Verndale Public School

Chromebook/Student Technology Handbook

2025-2026

Table of Contents

💻 Purpose - Why Should We Use Chromebooks?

Chromebooks are powerful tools that support modern, student-centered learning through efficiency, accessibility, and flexibility. Their design and capabilities offer several educational advantages:

1. Cost-Effective, Fast, and Easy to Manage

Chromebooks are entirely web-based, eliminating the need for downloading or installing software. This makes them cost-effective for schools, easy to maintain, and ideal for streamlined device management.

2. Engaging and Transformational Learning

Chromebooks can transform the way students learn by supporting interactive, digital learning environments. They provide access to a wide range of educational apps, tools, and resources that enhance engagement and personalize learning.

3. Instant Access and All-Day Battery Life

With a boot-up time of less than 8 seconds and a battery life of up to 8 hours, Chromebooks offer quick and reliable access to the internet throughout the entire school day—without the need for frequent charging.

4. Auto-Save and Cloud Storage

Student work is automatically saved to the **Google Cloud**, reducing the risk of lost assignments. No more "I forgot to save my homework"—Chromebooks make saving and accessing work seamless.

5. Flexible and Contextual Learning

As an "anywhere, anytime" learning device, Chromebooks support both **online and offline** functionality. Students can continue working on projects outside the classroom and sync their work once reconnected to the internet—perfect for collaborative, project-based learning.

6. Personal Learning Studio

A Chromebook is more than just a computer—it can serve as a:
- Science lab
- Literacy tool
- Research station
- History archive

- Language lab
- Art canvas
- Video editing suite
- Digital library

By leveraging the versatility of Chromebooks, students can access a wide range of tools and resources that support creativity, exploration, and personalized academic growth.

💻 Use of Technology

Verndale Public School is committed to integrating technology in meaningful ways that support student learning and prepare them for the future. All students in **grades 7–12** are issued **Google Chromebooks** for educational use. Students in grades Kindergarten - 6th grade will have access to Chromebooks, through the classroom chromebook cart. While **Chromebooks are available in all grade levels**, their usage is **more limited in the lower grades** and increases in frequency and complexity in the **upper grades**. Usage also varies by classroom and teacher, based on instructional goals and student needs.

Chromebooks are intended to be a **supportive tool** that enhances student learning—not a replacement for direct instruction or hands-on experiences. As we prepare students for a digital future, we strive to use technology purposefully and appropriately to foster engagement, collaboration, and critical thinking.

This document provides students and their parents/guardians with important information about:
- **General use of school-issued technology**
- **"Ownership" and care of the Chromebook**
- **Rights and responsibilities for use**
- **Educational expectations**
- **Digital citizenship**

The final page includes a **Chromebook Agreement Form**, which must be reviewed and signed by both the student and parent/guardian. Following the Chromebook Agreement Form, the **Internet Use Agreement** for Social Media and Websites, must be reviewed and initialed by both the student and parent/guardian.

Please note: This handbook may be updated, changed, or modified at the sole discretion of the Verndale Public School District. Advance notice of any changes will be communicated through regular school communication channels. Policy changes will take effect at the start of the next school year or semester.

💻 Technology Use Expectations

Students and their parents/guardians are reminded that the use of school technology is a **privilege—not a right**. All activity on school-owned devices, networks, and communication systems **may be monitored by school personnel**.
Inappropriate use of school technology may result in:
- Loss of computer privileges
- Removal from class
- Loss of credit or failing grade
- Disciplinary consequences
- Legal action, as outlined in the school handbook

💻 Ownership

Verndale Public School retains **sole ownership** of all Chromebooks issued to students. These devices are **loaned to students for educational purposes only** during the academic year.

Exceptions may be made at the discretion of administration for students who demonstrate an **academic need** to retain their Chromebook over the summer.

