# Chromebook Handbook

*Procedures and Information*

**Perry Central School**

Parent/Student Handbook

## 1:1 Mission

The Perry Central School District 1:1 program has been put into place to support the 21st century student where technology is a tool to increase critical thinking, problem solving, communication, collaboration, creativity and innovation. Technology immersion does not diminish the vital role of the teacher. Instead, it transforms the teacher from a director to a facilitator of learning.

## Program Overview

The Perry Central School District purchases and owns student Chromebooks and distributes them to students to use for educational purposes during the academic year. As long as students follow the expectations set forth in this handbook and the District's Acceptable Use Policy and Regulations, they will be allowed to use their assigned Chromebooks to complete their studies. Whenever students leave our school district, as well as at the end of the school year, their Chromebooks are collected, inspected, updated, and maintained by the Perry Central School District technology staff.

Chromebooks will be assigned to all students in grades K-12. Students are accountable for ensuring the care of the equipment entrusted to them. Proper care and expectations are covered in this handbook.

## Chromebook Distribution

All students in grades K-12 will be issued Google Chromebooks at the start of each school year for educational use in school. Perry Central School District retains sole right of possession of the Chromebook. Chromebooks will not be allowed to leave the school building for any reason. Perry Central School District lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Perry Central School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware. Chromebooks will be collected at the end of the school year and then redistributed at the beginning of each school year.

## Vendor Warranty

Chromebooks are purchased with a limited warranty. This limited warranty covers manufacturer defects. It does not cover damage caused by misuse, theft, fires, abuse, accidents or malware. Please report all Chromebook problems to the library. If a Chromebook becomes defective (at no fault of the student) after the vendor warranty expires, Perry Central School District will replace the Chromebook at no charge with a similar model.

## Repairing/Replacing Your Chromebook

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

## Chromebooks under repair

Students will bring Chromebooks in need of repair to the library to be evaluated. Each step of the repair process will be logged and recorded by the Perry Central School Technology Department. The District reserves the right to pursue legal action against a student if he/she willfully, maliciously or unlawfully damages or destroys the District's property. Further, the District may bring suit in civil court pursuant to General Obligations Law Section 3-112 against parents or guardians if a student willfully, maliciously or unlawfully damages or destroys District property. If available, the student will receive a temporary Chromebook while a Chromebook is in the repair process.

- Students using a temporary Chromebook will be responsible for any damage to or loss of the temporary device.
- Temporary Chromebooks given to students while having devices repaired must be returned to the library the last hour of the day and then checked out at the start of the next day.
- The student will be contacted when his/her device is repaired and available for use.

## Chromebook Theft /Loss of Chromebook

A Chromebook or any of its' accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. It is the responsibility of the student and parents to work with the school district and/or law enforcement to help cover lost or stolen items. Replacement devices and accessories must be purchased through the school and not through an outside retailer. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

## Legal Action

The District reserves the right to pursue legal action against a student if he/she willfully, maliciously or unlawfully damages or destroys the District's property. Further, the District may bring suit in civil court pursuant to General Obligations Law Section 3-112 against parents or guardians if a student willfully, maliciously or unlawfully damages or destroys District property.

## Digital Citizenship

School issued Chromebooks are to be used for educational purposes and students are to adhere to the _Technology Acceptable Use Policy_ and all of its corresponding administrative procedures at all times. Students will be working in a digital and collaborative environment and will be expected to conduct themselves as model digital citizens by adhering to the following:

1. **Respect Yourself**
2. **Protect Yourself**
3. **Respect Others**
4. **Protect Others**
5. **Respect Intellectual Property**
6. **Protect Intellectual Property**

## District Internet Filtering

The district 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, logged and monitored

by the district. This filtering works very well, however, it is not perfect.  Teachers and faculty members will also monitor the student's Internet activity as an additional precaution. If an educationally valuable site is blocked, students should contact their teachers to request the site to be unblocked.  **Any evidence of trying to get around the filter to inappropriate material will result in disciplinary action.**

## Taking Care of Your Chromebook
It remains the student's responsibility to care for and protect his/her device.

## General Precautions
- Food, drink, and water should not be near the Chromebook for any reasons.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down or closed when not in use in order to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebooks to room temperature prior to turning it on.
- Do not lean on top of the Chromebook.

## Screen Care
- It is recommended to transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never stack heavy objects such as textbooks on top of your Chromebook.  The added pressure can damage the screen.
- The Chromebook can be damaged if subjected to heavy objects, rough treatment, cleaning solvents, and liquids. The screens are particularly sensitive to damage from excessive pressure.
- 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 jump drives).
- Only clean the screen with a soft, dry microfiber cloth or antistatic cloth.

