

## 2020-2021 CHROMEBOOK BEST PRACTICES

- Students will use their Chromebook for only educational purposes while at home and at school.
- Students will bring their Chromebook to each class, every day and ensure that the Chromebook is fully charged at the beginning of the day.
- Students will carry their Chromebook in the school district provided carrying case when transporting the device between classes and to/from school. Students will carry their Chromebook with two hands when moving around the classroom working on educational activities, with the Chromebook closed. Students should keep their Chromebook case with them at all times. Students should not place their Chromebooks in their backpacks.
- Students will follow teacher direction when utilizing the Chromebook within their classes. When not in use, the Chromebook will be closed or at a 45 degree angle, per teacher direction.
- Students will store their Chromebook either on their desk or on top of their books in the basket underneath their desk when not in use during class. Students will keep devices away from locations like table edges, floors, seats or pets and not stack objects on top of the device, leave it outside, or use near water. At home, students will not have any food or liquid close to the Chromebook to avoid spilling and damaging the device.
- Students will be mindful of other students' Chromebooks and only utilize his/her own device at all times. The student will not share passwords. At home, students will not allow any other users to access and utilize their Chromebook as the device is entrusted to the student. When not in the student's personal possession, the Chromebook should be in a secure environment. Students are responsible for remembering their passwords. Student will not leave the device in a vehicle or leave it unattended at any time. Chromebooks are configured for individual use, utilizing a Butler SD 53 Google Apps for Education account. Personal account use is not feasible or allowed.
- Students will care for their device and treat it as if they were their own. Student will avoid applying liquids to the Chromebook surface. The Chromebook should be cleaned with a soft cloth. If necessary, slightly dampen the cloth. Avoid getting moisture in the openings.
- Students should plug in the Chromebook gently into the charger when charging at home or school.
- Students will not deface the Chromebook at any time with stickers or any other markings. Consequences will be given if the stickers are not removed.
- Students will not try to bypass the content filter or managed profile. Students will not alter the wifi settings while at school.
- Student will report damage, loss or any tech concerns with the device immediately. Student must not damage or lose any part of the device. This includes, the name label, the name tag, asset tag and the shoulder strap. Student will be responsible for the cost of the replacement of any lost or damaged parts. Each Chromebook has a unique identification number and at no time should identifying labels be modified or removed. Any student whose Chromebook is lost could be subject to a consequence. Chromebook will be considered lost if not located after 1 week. The Lost Chromebook replacement cost is the responsibility of the parent. Additionally, the first intentional damage may incur a consequence.
- Students will turn in their Chromebooks(including the charger, the strap, the case) at the end of each school year or if he/she transfers out of the district. Students must also return devices immediately upon request of school officials if warranted by a disciplinary situation or investigation. Failure to turn in the Chromebook or any other district provided resource will result in the student being charged a replacement cost.

## **Chromebook Acceptance Form**

### **Goals of 1:1 Technology Initiative**

- Students benefit from daily access to technology to enhance learning across the curriculum.
- Student engagement and personal responsibility will better prepare them to take ownership for their learning.
- Charged devices to 100% level are critical to ensure instruction is not interrupted.

## **1:1 Chromebook FAQs**

*Will my student be allowed to leave his/her device at school?*

Students will be taking their Chromebooks home each day.

*Will my student bring his/her charger home?*

Yes. Each student will be expected to have a fully charged Chromebook at the beginning of the day.

*How should my student protect his/her Chromebook when traveling home?*

Students have been provided a padded, hard carrying case that will protect the Chromebook screen. This case has a carrying strap for the student to carry over his/her shoulder. If the student is carrying the case with his/her hands, he/she should have the Chromebook on top of a stack of books and never on the bottom. Additionally, students should take necessary precautions when working with the device at home to avoid being close to food and drink. It is not recommended to carry the Chromebook in your backpack.

*Why does the District filter the Chromebook when the student is using it at home?*

State law requires that District-owned computers with Internet access utilize Internet filtering software to remain in compliance with the Children's Internet Protection Act (CIPA). This software will monitor and block certain websites from students' view.

*Why are students responsible for damage to their devices?*

As students are entrusted with this Chromebook, they are also entrusted with the care for and appropriate use of the device. Additionally, the District cannot be responsible for damage that arises from misuse at home or at school. Student may also be responsible to damage that they may have caused to another student's Chromebook. Each case will be reviewed by the administration.