The school's administrative staff reserves the right to **collect, inspect, and monitor** Chromebooks during school hours as per the MN Student Data Privacy Act. This includes the use of **electronic remote access** to ensure proper usage and security. Administrators may also **alter, add, or remove** software or hardware as needed.

Students are expected to:
- **Use the Chromebook responsibly** and for educational purposes only
- **Not share** their Chromebook with other students
- **Never leave** the Chromebook unattended
- **Bring their Chromebook to school fully charged each day**

These expectations are in place to protect the device, ensure equity, and support consistent access to learning tools.

💻 **Receiving Your Chromebook**
    ✅**Orientation Requirement**
    Before a Chromebook is issued, all **parents/guardians** are required to either:
- View the **online orientation presentation** available on the school's website, or
- Meet with school personnel in person

    In addition, the **Verndale Public School Chromebook Agreement** must be signed by both the student and their parent/guardian.

💻 **Rights and Responsibilities**
    ✅**Responsibility for Electronic Data**
- Students are **prohibited from adding any apps or extensions** to their Chromebooks. Only applications and tools installed by **Verndale Public School technology staff** are permitted.
- Students are responsible for backing up their own data to prevent potential loss.
- Users of Verndale Public School technology systems have **no rights, ownership, or expectation of privacy** regarding any data stored on the Chromebook, school network, or any school-issued applications. There are **no guarantees** that data will be retained or destroyed.

💻 **Chromebook Identification**
    ✅**School Records and Checkout Process**
    Each Chromebook and its corresponding power cord will be **checked out through the school library system** at the time of distribution. The school will maintain records that include:
- Chromebook serial number
- Asset tag code
- Name and ID number of the student assigned to the device

    ✅**Student Users**
- Students are issued a **new Chromebook in 7th grade** and are expected to use the same device for the next **six years**. Both the Chromebook and charging cord must be **returned and checked back into the library system** at the end of each school year.
- Students are responsible for the **care and return** of both items in good condition.

💻 Operating System and Security

✅ Operating System Restrictions
- Students are **not permitted** to install or use any operating system on their Chromebook other than the current version of **ChromeOS**, which is supported and managed by Verndale Public School.

✅ Automatic Updates
- The Chromebook's operating system, **ChromeOS**, updates **automatically**. Students **do not** need to manually update their devices.

✅ Virus Protection
- Chromebooks use a layered security approach known as **"defense in depth,"** which includes features such as **data encryption** and **verified boot** to protect against viruses and malware. No additional virus protection software is necessary.

✅ Content Filtering
- To comply with the **Children's Internet Protection Act (CIPA)**, the District uses an internet content filter to monitor and restrict access to inappropriate content on all school-issued Chromebooks while on campus.
- If a student encounters a blocked website they believe has educational value, they should notify their **teacher**, who may request to have the site reviewed for access.

✅ Home Use Monitoring
- Parents/guardians are responsible for **monitoring and filtering** internet access when students are using their Chromebooks **off campus**, including when connected to **non-school networks** and while using **school-issued Google accounts** at home.

✅ No Expectation of Privacy
- Students have **no expectation of privacy** when using school-issued Chromebooks. All activity—whether for academic or personal use—may be **logged, supervised, accessed, monitored, and recorded** by school personnel during school hours, and/or with a 24 hour notice.

💻 Software

✅ Google Workspace for Education
Chromebooks are fully integrated with the **Google Workspace for Education** suite, which includes tools such as:
- Google Drive
- Google Docs, Sheets, Slides, Drawings, and Forms
  All student work is automatically **saved to the Cloud**, ensuring it is backed up and accessible from any internet-connected device.

✅ Chrome Web Apps and Extensions
- Students are **not permitted to install** any Chrome web apps or extensions on their Chromebooks. Only apps and extensions approved and installed by **Verndale Public School's technology staff** are allowed.
- This policy ensures a safe, secure, and distraction-free learning environment. Violations may result in **disciplinary action** and/or restricted device use.

