Chromebook Handbook

New London

Intermediate
Middle School

Success for all Students

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School Property - At the conclusion of each school year, students must turn in their Chromebooks and power cords to the library for maintenance. Failure to return the Chromebook either at the end of the school year or when withdrawing from the District will result in a fee of $200 to cover the replacement cost. In addition the District may file a report of stolen property with local law enforcement if not returned. Students are responsible for any damages as deemed by the District.

No Expectation of Privacy - Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

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RECEIVING/RETURNING YOUR CHROMEBOOK

1a. Chromebooks Issued by the School District of New London

- Chromebooks are a necessary requirement for access and completion of many learning activities. Their function as a digital textbook and information access tool is necessary for student success.
- Parents will need to sign the Chromebook Agreement which can be done electronically via Skyward.
- Chromebooks will be distributed at the beginning of the school year. Students will be provided a Chromebook orientation when he or she receives a device.
- The following items and accessories will be distributed and recorded in the district inventory system:
  - Chromebook, with name and barcode affixed to device
  - Charging cord with AC adapter and power cord with student name and barcode
  - Protective Case with student name and barcode
- Students who retain their SDNL enrollment will be reissued their original Chromebook and accessories at the beginning of each school year.

1b. Returning Your Chromebook

- Chromebooks and accessories will be turned into the ISMS library at the end of each school year.
- Students leaving the district must return their Chromebooks and accessories, prior to withdrawal from the School District of New London, to the school office or library.

2. TAKING CARE OF YOUR CHROMEBOOK

2a. General Care

- Students are responsible for the general care of the Chromebook they have been issued by the SDNL.
- Students are responsible for bringing a fully charged Chromebook to school each day, chargers should remain at home to avoid loss or theft.
- Students are encouraged to take their Chromebook home every night, regardless of whether it is needed or not. (At the very least, it will need to be charged.)
- All district labels and barcodes must remain on the equipment.
- Chromebooks must remain free of any personalization, such as: writing, drawing, stickers, etc.
- Be mindful of food, drink, etc. that may come in contact with the Chromebook when it is stored or in use.
- Chromebooks should not be left unsupervised; they are in danger of being stolen.
  - If an unsupervised Chromebook is found, students will notify a staff member immediately.
  - Students who leave their Chromebooks unsupervised may face disciplinary action.
- Chromebooks should not be stored in a vehicle (at home, school, or otherwise), for security and temperature control reasons.

2b. Carrying Chromebooks
- **Transport Chromebooks with care.**
  - **Students must use the provided case, zipped, when carrying. Chromebooks should not be transported in a backpack.**
  - **No additional accessories should be plugged in (power cord, USB drives, etc) when Chromebook is stored in the case.**
- **Chromebook lids should always be closed when moving.**

2c. Screen Care
- **Chromebook screens can easily be damaged. The screens are particularly sensitive to damage from excessive pressure.**
- **Do not lean or put pressure on the top of the Chromebook when it is closed.**
- **Do not place anything in the protective case that will apply additional pressure against the cover.**
- **Do not poke the screen with anything that will mark or scratch the screen surface.**
- **Do not place anything on the keyboard before closing the lid (pens, pencils, papers, etc).**
- **Clean the screen with a soft, dry microfiber cloth or anti-static cloth.**
  - **Do not use window cleaner, household cleaners, or other sprays, as they may damage the Chromebook.**

2d. Technical Support
- **Chromebooks that are broken, or fail to work properly, must be taken to the ISMS library as soon as possible so that the issue can be properly resolved.**
- **The ISMS library staff will provide multiple services to support Chromebook usage and repair. Services that will be provided, depending upon staffing, may include:**
  - **Troubleshooting, repairs, and loaner devices**
  - **Loaner devices will be provided to students whose school-issued Chromebook is being repaired.**
  - **Assist students with questions about devices or online tools.**
- ***Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

3. USING YOUR CHROMEBOOK AT SCHOOL

3a. Chromebooks Left at Home
- **Students are expected to have their Chromebook present on a daily basis.**
- **There will be a limited number of loaner Chromebooks available for checkout through the Library. All students will be allowed 2 loaner devices per quarter if they forget their Chromebook or it is not fully charged.**
- **Repeat violations may result in disciplinary action.**

3b. Chromebooks Under Repair
- **Loaner Chromebooks will be issued to students when they leave their Chromebook for repair at the Library.**

- Students using loaner Chromebooks will be responsible for any damages incurred to the loaner while in possession of the student.

3c. Charging Your Chromebook
- Chromebooks must be brought to school each day fully charged.
- *The A/C Adapter and Power Cord should be kept at home.*
- Students will not have the opportunity to charge their Chromebook in the classroom.

3d. Account Security
- Students are required to use their own School District of New London Google username and password at all times when using their school-issued Chromebook.
- If a student can't get logged in or needs to change/update their Google password, they need to see the Instructional Resource Coach in the Library for assistance.

3e. Backgrounds/Profile Picture
- Inappropriate media may not be used as a screensaver, background, or Google profile picture.
- Presence of guns, weapons, sexualized material, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

3f. Sound
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

4. SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK
4a. Saving to your Google Apps Account
- With a wireless Internet connection, Google documents and files can be accessed from any device, anywhere, at any time.
- All items will be stored online.
- Prior to leaving the district, or graduating, students are encouraged to transfer any documents to a personal account.

4b. Saving to Removable Storage Devices
- Chromebooks are equipped with a USB port so portable hard drives and USB drives can be used to transfer and/or save files.

