

# Waubun-Ogema-White Earth COVID-19 Chromebook Implementation Handbook

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The following requirements and guidelines apply to the Chromebooks Implementation Initiative.

## I. Student Responsibilities

- A. Students are expected to use the Chromebooks appropriately for educational purposes.
- B. Students are responsible to download to the Chromebook any necessary documents, assignments, and/or materials from their teachers. Students may load photos on their district-owned Chromebook as long as all content complies with the [Acceptable Use Policy](#). The use of music on the Chromebook during instructional time will be at the discretion of the classroom teacher. Students may set their own screensaver photos. The presence of inappropriate music or photos may result in the confiscation of the Chromebook and/or other disciplinary actions.
- C. Students may not install software, download apps, or attempt to reconfigure the software of the Chromebook. If non-conforming apps or software are discovered on district-owned Chromebooks, the Chromebook will be restored to the school set of software and disciplinary actions may be enacted. Tech staff are not responsible for saving, restoring, or backing up documents, music, or photos that students may be storing on the Chromebooks.
- D. Students attempting to hack or jailbreak the Chromebook will be subject to disciplinary action.

## II. Parent Expectations

- A. Parents are encouraged to view a [Parent Chromebook Orientation](#). This orientation will be available online via the district website at [www.waubun.k12.mn.us](http://www.waubun.k12.mn.us).
- B. The school district asks for parent support in [Parent guide to chromebooks](#) communicating with their children about the standards of appropriate content and helping to monitor the use of the Chromebooks at home.
- C. Parents are responsible for signing this agreement at the bottom of the last page.
- D. If necessary, parents are expected to assist their child fill out any forms needed to report theft or damage.
- E. Parents are encouraged to become familiar with the Chromebook and help ensure the use of the technology to track their child's progress. The Chromebook allows parents and students to view teacher assignment calendars, track homework, and monitor progress toward coursework completion.
- F. Parents should help to ensure that only the student and parents use the school-assigned Chromebook.
- G. Parents will return the Chromebooks to ISD#435, Waubun-Ogema-White Earth Community School at the end of the Distance Learning term.

### III. Terms of the Chromebook Loan

- A. Chromebooks will be distributed at the discretion of district administration upon confirmation that the Agreement form has been signed.
- B. Legal ownership of the Chromebooks remains with the school district. The use of the Chromebook is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, the district's Acceptable Use Policy, and all other district policies.
- C. The school district reserves the right to repossess the Chromebook and accessories at any time if the student does not fully comply with the terms of this handbook. The district may also choose to limit and/or withdraw home use privileges for failure to comply.
- D. Failure to return the property in a timely fashion may result in the involvement of law enforcement.
- E. Software and apps will be managed by the school district, due to the need to comply with licensing agreements.
- F. The Chromebooks will be subject to routine monitoring by teachers, administrators, and/or technology staff. If the tech staff needs to restore a Chromebook, the district is not responsible for the loss of any content put on the Chromebook by the student.
- G. Each Chromebook has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the Chromebook itself in any fashion.
- H. The use of Chromebooks during instructional time is governed by classroom teachers. Failure to follow the instructions of the teacher may result in disciplinary action.

### IV. General Care Instructions

- A. Chromebook screens should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the Chromebooks.
- B. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the Chromebook. When disconnecting, remove the cable from the Chromebook before pulling the cord from the wall outlet.
- C. Students should never put weight on the Chromebook, stack items on top of them, or wedge them tightly into a backpack or case. The Chromebook cases should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- D. Liquids, food, and other debris can damage Chromebooks. Chromebooks should be closed in their cases and away from food and liquids when students are eating.
- E. Do not hold or carry Chromebooks by their screen; this could result in screen breakage.
- F. Battery life is shortened by using Wi-Fi, Bluetooth, high screen brightness, and video. Students should learn to manage the settings and apps to improve battery performance.
- G. Students are encouraged to refer to the Chromebook Instruction Manual located on the Chromebook for further information.

### V. Protection Plan

- A. The Chromebook may ONLY be used by the student to whom it was assigned or by the parents of the student. The student may not loan it to another student.
- B. The student is responsible for the security of the Chromebook at all times. The Chromebook should never be left unsecured. When not with the student, the Chromebook should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing the Chromebook.
- C. Students should keep personal information about themselves and others off the Chromebook. Password security for the network systems should be maintained, as should the privacy of locker combinations. It is the responsibility of the student to keep his or her information secure.

VI. Damage, Theft, Repair

- A. Damage or hardware issues must be reported immediately to the appropriate school personnel. For cases of hardware failure or accidental damage, a loaner will be provided for the student throughout the repair/replacement process. There may be delays if there are no loaners available.
- B. Students/parents are responsible for the full cost of any willful, negligent, or intentional damage to the Chromebook. Failure to pay for willful, negligent, or intentional damage may result in legal consequences.
- C. Theft must be reported immediately to the appropriate school personnel. Students/parents will be required to fill out an incident report through the school district's resource officer. This report is downloadable at [www.waubun.k12.mn.us](http://www.waubun.k12.mn.us).
- D. The Chromebooks contain software that can be activated to track and recover missing Chromebooks. The school district will coordinate with law enforcement to track missing or lost Chromebooks.

I have read the agreement and I agree to the terms above.

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Parent Signature

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date