💻 Offline Access
Some school-approved web apps may function **offline**, allowing students to continue working even when an internet connection is unavailable. Work will sync automatically when the device reconnects.

✅ Monitoring Software

- Teachers, school administrators, and technology staff reserve the right to **monitor all student Chromebook activity**, including but not limited to, through the **Google Admin Console** and **direct classroom observation**. Monitoring ensures that devices are being used appropriately and in alignment with school policies.

💻Estimated Costs

A **$30 annual technology fee** is charged to help cover **minor repairs**, such as keyboard and screen replacements. This fee is **waived** for families who complete and submit the school's **Free/Reduced Lunch application**, regardless of eligibility status.

✅ Chromebook Damage and Loss Policy

It is the responsibility of the **student and/or parent/guardian** to pay for **any damage** to the Chromebook or accessories (e.g., chargers) that is **beyond what is covered by the technology fee**.

- The **IT Department** will inform the student, parent/guardian, and the **Verndale School Business Office** of any charges due to damage or loss.
- If a **Chromebook or charger is missing or not returned** at the end of the school year, the student and/or parent/guardian will be responsible for the **full replacement cost**.
- This policy **does not cover damage caused by neglect or intentional actions**. In such cases, the full repair or replacement cost will be charged, regardless of fee status.

To avoid additional charges, students are expected to **handle their devices with care** and **report any issues promptly** to the IT Team.

💻Educational Use

School-issued Chromebooks are intended for **educational purposes only**. Students are expected to adhere to the **Verndale Public School Acceptable Use Policy** and all related administrative procedures **at all times**, whether on or off campus.

✅Using Your Chromebook at School

- Students are expected to bring their **assigned Chromebook** to each class **daily**, unless otherwise directed by a teacher.
- Chromebooks should be **fully charged** prior to the start of each school day.
- Failure to bring a charged Chromebook may impact classroom participation and result in disciplinary action if it becomes a recurring issue.

✅Backgrounds and Themes

- **Inappropriate media** may not be used as Chromebook backgrounds or themes.
- **Images or graphics containing people** are **strictly prohibited**.
- Violations will result in **disciplinary action** and may include restricted device privileges.

✅Sound

- Chromebook **sound must remain muted** unless permission is granted by a teacher.
- **Headphones/earbuds** may be used at the discretion of the teacher and should be provided by the student for **sanitary reasons**.

✅Printing

- Students are encouraged to **digitally submit** and share assignments with teachers and peers.
- Printing directly from Chromebooks is rare. If printing is necessary, students may:
  - Use school lab computers
  - Print at home
  - Access the **media center printer** with staff permission
- **Passwords should never be shared**, except when requested by an administrator.

✅**Using Your Google Chrome Account Outside of School**
- Most schoolwork is stored in **Google Drive** or other cloud-based platforms, allowing access from any internet-connected device.
- Students should be aware that **not all Google apps auto-save**; they should **save work frequently**.
- The school is **not responsible** for lost student work.
- Students are encouraged to **maintain backups** using portable storage devices or secondary cloud services.
- Use of Google accounts outside of school is still subject to the **Acceptable Use Policy** and all other school guidelines.

✅**Caring for Your Chromebook**
Students are responsible for the general care and condition of their school-issued Chromebook.
- **Report all issues or damages immediately** to a teacher or the Technology Department.
- Chromebooks must **not** be taken to **outside repair services** for any reason.

✅**General Precautions**
- No food or drink should be near Chromebooks.
- Insert cords, cables, and storage devices carefully.
- Chromebooks must remain **free of writing, drawings, stickers, or labels**.
- Do not place heavy objects on or near the Chromebook.

✅**Carrying Chromebooks**
- Always carry the Chromebook with **two hands and the screen closed**.
- Never lift a Chromebook by the screen.
- Mishandling may result in **disciplinary action**.

