Chromebook Care and Use Policy Guide

A Resource for Students and Parents/Guardians

1. Receiving Your Chromebook

a. Distribution of Chromebooks

Students will receive their Chromebooks during the first week of school during computer class ONLY after discussing proper care and use of the Chromebooks and how to create strong passwords.

Chromebooks will only be distributed if the Chromebook Loan Agreement has been signed and returned, and the family provides proof of insurance or an insurance waiver. Insurance will not be offered by Hope Lutheran School.

Parents/guardians may opt out of allowing their child to bring their Chromebooks home.

b. Transfer/New Student Distribution

All transfers, new students or students who miss the initial distribution should go to the Technology Service Center to obtain their Chromebook. Both students and their parents/guardians must sign the **Chromebook Loan Agreement** prior to picking up a Chromebook.

2. Returning Your Chromebook

Students are required to return their Chromebook and charger at the end of the year, or upon withdrawing or transferring from the Hope Lutheran School just as they would return a textbook. The device will be reissued to the returning student in September. Failure to turn in a Chromebook will result in the student being charged the full replacement cost . There will also be a charge for any missing accessory such as the power supply. The school may also file a report of stolen property with the local law enforcement agency for equipment not returned.

NOTE: Transcripts/diplomas will be withheld from any student not returning to Hope who fails to return their Chromebook and/or charger or fails to pay any fees/replacement costs.

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 Technology office as soon as possible so that they can be taken care of properly. School-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 locker.

a. General Precautions

- No food or drink should be next to Chromebooks.

- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.

- Chromebooks should always be placed on a sturdy, level surface, not on top of binders or a stack of books, with no parts of it hanging over the edge, regardless of whether it is open or closed.

- Chromebooks should not be used or stored near pets.

- Chromebooks should not be exposed to extreme temperatures, such as leaving it in a car overnight during the winter or in extreme heat.

- 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, or non-removable stickers. Static-cling decals that peel off easily are permitted.

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

b. Cases

- Although the Chromebooks come with a tough case to help protect the them, 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. Chromebooks should be carried with both hands or use the handle that comes with the chromebooks.

- 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.

- 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 antistatic cloth.

e. Identification Tags

- All Chromebooks will be labeled with an identification tag bearing the name of the student to which it has been issued. Additionally, our system associates the Chromebook serial number and the student to which it is assigned. This is to ensure that students return the Chromebooks issued to them.

- Tags may not be modified or tampered with in any way. If a tag comes off or is damaged, please bring the Chromebook to the technology office to be replaced.

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.

a. **If a student does not bring his/her Chromebook to school or it is not charged, he/she will do without a Chromebook for the day. Charges will not be available at school.**

b. **Chromebooks being repaired**

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.

- 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.

- Students will be contacted 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.

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.

f. Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued G Suite for Education account.

- Students should never share their account passwords with other students. They should, however, share their password with their parents/guardians.

g. 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.

- 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, such as a flash drive, or by having multiple copies stored in different Internet storage solutions.

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. 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 Hope Lutheran School Acceptable Use Policy, Administrative Procedures, 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 school.

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 school utilizes Securly as our internet content filter. It is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the school. If an educationally valuable site is blocked, students should contact their teachers or a member of the technology staff to request that the site be unblocked.

8. Software

a. G Suite for Education

- Chromebooks seamlessly integrate with the G Suite for Education 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 that have been approved by the school.

- 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.

9. Chromebook Identification

a. Records

- The school will maintain a log of all Chromebooks that includes the Chromebook serial number, 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 Hope Lutheran School. ***Take good care of it!***

10. Repairing/Replacing Your Chromebook

a. Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.

- 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 <u>not</u> warrant against damage caused by misuse, abuse, or accidents. See the section on Optional Insurance below for information on the third party insurance policy that would cover damage, loss, or theft.

- All repair work must be reported to the Technology department.

b. Estimated Costs (subject to change)

The following are **approximate** costs of Chromebook parts and replacements and are subject to change without notice:

- Replacement $300 depending on the model Chromebook

- Screen $100.00

- Keyboard/touchpad $80.00

- Charger $50.00

c. Optional Insurance

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent. If not, you may wish to check with your agent about purchasing additional insurance to cover the chromebook.

- The school does not provide insurance for the chromebooks.

- Families will assume financial responsibility for any loss or damage and must sign a waiver acknowledging this.

11. Privacy Expectations

School-issued Chromebooks have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines.

12. Appropriate Uses and Digital Citizenship

School issued Chromebooks should be used for educational purposes and students are to adhere to the Hope Lutheran School's 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 responsible use guidelines:

CLEAR: Considerate,**L**egal &**E**thical, **A**ppropriate and **R**esponsible

Considerate: Digital communication should be respectful, polite and considerate of others.

Legal & **E**thical: Respect copyright laws by copying media including text, music and videos only with permission and by crediting and citing the source where the information was found.

Respect the privacy of others, ask permission before taking photographs, video or audio recordings. Illegally copied or downloaded software, files, pictures, music or games may not be used on HPS computers. (it is a good general practice to link to others' work rather than reproduce it)

Appropriate: School technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate material are viewed or received, it is the responsibility of the recipient to delete them.

Responsible: Ensure that care is taken with all hardware, software, shared resources (printers, scanners) and use of the school network, so as to prevent damage or misuse whether intentional or not; your actions should not inhibit the work of others. Personal information and passwords will be kept private.

If you see someone not being CLEAR report the abuse/misuse to a

responsible adult.

Chromebook Care and Use Guide Policy Agreement

I agree to the stipulations set forth in the above Chromebook and Care and Use Guide Policy.   I give permission for my student to bring the device home.

Student Name (Please Print):_____

Student Signature: _____ Date: _____

Parent Name (Please Print):_____

Parent Signature: _____ Date: _____

I do not want my student to bring the device home.

Student Name (Please Print): _____

Parent Signature: _____

Parent Name (Print): _____

*Note: Chromebook will not be allowed to go home until this is signed by the parent and turned into their homeroom teacher.