

Lowndes County Schools' Chromebook Handbook



Table of Contents

[What is a Chromebook?](#)

[Distribution of Chromebooks](#)

[Student Responsibilities](#)

[Student Activities Strictly Prohibited](#)

[Parent Responsibilities](#)

[Legal Propriety](#)

[Content Filter on Chromebook/Security/Privacy](#)

[How to Care for your Chromebook \(including cleaning\)](#)

[Lost/Stolen Chromebooks](#)

[Procedure for Chromebook repairs or support](#)

[Damage](#)

[Disciplinary Actions](#)

[Personalization of your Chromebook](#)

[Returning the Chromebooks -](#)

[Other Useful Information](#)

[WiFi Access at home and throughout Lowndes County](#)

[Lowndes County Schools' Student Computer/Device Acceptable Use Guidelines Signature Pages](#)

Chromebook Procedures, Policy, and Information Packet

Technology is an integral part of the learning experience in the Lowndes County School System. The 21st century learner is the focus of the 1:1 Chromebook initiative. This focus requires the Lowndes County School System to provide an optimal education wherein students experience the seamless integration of technology into all aspects of their lives - both at home and at school. College and career readiness skills require students to increase the use of technology in their learning. The 1:1 Chromebook initiative provides students with a way to maximize their full potential while preparing them for college and the workplace.

This type of technology immersion does not diminish the role of the teacher but merely enhances it. Learning is the result of interactions with students, educators, parents, and community members. The teacher turns from directing the learning in the classroom to facilitating the learning. Teaching and learning with the Chromebooks will help integrate technology into the curriculum through all aspects of the student's education.

The student shall be accountable for any violations of this [Acceptable Use Policy](#) as found in the Lowndes County Schools' Student and Parent Handbook, as they would be for any other classroom disciplinary incident. A student and his/her parents shall be responsible for damages resulting from a violation of this policy and shall be liable for costs incurred for service and/or repair.

What is a Chromebook?

A Chromebook is a laptop device that operates on Google's Chrome Operating System. The Chromebook is primarily used to connect directly to the Internet. It is also designed to be used with Google applications such as Gmail, Google Calendar, Google Drive (a cloud based app), Google Classroom, Google Docs, Google Sheets, Google Slides, Google Forms and educationally focused YouTube videos. Most of the applications and documents are housed in the cloud within Google Drive. It has a quick start-up time and a long battery life. All applications and use of the Chromebooks are managed by the Lowndes County School System.

Distribution of Chromebooks

Chromebooks will be distributed to students each year. For a student to be issued a device, **both the student and parent must have read the chromebook procedures and policies, along with the Lowndes County**

Schools' Acceptable Use Policy posted online. Students and Parents must also read and sign the Student Chromebook Agreement.

The Chromebook distributed to students their first year will be the device they continue to use until they graduate or unenroll from Lowndes County Schools. Students will generally keep (except during the summer) the Chromebooks for four years.

Student Responsibilities

The use of the mobile computing device is a privilege as the Chromebook is still the property of the Lowndes County School System.

- **Chromebook must be brought to school each day for use in all classes.**
- **Chromebook must be charged and ready to use each day.**
- **Chromebooks must remain in the LCS supplied Chromebook case at all times. Removing the Chromebook from the case may result in disciplinary action.**
- If the student does not bring the Chromebook, the student will notify the teacher of each block. The teacher will then decide accommodations if needed. A limited number of Chromebooks will be available in the media center for emergency situations.
- The classroom teacher will advise students on device usage in each class. Chromebooks may or may not be used in every class every day. Students will respect teachers' instructions on usage of the Chromebooks.
- Sound must be muted at all times unless the teacher states differently and/or headphones/earbuds are used. Students will supply their own set of earbuds to use at school. Earbuds are available for sale in the media center.
- Students should NOT use the Chromebooks to charge their cell phones. This will cause battery issues. If a student is caught in the act, they can be held accountable for the cost of a new battery for the Chromebook.
- The Chromebook and charger are the responsibility of the student who has it checked out. Chromebook chargers should be left at home.
- Chromebooks will not be used to take pictures or video unless the teacher has given you permission to do so. Do not take pictures, video, or audio recordings of other students and teachers/faculty members without their permission.
- The device does not come with a mouse; however, if you wish to use one with the Chromebook, you may purchase one.
- Students must follow the Lowndes County Schools' Acceptable Use Policy.

Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Lowndes County School policy or public law
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Spamming - sending mass or inappropriate emails

- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet for financial or commercial gain or for any illegal activity
- Do not give out personal information, for any reason, over the Internet unless directed by the teacher for educational purposes. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to: the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing or attempting to bypass the Lowndes County Schools' Content Filter in any way
- Any actions listed in the Lowndes County Schools' Acceptable Use Policy.