4c. Saving to your Chromebook
- It is not recommended to save documents/files to your Chromebook's internal storage.
  - In the event that repairs need to be done, files saved to the Chromebook could be deleted.
  - Save all files to your Google Drive to ensure you will have continued access.

5. OPERATING SYSTEM ON YOUR CHROMEBOOK

5a. Updating your Chromebook

- Chromebooks automatically update to the most recent version of the Chrome operating system thus eliminating time-consuming installs, updates, or re-imaging.
- Students must power down the Chromebook weekly for the update to take effect.

5b. Procedure for Restoring the Chromebook

- Technical support for the operating system is handled by staff in the Library.

6. ACCEPTABLE USE GUIDELINES CHROMEBOOK

6a. General Guidelines

- Students are always expected to follow the [Student Technology Acceptable Use Board Policy 363](#)
- Students are responsible for the ethical and educational use of technology.
- Access to SDNL technology is a privilege, not a right. Students are required to follow SDNL policies and rules.

6b. Privacy, Safety, and Digital Citizenship

- Teaching our students how to be productive, ethical, and successful digital citizens is a top priority. Digital Citizenship curriculum is provided to all students and the resources below are used.
  - SDNL Digital Literacy Overview
  - [Common Sense Media Family Tool Box](#)
- As required by the Children's Internet Protection Act (CIPA), Internet access is filtered in our school district.
- Filtering restricts access to inappropriate content, but the SDNL cannot guarantee that <u>all</u> inappropriate content will be blocked. No filter is as reliable as adult supervision. It is the responsibility of parents or guardians to help monitor a student's technology usage at home.
- Students must abide by Copyright and Plagiarism Laws.

6c. Legal Property

- Chromebooks issued to students are School District of New London property. All SDNL Board Policies apply.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

6d. Email Electronic Communication

- School issued gmail accounts are the only authorized account for sending/receiving emails in school.
- Email and communications sent/received should be related to educational needs.
- Email and communications are not private and subject to inspection by the district at any time.

6e. Consequences

- The student in whose name a system account and/or hardware is issued will be responsible at all times for its appropriate use.

- The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.
- Students who do not adhere to board policies or this user guide could have the assigned Chromebook confiscated and loss of network privileges at school.

7. INSURING AND REPLACING YOUR CHROMEBOOK

7a. Chromebook Insurance
- All Chromebooks are self-insured by the district. No additional purchase is required.

7b. Accidental Damage
- All Chromebooks in need of repair must be brought to the ISMS school library as soon as possible. Staff will examine the device and take the appropriate solution path to get the device repaired.

Do not attempt your own repairs or take to a third party.

7c. Lost, Stolen, or Vandalized Chromebook
- If a student Chromebook is lost, stolen or vandalized <u>outside</u> of the school day, student should take the following actions:
  - Students and parents must contact the proper local law enforcement and ISMS office (920-982-8532) to report a theft.
- If a student Chromebook is lost, stolen or vandalized <u>during</u> the school day, student should take the following actions:
  - Students should go to the ISMS Office or Library as soon as possible to report the issue. Proper direction and protocol will be handled at that time.
- If a Chromebook is lost or stolen, it needs to be reported to the ISMS Library or Office immediately, law enforcement agencies may be notified.
- Damage determined to be caused by negligence and/or vandalism will not be covered by the district insurance. Negligence includes lost or broken power cords. Estimated Repair Costs (subject to change, there is no additional cost if the damage is determined to be accidental) - Payments of repair/replacement costs will be made through the ISMS office. The following are estimated costs of Chromebook parts for damage determined to be caused by negligence or vandalism:

  - Total Replacement: $200
  - Keyboard/Touchpad: $35
  - Screen: $20
  - Power Cord: $20
  - Cracked Bezel (frame around screen): $8

8. CHROMEBOOK FAQs

What is a Chromebook?
Chromebooks are mobile computing devices that run Google's Chrome operating system. Chromebooks have a fully functioning internet browser so students will be able to utilize email, access the internet, and complete work online.

Do you need Internet access to use a Chromebook?
Chromebooks work best when connected to the internet. District survey results have indicated that the vast majority of students have internet access at home. If a student does not have internet access at home, several local businesses provide free wifi such as the public library, etc.

Some Chromebook functions are able to be performed offline (e.g. Gmail, Google Drive, apps). It is important to understand though that after completing work offline on a Chromebook it needs to be connected to wifi to sync the work to the cloud.

Does a Chromebook need virus protection?
Chromebooks are designed so that they do not require virus protection.

What if students want to bring their own devices?
We advise against your student bringing personal devices to school as the district provided Chromebook is sufficient in accomplishing all educational tasks needed by your student.

Can I opt my student out of receiving a Chromebook?
The Chromebook is a necessary tool to be used in the instruction process.   We strongly discourage opting out of your student receiving a Chromebook as it may be more difficult for them to complete tasks and learning opportunities assigned by their teachers.

What about insurance?
All Chromebooks are insured through the district so additional insurance does not need to be purchased.

Who else can use my child's device?
Your child will be held responsible for Chromebook usage. We do not authorize other people or students to use a student's Chromebook.

What kind of technology support will we have outside of school hours?
No technology support will be provided outside of school hours. Students can come to the Library when they arrive at school the next day to report any issues or ask the library staff any questions.

Is there an option to buy the Chromebook?
Not at this time.

Can students purchase apps for the Chromebook?
At this time the only apps and extensions allowed on a student's Chromebook are ones that are installed by the district or under the direction of a teacher.