✅**Screen Care**
- Chromebook screens are fragile and sensitive to **pressure, heat, and liquids**.
- Do not press on the screen or place objects between the keyboard and screen.
- Only clean with a **soft, dry microfiber or anti-static cloth**.

✅**Asset Tags**
- Each Chromebook is labeled with a **Verndale Public School asset tag**.
- **Tampering with or removing asset tags** is prohibited and may result in disciplinary action.

✅**Chromebooks Left Unattended**
- Chromebooks must **never be left unattended** in unsupervised areas, including:
    - Hallways
    - Cafeteria
    - Bathrooms
    - Media center
    - Computer labs
    - Unlocked classrooms
- If found, unattended Chromebooks must be turned in to the **school office immediately**.
- **Multiple offenses** may result in disciplinary consequences.

💻**Digital Citizenship**
Verndale Public School is committed to developing responsible digital citizens who use technology safely, respectfully, and ethically. Students are expected to adhere to the school's **Acceptable Use Policy** and demonstrate appropriate behavior in all digital environments.

✅**Appropriate Uses and Digital Citizenship Guidelines**
While working in a digital and collaborative setting, students should demonstrate the following principles:

- **Respect Yourself**
  - I will act with integrity and show respect for myself through my actions.
  - I will choose appropriate usernames and be cautious about the information and media I post online.
  - I will avoid obscene or inappropriate content and conduct.
  - Be aware of what you post online. Websites and social media venues are very public. What you contribute leaves a digital footprint for all to see. **THINK**: Is it **True, Helpful, Inspiring, Necessary, Kind**?
  - Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.
- **Protect Yourself**
  - I will not share personal information online, including last names, phone numbers, addresses, exact birth dates, or pictures.
  - I will report any inappropriate behavior directed at me.
  - I will safeguard my passwords and accounts and will not share my password with anyone except teachers and parents.
  - If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.
  - Any personal devices should **ONLY** use our **Guest Wi-Fi Network**.
- **Respect Others**
  - I will use digital tools respectfully and will not use technology to bully, harass, or intimidate others.
  - I will avoid websites and content that are degrading, offensive, or inappropriate.
  - I will not access or interfere with others' devices or digital spaces.
  - Follow the school's code of conduct when writing online. It is acceptable to disagree with others' opinions; however, do it respectfully. Make sure that criticism is constructive and not hurtful.
  - Online work should be well-written. Follow proper grammar, capitalization, and punctuation.
  - If you edit someone else's work, do so in the spirit of improving it.
  - How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- **Protect Others**
  - I will report abusive or inappropriate content to a teacher or responsible adult.
  - I will avoid forwarding harmful or offensive materials.
- **Respect Intellectual Property**
  - I will ask permission to use copyrighted materials and properly cite all sources.
  - I will follow fair use guidelines and validate the accuracy of information.
  - Linking to other websites to support your ideas is encouraged; however, review the entire site to ensure that all information is appropriate for a school setting.
  - Do your own work. Do not copy and paste others' work without permission. **Plagiarism is a violation of copyright law.** Hyperlinking to your sources is good practice.
  - Be aware that images may also be protected by copyright. Verify that you have permission to use them or that they fall under **Creative Commons** attribution.
- **Protect Intellectual Property**
  - I will not download or share pirated content.
  - I will use only legal, licensed software and media, or approved open-source alternatives.
  - Students are not allowed to change any Chrome settings without teacher permission, except for approved tool/app settings.
  - Students will have access to YouTube for **school-provided or school-related links only**.
  - ✅**Copyright and File Sharing**

Students must follow all **copyright laws** related to text, images, music, programs, and videos.

- Downloading, sharing, or posting **illegally obtained media** is a violation of the **Acceptable Use Policy** and may result in disciplinary action.