*What does my technology fee cover?*

The District technology fee covers for part of the cost of the device, as well, as the educational software and licenses that are installed on the device.

*How can I support my student with this device at home?*

Ensure that your student is working on school work when using the device and focused on learning. Ask your son/daughter what he/she is working on and how it related to his/her classes. This facilitates a conversation and allows you to learn more about what is happening in the classroom at school.

## Administrative Response to Specific Situations: Please review the following situations with your child.

Situation 1 – If a student forgets to charge his/her Chromebooks (\*or loses charge during the day):

- Student will have to make his/her teacher aware. It will be at the teacher's discretion to manage access to alternate resources. Students are expected to arrive for testing days with all necessary materials and a fully charged Chromebook. *Students are responsible to come to school with his/her Chromebook charged so they are ready to learn.*

Situation 2 – If a student forgets his/her Chromebook at home:

- Student will have to make his/her teacher aware. It will be at the teacher's discretion to manage access to alternate resources and the consequences.

Situation 3 – If a student participates in after school activities:

- Option 1
  - Keep it in the Chromebook case.
  - Follow the directions from the after school activity sponsor
  - Coaches will not wait for students beyond the expected time for student dismissal time for any student who is returning with parents to retrieve his/her Chromebook.
- Option 2 - RECOMMENDED
  - Keep the Chromebook in the case.
  - If parents are attending the event, immediately give your case to your parents to supervise.

Situation 4 – If a student has a damaged Chromebook:

- Our AEN 6:235 designates that the parent is responsible for any damage that results in repair or replacement. Each case will be judged separately under the specific circumstances. Student will have to checkout a loaner from the library until the Chromebook is repaired and returned.

Situation 5– If a student loses/damages his/her Chromebook:

- Student must inform the front office/principal/ Director of Technology immediately upon misplacing or damaging his/her Chromebook.

### Additional information:

Chromebook Cases:

- Student must utilize the district-provided case. Student should not place the Chromebook with or without the case into his/her backpack. Not using the provided case will result in consequences which could include a detention.

Defacement:

- Students will not tamper with the inside and outside appearance of the Chromebook.

### **Student Expectations and Acknowledgment**

I have read, understand and will follow the Chromebook Best Practices for Students. If I do not follow Best Practices, the consequences could include suspension of privileges and/or disciplinary action. I also understand the school network and e-mail accounts are owned by the District and that the District has the right to access any of the information used through the mediums provided through the District at any time.

### **Parent/Guardian Acknowledgement**

As the parent or guardian of this student, I have read Chromebook Best Practices for Students. I understand that technology is provided for educational purposes in keeping with the academic goals of the District and that student use for any other purpose is inappropriate. The District uses an Internet filtering system, which restricts access to controversial materials. Despite this robust filtering system, it is remotely possible for a student to gain access to controversial content. In such a case, I will not hold the District responsible for materials acquired on the District's network. I understand that students' Internet activities at home should be supervised as they can impact the academic environment at school.

I understand and will support my student in adhering to Chromebook Best Practices. I am aware that if my student fails to adhere to the Chromebook Best Practices, the consequences could include suspension of technology privileges and/or disciplinary action. I also understand the school network and email accounts are owned by the District and that the District has the right to access any of the information used through the mediums provided through the school at any time.

By agreeing to this form, the student and the parent/guardian acknowledge and agree to the following:

- ✓ We understand that we are accepting responsibility for any damage, destruction, or loss of the assigned Google Chromebook.
- ✓ We will not modify the device, change the configuration of the equipment in any way, disassemble any part of the device or attempt any repairs. The applications on the Chromebook are the licensed property of the District.
- ✓ We acknowledge that the purpose of the Google Chromebook is for educational use by the student who is granted access.
- ✓ We understand that failure to adhere to the Chromebook Best Practices will result in consequences, which could include the restriction and/or termination of the student's use of technology.
- ✓ We understand that we are receiving and accepting responsibility for the District-assigned Chromebook, Chromebook case, shoulder strap and charger. All four exact parts must be returned prior to the end of the school year or a fine will be charged to recover the loss.