

Argyle Independent School District

Chromebook Guide

The policies, procedures, and information within this document apply to all Chromebooks used at Argyle ISD.

PROGRAM GOAL	3
WHAT IS A CHROMEBOOK	3
RECEIVING YOUR CHROMEBOOK	3
Training	3
Return	3
USING YOUR CHROMEBOOK	4
At School	4
At Home	4
Sound	5
Managing Your Files and Saving Your Work	5
Taking Care of Your Chromebook	5
General Precautions	5
Cases	6
Charging	6
Screen Care	6
Asset Tags	6
Storing Your Chromebook	7
Software and Security	7
Virus Protection	7
Content Filter	8
Google Apps for Education	8
Personalizing Your Chromebook	8
No Expectation of Privacy	8
Repairing or Replacing your Chromebook	8
Replacement Costs	9
Repair Procedures	9
Digital Citizenship	10

PROGRAM GOAL

The goal of the 1:1 Chromebook program at Argyle ISD is to create a learning environment that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning.

WHAT IS A CHROMEBOOK

A Chromebook is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself. This allows the Chromebook to be sold at a much lower price point than traditional laptops.

RECEIVING YOUR CHROMEBOOK

Replacement is at the discretion of the principal. Students will be responsible for the full cost of replacement if it is determined that damage has been caused by intentional abuse or misuse.

Return

While enrolled at AISD, the District maintains ownership of the device. If requested by the Technology Department or campus administration, students may be required to turn in their Chromebooks for maintenance or inspection.

The Chromebook will be returned to the school on a date to be requested or sooner if the student is discharged from the school prior to the end of the school year. The student's failure to return the equipment in a timely manner will be considered unlawful appropriation of District property.

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, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their Chromebooks. Students are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their Chromebooks.

If a student leaves the Chromebook at home, he/she is responsible for getting the coursework completed as if the Chromebook were present. Loaner Chromebooks will not be issued to students who forget to bring their Chromebooks to school. Other district computers may or may not be available for student use.

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired at school. A limited number of “loaner” Chromebooks are available, so a loaner cannot be guaranteed.

At Home

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use. However, some applications can be used while not connected to the Internet. Students are bound by the Argyle School District Responsible Use Policy, the Chromebook Agreement, and all rules of this Guide regardless of where they use their Chromebooks and regardless of the source of the Internet connection.

Sound

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

Managing Your Files and Saving Your Work

Students are encouraged to save files to their Google Drive account. Saving to Google Drive will make the file accessible from any computer with internet access. Some files may be stored on the Chromebook's hard drive.

- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of important work.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are broken or fail to work properly must be immediately taken to the library or office and logged for repair. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced (subject to loaner availability).

General Precautions

- No food or drink should be placed next to the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
- Chromebooks should never be carried with the screen open.
- Students should never disassemble Chromebooks and attempt their own repairs.
- The Chromebook should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, marking, engraving or otherwise defacing the Chromebook or case is not allowed and will result in loss of privileges, disciplinary consequences, and/or additional fees.

Cases

- Each student will be issued a protective shell for his/her Chromebook. This shell should be on the Chromebook at all times.

- Students must use the District-issued shell for their Chromebooks. Personally owned cases/shells are not permitted.
- Although the shells are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.
- All stickers should be removed from the shell before returning the Chromebook.

Charging

- Chromebooks must be brought to school each day in fully charged condition.
- Each Chromebook will include an AC adapter. This adapter should be used to charge the Chromebooks at home.
- Students will be permitted to charge Chromebooks in the classroom at the teacher's discretion.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Heavy objects should never be placed or stacked on top of your Chromebook. This includes, but is not limited to, books, musical instruments, and sports equipment.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

- All Chromebooks will be labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way.

Storing Your Chromebook

- When students are not monitoring their Chromebooks, they should be stored in a secure location. Chromebooks should never be stored in an

unattended vehicle.

