

Island Union Elementary School Chromebook Policy Handbook 2016-2017



The policies, procedures, and information within this document apply to all Chromebooks used at Island Union Elementary School (IUESD) students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

Chromebook Specifications:

- 11.6" (1366x768) display
- 1.3 inches thick - 3.9 lbs
- Up to 7.5 hours of battery
- Intel® Celeron™ processor
- 16 GB Solid State Drive
- Dual band Wi-Fi 802.11 a/b/g/n and Ethernet
- HD Camera
- 2x USB 3.0, 1x USB 2.0
- 1x HDMI Port, 1x VGA Port

Receiving Your Chromebook:

Chromebooks will be distributed each fall during the first week of school. ***Parents & Students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child.*** This document will need to be signed during student registration.

Insurance:

IUESD offers Chromebook insurance but, if you choose to purchase it, it must be purchased prior to checkout of the Chromebook to your child. The annual fee will be \$50 per device. Details of this policy are on page 5.

Training:

Students will be trained on how to use the Chromebook by their teacher. Training documents and videos will be available online for students to refer to when needed.

Return:

Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at IUESD.

Any student who transfers out of IUESD will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the School Office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- Chromebooks will remain in the provided case at all times in 6th-8th grades.
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a desk or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop. This includes not leaving it in your vehicle.
- Always bring your laptop to room temperature prior to turning it on.

Carrying the Chromebook:

In 4th and 5th gr. There will be very special circumstances the student may carry their Chromebook to a designated location. The teacher will teach the student very clearly how to carry the Chromebook to prevent damage.

In 6th-8th the Chromebook is in a protective padded case and must remain in the case while in transport and while it is at home. The protective case of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. When carrying the Chromebook the case must be closed and zipped completely. You should NEVER toss or drop the case.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly **sensitive** to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place **anything on the keyboard before closing the lid** (e.g. pens, pencils, ear buds, notebooks). This shatters the pixels in the screen.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

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, school messages, announcements, calendars, academic handbooks, student handbooks, and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to school, unless specifically advised not to do so by their teacher.

At Home (when approved by the classroom teacher):

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in a referral with appropriate disciplinary action.

At home, it is recommended that students keep the AC Adapter power cord (charger) in the Chromebook protective case. If fully charged at home, the battery will last throughout the day.

Sound:

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

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of IUESD. Spot checks for compliance will be done by any IUESD staff member at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the IUESD acceptable use policy.

Software on Chromebooks:

Originally Installed Software:

- Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.
- All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.
- From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by IUESD.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One

environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored.

Protecting & Storing Your Chromebook:

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number and IUESD asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:

When students are not monitoring their Chromebook, they should be stored in the charging cart or teacher designated spot. Nothing should be placed on top of the Chromebook. The Chromebook is not to be stored in student desks or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in a vehicle.

Storing Chromebooks at Extra-Curricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events. This includes After School Care.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the School Office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be billed for parts and labor for Chromebook damage.
- **If student breaks a device, they will have to pay the debt-listed amount before student takes a new device home in 6th-8th gr. The second device will stay at school until the first one is paid for. If a second device is broken/lost etc., no further devices will be issued for the remainder of the school year.**

Accidental Damage or Loss Protection:

As part of the 1:1 Chromebook initiative at IUESD, the IUESD is offering the purchase of non-refundable accidental damage insurance prior to the checkout of the Chromebook to your child. IUESD will be the sole provider of this insurance. Under this insurance policy the Chromebooks are protected against accidental damage or loss due to an act of nature. The IUESD will require that a police report be submitted in cases of

theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This insurance policy does not cover for loss of the Chromebook and/or its accessories. IUESD will assess the Chromebook damage and repair or replace the device. **Parents/Students will be charged for full replacement cost of a device that has been damaged.**

Island Union Elementary School District Chromebook Device Insurance

If a parent chooses to purchase the insurance, IUESD requires that the non-refundable insurance be purchased prior to the checkout of the Chromebook to your child. The insurance cost is \$50.00 annually for each Chromebook. This gives you **half off** whatever the cost may be. For example: The screen breaks – \$140 without insurance, \$70 with insurance. If a student withdraws from IUESD and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Lost or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Chromebook (\$392 for devices purchased by IUESD prior to June 2016)
- AC Adapter & power cord - \$55
- Battery - \$98

Chromebook Technical Support:

The librarian will be the first point of contact for repair of the Chromebooks. Services provided by the librarian include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

Island Union Elementary School District Chromebook Policy Handbook Sign-Off and Student Pledge



- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- **I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.**
- I will not place **anything on the keyboard before closing the lid** (e.g. pens, pencils, ear buds, notebooks).
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of IUESD.
- I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will report to the district office immediately in the case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or damaged.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

Student Name: _____ (Please Print)

Student Signature: _____

Parent Signature: _____

Date: _____

**ISLAND UNION ELEMENTARY SCHOOL DISTRICT
STUDENT/PARENT CHROMEBOOK SIGNATURE PAGE**

IUESD

Student Information

Last Name _____ First Name _____

Address _____

Home Phone _____ Cell Phone _____

Parent Information

Last Name _____ First Name _____

Address _____

Home Phone _____ Cell Phone _____

_____ My child **has my permission** to use the Chromebook and its accessories. I agree to pay the District \$50-for insurance that is not refundable.

_____ My child **has my permission** to use the Chromebook and its accessories without insurance.

_____ My child **has my permission** to use the Chromebook and its accessories without insurance at school only(they will not take it home).

_____ My child **does not have my permission** to check out the Chromebook and its accessories.

Parent Signature _____ Date: _____

Technology Acceptable Use Agreement

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by the IUESD Acceptable Use Policy Guidelines as stated in this document.

Student Signature: _____ Date: _____

Parent/Guardian Agreement

In consideration of the privileges and opportunities afforded by the use of the IUESD technology and computer resources, I hereby release the IUESD and its agents from any and all claims of any nature arising from my student's use or inability to use the IUESD technology and computer resources.

Parent Signature: _____ Date: _____

Board approved July 22, 2015

Slight revision with date and grade levels added 8/9/16