



Chromebook Parent/Student Information

1. Receiving Your Chromebook

a. Student Distribution

Students will receive their Chromebooks during school. Students and parents must sign The School City of Hammond Acceptable/Required Use Policy to receive a Chromebook.

2. Returning Your Chromebook

a. End of Year

At the end of the school year, students will turn in their Chromebooks and cases to the Media Center. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. The District may also file a report of stolen property with the local law enforcement agency.

3. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Media Center as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker.

a. Physical Education (PE)

- Devices must be stored and locked in assigned hallway locker during PE class. They may not come to the gym area.

b. Classes Where Devices Not in Use

- Devices should be shut down and not used unless directed to do so by teacher.

c. General Precautions

- No food or drink should be next to Chromebooks.
- When at lunch, Chromebook should be monitored and away from food and drink.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.

- Chromebooks must remain free of any writing, drawing, stickers, and labels.

- Heavy objects should never be placed on top of Chromebooks.

d. Cases

- Each student will be issued a protective bag for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.

- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

e . Carrying Chromebooks

- Always transport Chromebooks with care and in School City of Hammond-issued Protective cases. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

f . Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

g. Asset Tags

- All Chromebooks will be labeled with a School City of Hammond asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a School City of Hammond asset tag or turning in a Chromebook without a School City of Hammond asset tag.

4. Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. *See **part c** for ladder of consequences for uncharged devices.*

a. If a student does not bring his/her Chromebook to school

- His/her 1st period teacher will send them to the Media Center to check out a loaner for the day or call the Help Desk to have one delivered, if available.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- The Media Center & teacher will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to the administrative team's office for those students that have more than one occurrence during the school year.
- The administrative team will treat such occurrences as Level 1 offenses, which may result in progressive disciplinary action.
 - 2nd occurrence: 1 detention
 - 3rd occurrence: 3 detentions
 - 4th occurrence: 1 Saturday School
 - 5th occurrence: 2 Saturday Schools
- The students that obtain a loaner will be responsible for returning the borrowed device to the Media Center before 2:30 p.m.
- If a loaner is not turned in by 2:30 p.m., the Media Center will submit a report to the

administrative team and the administrative team will work on retrieving the loaner.

b. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the Media Center.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- A member from the Media Center will contact students when their devices are repaired and available to be picked up.

c. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students are to charge their Chromebooks at home every evening.
- A student can obtain a loaner tablet from the Media Center to use if a device is dead.
- The media center & teacher will send reports to the administrative team's office for those students who have more than one occurrence during the school year.
 - 2nd occurrence: 1 detention
 - 3rd occurrence: 3 detentions
 - 4th occurrence: 1 Saturday School
 - 5th occurrence: 2 Saturday Schools

d. Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

e. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- If a student must print they can use a student desktop workstation to access their file From Google Drive.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/> .

g. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education (GAFE) account ending in "@schk12.us" .
- Students should never share their account passwords with others, unless requested by an administrator.

h. Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.

- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain a copy of all work in Google Drive.

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for some of the Chromebooks functionality; however, most applications can be used while not connected to the Internet. Students are bound by the School City of Hammond *Acceptable Use Policy*, Administrative Procedures, Chromebook guidelines, and all other guidelines in this document wherever they use their Chromebooks.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

a. Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.

- There is no need for additional virus protection.

7. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA) and filters all internet activity while on campus utilizing a School City of Hammond Internet connection.

8. Software

a. Google Apps for Education (GAFE)

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This includes Google Docs (word processing), Sheets, Slides, Drawings, and Forms.

- All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. Chromebook Identification

a. Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

b. Users

- Each student will be assigned the same Chromebook for the duration of his/her time at School City of Hammond. *Take good care of it!*

10. Repairing/Replacing Your Chromebook

a. Media Center

- All Chromebooks in need of repair must be brought to the Media Center as soon as possible.
- The Media Center will analyze and fix the problems they can and escalate the issues they cannot fix to the Technology Department.

b. Vendor Warranty

Chromebooks include a one year hardware warranty from the Manufacturer.

- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the Media Center.

c. Repair/Replacement Costs for Damages

As outlined earlier in this packet, all equipment is covered by warranty. However, if the Chromebook must be replaced / repaired due to **intentional loss or damage** , the following charges will apply:

<u>TABLE OF ESTIMATED REPAIR PRICING</u>	
<u>Repair or Replacement</u>	<u>Loss, Damage or Neglect</u>
Broken/Cracked Screen (LCD)	\$90
Keyboard Replacement	\$52
Power Adapter + Cord	\$40
Chromebook Case	\$20

- * **Fair Market Value is currently \$300**
- * **Liquid damage could be a total loss**

12. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

13. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people’s private spaces or areas.

Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

SCH – HVA Program Chromebook Information Receipt

I acknowledge that I have received a copy of the School City of Hammond Chromebook Parent/Student Information. I understand that this information is to be given to my parents or legal guardian(s) so that they may be fully informed regarding the policies and procedures regarding chromebook usage within this program of the SCH school district.

Student Signature _____ Date _____

I acknowledge that I have received a copy of the School City of Hammond Chromebook Parent/Student Information. I understand that this handbook is to be given to my parents or legal guardian(s) so that they may be fully informed regarding the policies and procedures regarding this program within the SCH school district.

Parent/Guardian Signature _____ Date _____

I acknowledge that the student and parent have received a copy of the School City of Hammond Chromebook Parent/Student Information. And that they understand that this handbook serves to fully inform them of the policies and procedures described within this document.

HVA Administrator Signature _____ Date _____