Parent Responsibilities

- **Assist your student with making sure the Chromebook is charged and ready for the next school day.**
- **Assist your student with making sure the Chromebook is brought to school each day.**
- Accept responsibility for your student's use of the Chromebook, Internet, and email at home.
- Be aware and discuss legal and academic expectations regarding the use of the Internet and email at home.
- Supervise the storage of the Chromebook at home.

Legal Propriety

- Comply with all guidelines outlined in the Lowndes County Schools' Acceptable Use Policy.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask for assistance.
- Plagiarism is a violation of the rules listed in the school's student handbook. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the discipline outlined in the Lowndes County Schools' Student Code of Conduct. Violation of applicable state and/or federal laws may result in criminal prosecution or disciplinary actions by the school.
- Using the device to cyberstalk, cyberbully, circulate gossip, circulate rumors, post threatening and/or intimidating messages, or to record and circulate photographs or videos is strictly prohibited and will be disciplined according to the Lowndes County Schools' Student Handbook..

Content Filter on Chromebook/Security/Privacy

- Chromebooks will be set up with safety content filters at school with the Lowndes County Content Filter in compliance with the Children's Internet Protection Act. Blocks are placed on the device for certain

categories of web content. Lowndes County Schools utilizes two softwares, Blocksi and Content Keeper, to specifically monitor student activity on Chromebooks and inside the GSuite applications provided by the school system. Content filters are **NOT** 100% accurate. While the student is using the device away from school, parents should monitor their student's online activity and usage. If a student is logged into his/her G Suite account, whether on or off campus, the account and its activity will be monitored and filtered.

- Chromebooks can only be logged into by using a Lowndes County Schools' account. All students have been issued a Lowndes County Schools' Google account. If students do not remember their username and password, they will need to contact their media specialist to have their password changed.
- Students should never leave their Chromebook unsupervised during the school day, at any after-school activities, or at home. The device should not be left in your vehicle unattended for any length of time.
- Students should have NO expectations of confidentiality or privacy with respect to any usage of the Chromebook, regardless of whether that use is for school or personal purposes.
- Lowndes County School System may, without prior notice or consent, login to, supervise, access, view, monitor, and record use of a student's Chromebook at any time for any reason. By using the Chromebook, students agree to such access, monitoring, and recording of their use.

Teachers, school administrators, and the Lowndes County Schools' Technology department may use monitoring software that allows them to view the screens and activity on the students' Chromebooks.

How to Care for your Chromebook (including cleaning)

Students are responsible for the care and upkeep of their Chromebook. Below are a few guidelines to follow:

- Keep food and drinks away from the device. Students should never eat while working on the Chromebook. Damage can be incurred from food or drink.
- Use care when opening and closing your Chromebook by grasping the center of the lid.
- Always close the lid of the Chromebook when transporting from one location to another. If moving within the classroom, students should transport the device with two hands holding the keyboard rather than the screen.
- Avoid putting anything heavy on the lid of the Chromebook and make sure it is closed before putting it in your bag.
- Avoid leaving any school supplies such as pencils, pens, or papers inside the Chromebook when you close it.
- When plugging and unplugging the charger, be gentle and do not pull roughly on it.
- Do not stretch the charger across an area causing a tripping hazard as this could also cause the Chromebook to fall to the ground.
- Never leave the Chromebook unattended. You should keep it with you at all times while at school.
- Students should not place the Chromebook on the floor, in the seat of a desk, on your bed, etc. where the device can be pushed off, sat on or stepped on.
- Do not allow the Chromebook to get wet or soiled with food etc.
- Keep the Chromebook out of extreme weather such as rain and temperature change.
- **Do not leave the Chromebook in your vehicle.**

Lost/Stolen Chromebooks

If the Chromebook is lost/stolen, a police report must be filed immediately with the sheriff's department or School Resource Officer along with contacting the media specialist; otherwise, the device should be returned no matter the state. The Chromebook will be completely shut down through the technology department making it unusable by anyone.

Procedure for Chromebook repairs or support

All repairs or support will be handled through the media center. Students should bring broken chromebooks to the media center to the technology paraprofessional; he/she will submit a repair ticket on behalf of the student. Once the repair is completed, the student will be notified via email. No repairs are to be made by the student, parent, or outside source. If this happens, it could result in the voiding of this Chromebook agreement and the full payment of the Chromebook may be required..

