

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 library as soon as possible so that they can be referred to the Tech Department for repair.

a. General Precautions

- No open food or drink should be next to Chromebooks.
- Cords, cables and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Charging cords can be tripping hazards if the cord stretches across a space with foot traffic. Be mindful of the space you share with others.
- Students should never leave their Chromebooks unattended. If not in use at school, Chromebooks should be stored in a locked hallway locker.

b. Cases

- Each student will be issued a protective case 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.

c. Carrying Chromebooks

- Always transport Chromebooks with care and in the 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.

d. 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 papers)
- Only clean the screen with a soft, dry microfiber cloth or antistatic cloth.

e. Asset Tags

- All Chromebooks will be labeled with a district asset tag.
- Asset tags may not be modified or tampered with in any way.

- Student may be charged up to a full screen replacement cost of a Chromebook for tampering with a district asset tag or turning in a Chromebook without a district asset tag.

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.

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

- Students may be able to check out a loaner from the library if needed to complete a specific class's assignment. Otherwise, students will be without a device for the day. The classroom teacher will determine whether or not it is absolutely essential for a student to check out a loaner.

b. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair with the IT Department.
- District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.
- 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 of the IT Staff 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 should charge their Chromebooks at home every evening.
- An uncharged Chromebook is in violation of this agreement.
- Repeat offenders will be reported to the principal's office.

d. Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. 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 each teacher.
- Students should purchase 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.
- Because all student work should be stored in an Internet/cloud application (Google Drive/Google Classroom), students will not print directly from their Chromebooks at

school. Any printing that needs to be done must be accomplished at home or with the assistance of a teacher or staff member.

- 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 account.
- 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 school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. Chromebooks are tools for learning. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet.

Students are bound by the Stanfield School District Network User's Code of Conduct, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

Operating System and Security

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

a. Updates

- The Chromebook operating system, ChromeOS, 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.

Content Filter

The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

Chromebook Identification

a. Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag, and name 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 Stanfield School District. Take good care of it!

Repairing/Replacing Your Chromebook

a. Network Administration/Technology Support

All Chromebooks in need of repair must be brought to the Library.

- The IT Staff will analyze and fix the problems they can and refer the issues they cannot fix to the Technology Department.

b. Estimated Costs (Subject to Change)

- The following are estimated costs of Chromebook parts and replacements.
- Students will be required to pay these replacement costs if the Chromebook is intentionally damaged or lost.
- Replacement - \$300.00
- Screen - \$65.00
- Keyboard/touchpad - \$100.00
- Power cord - \$35.00
- Carrying Bag - \$35.00

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 school-related or personal purposes, other than as specifically provided by law. The school 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 school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

a. Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the **Technology Usage 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:

1. **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.
2. **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.

3. **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.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **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.
6. **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.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

Using Chromebooks to cheat or plagiarize will result in disciplinary action. This includes sharing work for others to copy and use.

Chromebook Agreement

By signing the below, the student and their parent/guardian agree to follow and accept:

- Use of Technology Policy
- The Website and Social Media Guidelines (below)
- That Stanfield School District owns the Chromebook, software and issued peripherals
- If the student is unenrolled from Stanfield School District, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the computer.
- In no event shall Stanfield School District be held liable to any claim of damage, negligence, or breach of duty.

Print Student Name _____ School _____

Student Signature _____ Date _____

Print Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Guideline	Student Initials	Parent Initials
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.		
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.		
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		

Website & Social Media Guidelines: *Think before you act because your virtual actions are real and permanent!*