    ✅**Inappropriate Digital Citizenship**

    Violations of digital citizenship expectations will be handled according to the level of severity. These violations fall into two categories:

💻**Chromebook Infractions/Violations/Consequences**

❌**Minor Infractions (Level 1)**

Handled on a case-by-case basis, examples include:
- Playing games without teacher permission (first offense)
- Touching or interfering with another student's Chromebook or account

❌**Major Infractions (Level 2)**

Require formal disciplinary response and may include:
- Cyberbullying via Chromebook or school accounts
- Inappropriate online collaboration or content
- Repeated minor violations

    ✅**Disciplinary Guidelines for Chromebook Misuse**

1️⃣**First Violation:**
- Chromebook confiscated by school personnel
- Limited Chromebook use during study hall

2️⃣**Second Violation:**
- Chromebook removed for one week
- Student receives a referral
- Parent/guardian is contacted

3️⃣**Third Violation:**
- Chromebook use suspended until a parent/guardian conference is held
- Chromebook use restricted to faculty-supervised settings
- Student's school-issued Google account may be limited
- Chromebook removed for a specified period
- Additional consequences may be assigned by administration as appropriate

💻**Chromebook Agreement**

Before a Chromebook is issued, students and their parent/guardian must complete and return the **Chromebook Use and Expectations & User Agreement** to the school office. By signing this agreement, both the student and parent/guardian acknowledge and agree to the following:
- **Verndale School District Policy #524 – Internet Acceptable Use and Safety Policy**
- The contents of the **Chromebook Parent/Student Handbook**
- The **Website and Social Media Guidelines** listed below
- **Ownership** of the Chromebook and software remains with **Verndale Public School**
- Verndale Public School is **not liable** for claims of damage, negligence, or breach of duty related to Chromebook use

Please note: This handbook may be **updated, changed, or modified** at the discretion of Verndale Public School. Any changes will be communicated in advance through regular school communication channels.

💻**Student Chromebook Use and Expectations**

Students are expected to follow these guidelines to ensure the proper use and care of their school-issued Chromebook:
- Use only **school-approved backgrounds**

- Profile image may be a **photo of yourself or a school-appropriate avatar**
- Use only your **school-issued email account**
- **Do not bring Chromebooks** into bathrooms, locker rooms, or use them during lunch
- Use Chromebooks **only when instructed by your teacher**
- Do not access websites or documents that violate the **Internet Acceptable Use Policy**
- **School-approved games** may be played **only with teacher permission**
- Chromebook sound should be **muted**, except when **headphones are permitted by a teacher**
- Always **carry Chromebooks with the lid closed and using two hands** in the classroom
- When moving between classes, **carry your Chromebook safely**
- Never **throw, slide, drop, or apply excessive pressure** to your Chromebook
- **No food or drinks** should be near the Chromebook
- **No stickers or writing** should be displayed on your chromebook at any time
- At the end of each day, **sign out and shut down** your Chromebook

Thank you for taking the time to carefully read through our Chromebook Handbook. Your attention to these guidelines helps ensure the safest and most effective use of technology in our school, supporting a positive and productive learning environment for all students.

Below, you will find a signature section. By signing, you acknowledge that you have read, understand, and agree to follow the expectations outlined in the handbook. We appreciate your partnership in promoting responsible and respectful technology use.

Chromebook Handbook Acknowledgment

By signing below, students and parents/guardians acknowledge that they have read and understand the guidelines outlined in the Chromebook Handbook. These signatures confirm agreement to follow the expectations to ensure the safe, responsible, and effective use of technology within our school.

Please turn in this acknowledgement form to the classroom teacher, or main office. This form must be completed before students in grades 7-12 can take a chromebook home. K-6 Parents, please sign acknowledging our Chromebook Handbook for use in the classrooms. Please direct questions to your child's homeroom teacher.

Chromebook Student/Parent User Agreement.

_____   _____

Student Name   Grade

_____   _____

Parent Name   Date

_____   _____

Student Signature   Parent Signature