Upon Chromebooks being turned in for repair or support, a loaner device will be given to the student for use until the student's Chromebook is repaired and returned to the student. The loaner device will act as the original device and will be subject to the original Chromebook agreement. Therefore, the student will be responsible for any damages or loss of the loaner device just as with the original Chromebook. The loaner device can be taken home until the repairs are made to the student's Chromebook. Students will be notified when their Chromebook is ready for pickup after repairs. The loaner device must be returned at the time the repaired Chromebook is picked up.

Damage

Students will be responsible for all damage done to the Chromebook. The entire cost of the Chromebook (\$200 for the device and \$30 for the case) or the repair cost of the device will be due before the student will be issued another Chromebook. For those that cannot pay the entire amount, they will have the option of a payment plan as long as consistent payments are made.

If the school system deems that the device was intentionally damaged, the student will be charged full

price of up to \$200 for the device and case.

Typical chromebook repairs and costs (not all listed)	
charger	40
back cover	40
bezel	30
bottom cover	40
screen	40
palmrest with keyboard	100
touchpad	30
case	30
Total loss including case	200

Disciplinary Actions

Students are responsible for bringing their fully charged Chromebook to school each day and keeping it secure throughout the day. If the student fails to bring their Chromebook to school or it is not charged, the student will report the issue to the teacher. The teacher will then determine the most appropriate way to resolve the issue. If the student’s behavior becomes repetitive, the teacher may take disciplinary consequences following the Lowndes High School assertive discipline plan for minor infractions. Student actions which are more severe may result in an immediate referral to an administrator.

Personalization of your Chromebook

The Chromebook that is checked out to each student will be labeled with a Lowndes County Asset barcode label. This label is NOT to be removed or covered under any circumstance. **Personalizing the Chromebook itself is prohibited.** A fee will be incurred if there is permanent damage due to the student's personalization of their device.

Lowndes High School students **may personalize their Chromebook cases and are encouraged to do so;** however, all personalization must be school appropriate. If the markings on the case are not school appropriate a discipline referral will be completed and the case will be taken from the student. The student may have disciplinary consequences and also be responsible for purchasing a new case from Lowndes High School. The student will not be able to have access to the Chromebook until the case is purchased and placed on the device. Lastly, the Chromebook must be returned in original condition at the end of each school year.

Returning the Chromebooks -

Chromebooks, cases, and chargers will be returned at the end of the school year. **If a student withdraws or is withdrawn due to lack of attendance, the device must be promptly returned to the guidance counselor or media center.** If the device is not returned, a police report will be filed and a lost/stolen fee (of \$200) will be charged to the students/parents. After 45 days of the device not being returned, Lowndes County Schools reserves the right to seek warrants for theft by conversion of government property. Students attending Lowndes County Schools that are assigned to Lowndes Alternative School will retain their Chromebook for maintaining school work during extended out of school suspensions. At any time, the suspended or alternative school student could be required to periodically allow a supervising teacher to check the Chromebook. While a student is enrolled at Lowndes Alternative School, if it is shown through Edgenuity that the student is not using the chromebook at home for completing coursework, the student could be required to return the chromebook to school.

Other Useful Information

- Students will need earbuds to use with the Chromebooks. Earbuds may be purchased at any major retailer or in the media center.
- If students wish to use a mouse, students will need to purchase a mouse; however, use of a mouse is not necessary. Mice may be purchased at any major retailer or in the media center.
- A chromebook case will be provided and should remain on the chromebook at all times. The case may be personalized to allow for easy identification. All personalization should be in good taste and free from use of profanity or inappropriate content.
- Students will be able to download some Chrome Extensions to their school Google account. These extensions and apps will be useful in helping students with assignments and/or studying. Students will be able to access their school Google account from anywhere that has an Internet connection.
- Lowndes County Schools does provide WiFi; however, it makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

WiFi Access at home and throughout Lowndes County

Students will be able to access the Internet at home by using a wireless connection. The Chromebook is configured to use Lowndes County Schools' Internet Content Filter. While Internet content filters are in place for the protection of Lowndes County Schools' students, no filter program provides 100% protection. Monitoring and supervision by teachers and parents are still very important.

If you do not have WiFi access at home, there are many different businesses and locations throughout Lowndes County that have free WiFi access.

- Valdosta/Lowndes County Public Library
- Many restaurants throughout Lowndes County

- Each Lowndes County Schools' elementary and middle school parking lot

Sources:

Tift County Chromebook Handbook

Camden County Schools' Technology-Enhanced Curriculum Initiative

Buckeye Central Local Schools' 1:1 Plan

Essex-Hampton Public Schools' 1:1 Chromebook Program