

A smooth repair process is key to the success of the Chromebook 1:1 program. This document outlines how students can have their device serviced. We also outline the responsibilities of library, teachers, and technology.

[Chromebook Repair Process](#)

Student Responsibility

Students are expected to use technology in a way that is safe, legal, and respectful of others. Every year secondary students and parents sign our Technology Acceptable Use and Safety Form. Students who fail to meet these standards may have their access to the internet restricted.

[Technology Acceptable Use and Safety Form](#)
[Restricted Student Access](#)

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Student Security, Privacy, and Safety

Encouraging students to explore the internet comes with increased risk. To address this concern

Students as Digital Citizens

Students must learn to become digital citizens that protect their online identities. They need to understand how to recognize and avoid risks while using technology.

Web Filters

The SDM uses technology to limit risk to students. These include GoGuardian for Chromebook devices and an iBoss web filter while at school.

Software Security, Privacy, and Safety Rubric

The SDM must protect student Personally Identifiable Information (PII). Any software system which requires students to create an account or otherwise uses PII data must be compared to our SSPS rubric. Any software system which fails to meet these standards may not be used by students.

[Software Security, Privacy, & Safety Rubric](#)

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Budget

The proposed [Chromebook rotation cycle](#) requires 50 to 60 new chromebooks annually. This allows the following grade levels to receive new devices. Devices have already been purchased for the 2021-22 school year.

- Grade K
- Grade 5
- Grade 10

Item	Unit Cost	Count	Extended
Chromebook	\$280.00	50	\$14000
Chrome Management License	\$33.00	50	\$1650
Replacement Parts			\$3,000
		Estimate Annual Cost	\$18650

Chromebook Extensions

Starting with the 2018-19 school year students are only allowed to use pre-approved chromebook extensions on school Chromebook devices. The change was made primarily for security reasons to prevent the use of VPN and malware software from reaching our network. Another important reason is to reduce distractions in the classroom.

Staff may request additions to this list by contacting the technology director.

Allowed Extensions

Extension Name	Offered By	Notes
Google+	Google	
Office Editing for Docs, Sheets & Slides	Google	

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EasyBib Toolbar	Easybib.Com	
Google Drive	Google	
Google Maps	Google	
Google Keep - notes and lists	Google	
Google Play Music	Google	
Google Photos	Google	
Google Forms	Google	
Gmail	Google	
Google Sheets	Google	
Home - New Tab Page	Google	
GeoGebra Classic	https://www.geogebra.org	
Google Play Books	Google	
Calculator	Chrome OS	
Evernote Web	EverNote.Com	
Evernote Web Clipper	EverNote.Com	
Grammarly for Chrome	grammarly.com	
e-clock	Yuriy Husnay	
Text	text.app	
Google Docs Offline	Google	
Google Calendar	Manas Tungare	
Google Cast for Education	developers.google.com/cast	
YouTube	www.youtube.com	
Google Cast	Google	

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Google Drawings	Google	
Google Slides	Google	
Read&Write for Google Chrome		Purchased license for entire district.
Calculator	http://scientific-calculator.appspot.com/	
Camera	chromeos-cameraapp	
Spotify	open.spotify.com	
Sticky Notes	ProWebJect	
Gmail Offline	https://mail.google.com/mail/mu	
Google Docs	Google	
Kami	kamihq.com	
Vernier Graphical Analysis	www.vernier.com	
Cite This For Me (Free) Cite This For Me	www.citethisforme.com	

Force Installed Extensions

Several extensions are automatically installed on all student Chromebooks. These extensions are described below. Staff may request an extensions to be automatically installed by contacting the technology director.

Extension Name	Offered By	Notes
Office Editing for Docs, Sheets & Slides	Google	
Google Drive	Google	

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Google Forms	Google	
Google Sheets	Google	
Google Drawings	Google	
Google Slides	Google	
Google Docs	Google	
Calculator	http://scientific-calculator.appspot.com/	
DRC Insight	DRCIS	This will be removed and re-installed twice a year.
iBoss SSO Integration		
Big Ideas Math	Big Ideas Learning, LLC	
uBlock Origin	Raymond Hill (gorhill)	Ad blocking software
Vernier Graphical Analysis		
Dyslexia Reading Assistant	CrayonMelon	
OpenDyslexic Font for Chrome	abbiecod.es	

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Purchase History

This portion of the handbook describes the district purchase history since the beginning of the Chromebook program.

- 2014:
 - The initial order of Acer 720 Chromebooks were ordered. All students from grades 7-12 were supplied with a device.
- 2015:
 - An order of Acer 740 Chromebooks were ordered to supplement the initial order. It is difficult to know the exact number of devices that were ordered in 2015.
- 2016:
 - The district switched from Acer to Dell Chromebooks in the secondary school.
 - Some devices were ordered to supplement the Acer devices in the secondary school.
 - Acer R11 Touchscreen devices were supplied for each 6th grade classroom.
- 2017:
 - 70 Dell 11 Chromebooks were ordered for the secondary school. 9th Grade students were the primary recipients of these devices.
- 2018
 - 130 Dell 11 Chromebooks were ordered. 6th and 9th grade students received new devices. Acer R11 devices were reallocated to kindergarten, grade 1, and select special education classrooms.
 - Grade 4 and 5 chromebook carts provide one device per two students.
 - Grade 1, 2, and 3 chromebook cards provide one device per three students. Some of these classrooms have classroom sets of 4-5 devices.
- 2019
 - 140 Dell 11 Chromebooks were ordered.
 - Older devices were distributed to lower grades similar to 2018
- 2020 & 2021
 - The initial plan was to order 140 non-touch screen devices. Plus, an additional 50 touch screen devices. Due to the pandemic, we expanded the Chromebook program to include all students. The order was expanded to 370 Lenovo touch screen devices.
 - Due to delays associated with the COVID-19 and a microchip shortage, our order was delayed until February 2021.

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- To ensure no delays for the next school year, the district purchased the supply of Chromebooks for the 2021-22 school year early. An additional 270 Lenovo touch screen devices were ordered
 - No chromebooks are planned to be ordered during the summer of 2021.
- 2021 & 2022
 - Ordered 240 touch screen chromebooks through the ECF funding (special one time Covid funding)
- 2022 & 2023
 - Closed chromebook leasing contracts
 - Deployed new chromebooks removing the Acer/Lenovo units from classrooms on an as needed basis