

School District of Upper Dublin

Chromebook Guidelines & Information



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1. RECEIVING YOUR COMPUTER

Students at UDSD will be provided with a Chromebook along with a Google Workspace account. **Students are responsible for bringing completely charged Chromebooks for use each school day.**

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school district. Chromebooks that are broken, or fail to work properly, must be reported to their teacher, and dedicated Chromebook support station (library) in your building as soon as possible so that they can be taken care of properly. ***Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

2a: General Precautions

No food or drink is allowed near your Chromebook.

Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

Students should never carry their Chromebooks while the screen is open. Chromebooks must remain free of any writing, drawing, stickers, or labels. Stickers may be put on student provided cases.

Vents **CANNOT** be covered.

Chromebooks should never be left in a vehicle, because of the potential for damaging heat.

2b: Carrying Chromebooks

Transport Chromebooks with care.

Chromebook lids should always be closed and tightly secured when moving.

Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.

2c: Screen Care

The Chromebook screens can be damaged if subjected to rough treatment:

Do not lean or put pressure on the top of the Chromebook when it is closed.

Do not store the Chromebook with the screen in the open position.

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 (e.g. pens, pencils, or disks).

Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. **Students are responsible for bringing completely charged Chromebooks for use each school day.** Students are responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

3a: Chromebooks left at home

On occasion, a student may forget his/her Chromebook at home. The procedure is for the student to report to the library to borrow a loaner device for the day. This loaner Chromebook may be a different model with different features available, compared to the originally-issued student device.

Because of this, using a school loaner *cannot be a substitute for bringing a fully-charged Chromebook to school every day.* The borrowed devices are expected to be returned at the end of the school day. If it is not, the student may receive disciplinary consequences. Parents/guardians may be notified if a student habitually does not bring their Chromebook to school.

3b: Chromebooks under repair

Loaner Chromebooks will be issued to students when they leave their Chromebook for repair with the school chromebook support station. Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the “loaner” device. Students will pay a replacement cost if it’s lost or stolen.

3c: Charging your Chromebook

Chromebooks must be brought to school each day fully charged.

Students need to charge their Chromebooks each evening.

Repeat violations of this policy will result in disciplinary action.

3d: Backgrounds and Password

Inappropriate media may not be used as a screensaver or background.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

Take care to protect your password. Do not share your password.

3e: 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.

3f: Printing

At school, we encourage students and teachers to share files via our Learning Management System or Google Drive.

3g: Account Access

Students will only be able to login to the Chromebook using the @stu.udsd.org Google Apps for Education account.

Students should always use the Chromebook with their own account.

4. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

Google Apps stores a suite of office productivity software (Docs, Slides, Drawings, Sheets, Forms, and more) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files -- all online accessible through any device connected to the Internet.

All file types can be stored online in Google Drive. Offline access to your Google Drive files is possible, but you must set it up to allow offline access,

<http://goo.gl/dlgCb>

5. OPERATING SYSTEM ON YOUR CHROMEBOOK

5a: Updating your Chromebook

When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome OS, operating system.

No need for installs, updates, or re-imaging, you must shut down your Chromebook in order for updates to occur, on restart.

Chromebooks have built in virus protection.

Additional functionality and improvements to the Chrome OS will continue to occur through automatic updates.

5b: Virus Protections & Additional Software

With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks. There is no need to download and install virus protection software, it is built into the Chrome Operating System and automatically updates to the latest security patches. Files are stored in the cloud, there's no need to worry about finding your files.

5c: Procedures for Restoring your Chromebook

If your Chromebook needs technical support for the operating system, all support will be handled by the school Chromebook support station (library).

5d: Software Installation

Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store, and applications/content across the entire web.

6. *UDSD Acceptable Use Policy and the UDSD Electronic Devices Policy*

7. PROTECTING & STORING YOUR CHROMEBOOK

7a: Chromebook Identification

Chromebooks can be identified in one of two ways: serial number as well as individual user account name

7b: Account Security

Students are required to use their @stu.udsd.org domain user ID and password to protect their accounts and are required to keep that password confidential.

7c: Storing Your Chromebook

When students are not using their Chromebook, they should store them in their locked locker or other safe location.

Nothing should be placed on top of the Chromebook when stored.

Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.

Chromebooks should **not** be stored in a student's vehicle at school or at home for security and temperature control measures.

7d: Chromebooks left in Unsupervised Areas

Under no circumstances should Chromebooks be left in an unsupervised area. Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, locker rooms, unlocked classrooms, dressing rooms and hallways.

Any Chromebook left in these areas is in danger of being stolen.

If an unsupervised Chromebook is found, notify a staff member immediately.

7e: Chromebook Theft or Loss

Parents/Guardians are responsible for replacement costs due to loss or theft of Chromebooks as this is not covered by accidental damage insurance. All students will be provided a Chromebook with a stylus and charger.

Misplaced or damaged Chromebook accessories are the responsibility of the family. Replacement styluses can be purchased [here](#). Replacement chargers can be purchased [here](#).

7f: Withdrawals

Chromebooks are subsidized by the district, and managed while the student is enrolled. If a student withdraws from the district, the Chromebook and Chromebook accessories (stylus/charger) must be returned on their last day.

8. REPAIRING/REPLACING YOUR CHROMEBOOK

8a: Vendor Warranty:

The equipment vendor has a hardware warranty on the Chromebook. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement. The vendor warranty does not warrant against damage caused by misuse, abuse, lost, theft or accidents. *Please report all Chromebook problems to the library.*