- Students are responsible for securely storing their Chromebook during extracurricular activities and events.
- Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas might include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, in a car, or any other area that is not securely locked or in which there is no supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office.
- The District is not responsible for the safekeeping and protection of Chromebooks.

Software and Security

All Chromebooks are supplied with the latest build of Google Chrome Operating System (Chrome OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

The district does employ a centralized management system that is utilized to change security settings, update software, and add or remove applications. Students are prohibited from disabling, modifying, circumventing or altering management settings or content filters.

Virus Protection

Because virus protection is built into the Chrome OS, additional virus protection software is unnecessary.

Content Filter

The District utilizes an Internet Content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school) and Internet connection, will have Internet activity filtered. Despite the filter, the District cannot guarantee that all

controversial or inappropriate materials will be blocked.

Google Workspace for Education

Chromebooks seamlessly integrate with the Google Workspace for Education suite of productivity and collaboration tools. This suite includes Google Docs, Sheets, Slides, Drawings, and Forms. All work is stored in the cloud.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to the usage or content of a district-issued Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record the use of student Chromebooks at school. Chromebooks are subject to confiscation at any time and without prior notice. At no time will webcams be used for monitoring. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Repairing or Replacing your Chromebook

Vendor Warranty

- Chromebooks include a one-year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.

Claim history on loss, theft and damage will ultimately determine whether additional fees are necessary.

Costs Associated with Chromebooks

Optional insurance is available to purchase for district-provided Chromebooks. The cost of this insurance is \$50 per school year or a maximum of \$150 per family. You can elect to take the insurance only during the process of enrolling your student. For those who do not purchase district-provided insurance, a \$75 incident fee will be charged per occurrence. This fee does not cover for loss of the Chromebook and/or its accessories, or damages caused by intentional misuse and/or abuse. The administration will investigate and determine if the occurrence is accidental or neglect. If a lost device is subsequently found, families may be eligible for a refund. To qualify, the Chromebook must be returned within 30 days of AISD's receipt of the replacement payment and must be in good working condition with no damage.

Cost breakdown for those who do purchase Insurance

Damage	Complete Chromebook Replacement	Parts Damage First Occurrence	Parts Damage Per Additional Occurrence	Charger Replacement Only	Case Replacement Only	Sticker Removal
Accidental	\$25.00	\$0	\$25.00	\$40.00	\$35.00	
Misuse, neglect, intentional damage or loss	\$360.00	Assessed per incident. \$25 minimum	Assessed per incident. \$25 minimum	\$40.00	\$35.00	\$25.00

Cost breakdown for those who **do not** purchase Insurance

Damage	Complete Chromebook Replacement	Parts Damage		Charger Replacement Only	Case Replacement Only	Sticker removal
Accidental	\$75.00	\$75.00		\$40.00	\$35.00	
Misuse, neglect, intentional damage or loss	\$360.00	Assessed per incident. \$75 minimum		\$40.00	\$35.00	\$25.00

Repair Procedures

- Students who need to have their Chromebook repaired or replaced should leave the device with the School Library Media Specialist or Office.
- The Media Specialist will document the issue for the Technology Department. The Technology Department will collect the device for repair.
- If one is available, a loaner Chromebook will be issued to the student. If repair is needed due to malicious damage, the school may refuse to provide a loaner or re-issue a Chromebook.
- Students will be notified by e-mail when their Chromebook has been repaired. Repaired Chromebooks can be picked up at the school library or office.
- A repaired Chromebook may need to be restored to its original settings. Locally stored files may not be able to be recovered.

Digital Citizenship

District-issued Chromebooks should be used for educational purposes and students must adhere to the Argyle School District Responsible Use Policy as well as related policies and procedures at all times when using Chromebooks, on or off campus.

While working in a digital and collaborative environment, students should always

conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself – Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.
2. Protect Yourself – Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.
3. Respect Others – Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people.
4. Protect Others – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
5. Respect Intellectual Property – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
6. Protect Intellectual Property – Do not use pirated software or distribute music or media in a manner that violates license agreements.