

# Minerva Central School

## Chromebook User and Procedure Guide

### (Appendix B)

#### Program Mission

The mission of the MCS 1:1 Chromebook initiative (one electronic device for each student) is to ensure that Minerva Central School District students in grades 3 - 12 have regular, equitable access to the digital tools and resources that allow them to be successful 21<sup>st</sup> century learners. To reach this goal, the district will provide students with digital devices that can expand their learning opportunities beyond the walls of Minerva Central School.

We believe that giving every student a Chromebook will deepen the connection between the high-quality instruction our teachers deliver and the vast collection of resources, tools, and communities that exist in our children's digital worlds. This connection will allow students to become creators, inventors, innovators, risk takers, and problem solvers at a level not previously attainable without the use of technology. Our teachers are already skilled at integrating technology into their classrooms and now will have even greater opportunities to facilitate their student's learning beyond the traditional school day.

#### Purpose of this document

The purpose of this guide is to provide parents and students with a thorough explanation of how the district will manage our 1:1 initiative. The success of this initiative will be strongly tied to the responsibility, ownership, and pride that our students have when they receive their Chromebook. While the district believes that technology use is critical to student success and needs to be part of the daily learning process, the ability to have a device at all times is considered a privilege that our students should not take lightly.

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| <b>1.</b> | <b>CHROMEBOOK DISTRIBUTION</b> |
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Chromebooks will be assigned within the first two weeks of each school year. Parents/Guardians and students MUST sign and return the MCS 1:1 Chrome Book Initiative Student/Parent Agreement document before the Chromebook can be issued to their child.

Students will pick up Chrome Books each morning and return them during homeroom at the end of each day.

All students in grades 3-12 are expected to use a school-issued Chromebook during the school day.

This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Minerva Central School District.

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| <b>2.</b> | <b>TAKING CARE OF YOUR CHROMEBOOK</b> |
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Students are responsible for the general care of the Chrome Book they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to their teacher or BOCES support staff Amber Houghton as soon as possible so that they can be taken care of properly.

**2a. General Precautions**

- Take care to protect your password. Do not share your password.
- No food or drink is allowed next to your Chromebook while it is in use.
- Students should never carry their Chromebooks while the screen is open.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- Chromebooks must remain free of any writing, drawing, or stickers that are not the property of Minerva CSD
- Heavy objects should never be placed on top of your Chromebook.
- Chromebooks must have a Minerva and/or WSWHE BOCES asset tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result.
- Chromebooks should never be left in an unlocked locker or any unsupervised area.
- If your device is in need of repair, please bring it to your teacher or BOCES support staff Amber Houghton as soon as possible.

## 2b. Carrying Chromebooks

The guidelines below should always be followed when moving your Chromebook:

- Transport Chromebooks with care.
- Never move a Chromebook by lifting from the screen. Always transport a Chromebook from its bottom with lid closed.
- Chromebook lids should always be closed and tightly secured when moving.
- When carrying the Chromebook in another case/backpack, take caution when placing other items (notebooks, books, lunch box, etc.) to avoid putting too much pressure and weight on the Chromebook screen. The screen is delicate and can crack easily.
- Use caution when placing Chromebooks into bags, to ensure that writing utensils, earbuds, etc. do not slip between the screen and keyboard.

## 2c. Screen Care

The Chromebook screen can easily be damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything on the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft dry microfiber cloth or anti-static cloth (i.e. <http://amzn.com/B008FPTID2>)

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| <b>3.</b> | <b>USING YOUR CHROMEBOOK</b> |
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- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks should be locked in lockers when not in use.
- If needed during the school day, Chromebooks may be charged at your homeroom.

## 3a. Backgrounds

- Inappropriate media may not be used as a screensaver or background.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug gang related symbols or pictures will result in disciplinary actions.

### **3b. Sound, Music, Games**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

### **3c. Printing**

- Digital sharing of documents is encouraged; printing documents is strongly discouraged.
- Students may use the network printers **with teacher's permission** during class or breaks.

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| <b>4.</b> | <b>MANAGING YOUR FILES AND SAVING YOUR DIGITAL WORK</b> |
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- The majority of students 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 if working outside of Google Drive.
- The district will not be responsible for the loss of any student work.
- Files should only be stored in your Google Drive and not in the downloads file folder of the Chromebook.

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| <b>5.</b> | <b>SUPPORTING YOUR CHROMEBOOK</b> |
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Proper care and maintenance of your Chromebook will help keep a device in good working condition over the four years it is in use.

#### **5a. Updating your Chromebook**

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.

#### **5b. Procedures for Restoring your Chromebook**

- If your Chromebook needs technical support for the operating system, all support will be provided by the school.

- The school does not accept responsibility for the loss of any software or documents deleted due to reformatting and reimaging due to technical issues or issue resulting from inappropriate use.

### **5c. Apps and Extensions**

- Searching for and applying most apps/extensions from Chrome Web Store has been disabled for all students. Some mandatory apps/extension will be automatically added.
- Students may request educational/instructional applications through an online request form. The IT staff and administration will determine educational value before allowing access.
- Some web apps will be available to use when the Chromebook is not connected to the internet, including Google Drive apps (Docs, Sheet, Slides, etc.)

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| 6. | <b>PROTECTING &amp; STORING YOUR CHORMEBOOK</b> |
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### **6a. Chromebook Identification**

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
  - \* Record of district asset tag
  - \* Serial number
- Chromebooks are the responsibility of the student. In most cases, you will be assigned this same device for multiple years. Take good care of it.

### **6b. Account Security**

- Students are required to use their minervasd.org domain user ID and password to protect their accounts and are required to keep that password confidential.

### **6c. Storing your Chromebook**

- When students are not using their Chromebook, they should store them in their locked locker.
- Nothing should be placed on top of the Chromebook when stored in the locker.

### **6d. Chromebooks Left in Unsupervised Areas**

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds, the cafeteria, computer labs, gymnasiums, locker rooms, media center, unlocked classrooms and hallways.
- Any Chromebook left in these areas is in danger of being damaged or stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.

- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

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| <b>7.</b> | <b>REPAIRING/REPLACING YOUR CHROMEBOOK</b> |
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#### **7a. Vendor Warranty:**

- The equipment vendor has a one year hardware warranty on new Chromebooks.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to your teacher or BOCES support staff Amber Houghton.

#### **7b. Chromebook Repair Costs**

- There will be an “Incident Fee” charged for every accidental hardware repair needed. This fee is issued to not only encourage proper use, but also to help offset repair costs.
- If the Chromebook is damaged, lost, or stolen, the costs and procedures are outlined as below:
  - \*Software issues = No cost
- One of the reasons we chose Chromebooks is because there is minimal software issues that will affect them.
- An incident fee will be charged every time a hardware repair is required from intentional damage or irresponsible use/care of device:
  - \*Minimum of \$30 for first incident; \$50 for second incident; \$75 for third incident; \$100 for fourth incident and beyond.
- For example, water spills, missing keys, screen damage, or cracked cases.
  - \* If damage to device is beyond repair, student may be responsible for the replacement value as described below in section 7c.

#### **7c. Lost or stolen Chromebook and/or Accessories**

- Chromebooks that are lost or stolen are the responsibility of the student.
- Lost or stolen Chromebooks must be reported to your teacher or BOCES support staff Amber Houghton within 24 hours of the incident.
- Student must pay the associated charges to replace the lost or stolen Chromebook and accessories.
  - \* Chromebook: \$250
  - \* Power cord: \$25

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| <b>8.</b> | <b>CHROMEBOOK TECHNICAL SUPPORT</b> |
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Technical support will be available through your teacher, or BOCES support staff Amber Houghton. Services provided include the following:

- Distribution of loaner Chromebooks
- User account support
- Hardware maintenance and repairs
- Coordination and completion of warranty repairs
- ALL REPAIRS must be completed by SCHOOL STAFF
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| <b>9.</b> | <b>EXPECTATION OF PRIVACY</b> |
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No right of privacy exists in the use of technological resources provided by the school. School system administrators or individuals designated by the Superintendent may review files, internet history logs, monitor communications/content activities, and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the internet via school owned computers.

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| <b>10.</b> | <b>RESPONSIBLE DIGITAL USE AND AWARENESS</b> |
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School-issued Chromebooks and other devices connected to district owned Wi-Fi and internet should be used for educational purposes and students are to adhere to the District's Acceptable Use Policy and Student Internet Safety and all of its corresponding administrative procedures at all times as responsible digital citizens.