## Account Security
Students are required to use their Perry Central School District user ID and password when using their Chromebooks.  Personal accounts should not be used.  Students must protect their accounts and are required to keep their login credentials confidential.
- The Perry Central School District has the authority and ability to monitor any and all school district devices.
- Students should not allow anyone else to use their Chromebook while the student is logged in.

## Storing Your Chromebook
- When students in grades 6-12 are not using their Chromebooks, they should store them in their locked locker.  Nothing should be placed on top of the Chromebook when stored in the locker.

- Students will be responsible for bringing their Chromebooks to their designated charging station at the end of each day.

## Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Teachers are not responsible for students leaving an unsupervised Chromebook in their classroom.
- If an unsupervised Chromebook is found, notify a staff member immediately or bring to the school librarian.
- **Unsupervised Chromebooks will be confiscated by staff and brought to a Technology Department faculty member.**

## Using Your Chromebook at School

Students are expected to bring a fully charged Chromebook to class every day unless specifically advised not to do so by their teacher. Chromebooks should be stored in a locked location when the Chromebook is not being managed by the student (i.e while in gym, art or lunch).

Students will always log into their Chromebooks using their school issued Google Apps for Education account. Students should never share their account passwords with others.  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.  However, files may be stored on the Chromebook's hard drive for offline work when internet service is not available. It is the student's responsibility to safely store their digital media.  The school will not be responsible for the loss of any student work.  Additionally, students are encouraged to maintain backups of their important work on a portable storage device as well as on the Google Apps for Education Cloud storage.   **PLEASE NOTE: GOOGLE APPS FOR EDUCATION ACCOUNTS WILL BE DEACTIVATED WHEN A STUDENT GRADUATES AND OR LEAVES THE DISTRICT.  ALL IMPORTANT INFORMATION WILL NEED TO BE COPIED TO A NEW CLOUD ACCOUNT AND/OR PORTABLE STORAGE DEVICE.  THIS IS THE SOLE RESPONSIBILITY OF THE STUDENT.**

## Chromebook Personalization
- Students are not allowed to apply stickers or other sticker like embellishments to their Chromebooks.
- Students are not allowed to draw, write, paint or otherwise permanently alter their Chromebooks.
- Students are not allowed to remove asset tags or other identification stickers from their Chromebooks.
- Spot checks for compliance will be done by administration or classroom teachers at any time.

## Printing
- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.  All student work will be stored in an Internet/cloud application.
- Students will not be able to print from their Chromebook at school.  All printing, if needed, will be done by a teacher through a teacher account or in a library/lab setting.

## Managing & 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. Any modifications made while offline in Google Drive will be stored, and once the device is connected back to the Internet, the file will be updated. Some files may be stored on the Chromebook hard drive.  Ultimately it is the student's responsibility to make sure all work is stored and backed up.

- 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 backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage applications.

**ALL FILES SAVED UNDER THE DISTRICT STUDENT GAFE (GOOGLE APPS FOR EDUCATION) WILL BE CLEARED WHEN THE STUDENT GRADUATES OR LEAVES THE PERRY CENTRAL SCHOOL DISTRICT.  The district recommends that students utilize Google takeout to save copies of their work if needed.**

## Operating Systems on Your Chromebook

Students may not use or install any custom operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.  Wiping/altering the operating system will result in disciplinary action.  Students should not powerwash or factory reset their device.

## Updating Your Chromebook

The Chromebook operating system, Chrome OS, updates itself automatically.  Students do not need to manually update Chromebooks. GAFE extensions and applications will be loaded to student Chromebooks through the school district based on educational need, district discretion and admin/teacher request.

## Chromebook Identification

The District will maintain a log of all Chromebooks that includes the Chromebook serial number, along with the name of the student assigned to the device.  *Take Good Care of It!*

## Returning Your Chromebook

At the end of the school year, students will return their Chromebooks during the last week of school.  The District reserves the right to pursue legal action against a student if he/she willfully, maliciously or unlawfully damages or destroys the District's property.  The District may also file a report of stolen property with the local law enforcement agency.

Students that transfer out of or withdraw from Perry Central School District must turn in their Chromebooks on their last day of attendance.  Failure to turn in the Chromebook will result in the students being charged the full replacement cost.  Unpaid fines and fees of students may be turned over to a collection agency along with restricting participation privileges at Perry Central School District events.  The District may also file a report of stolen property with the local law enforcement agency.

## Chromebook FAQ's

**Q. What is a Chromebook?**
A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full size keyboard, large display and clickable trackpad, all day battery life, lightweight and built in ability to connect to WiFi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time consuming, often confusing, high level of maintenance required by typical computers." ("Google")

**Q. What kind of software does a Chromebook run?**
A. "Chromebooks run millions of web based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

**Q: When will my student receive their device?**
A: Devices will be distributed in September. At that time, students and parents will be asked to sign an agreement that acknowledges that maintaining possession of the device and keeping it in good working order is the responsibility of the student.

**Q: Will students have access to the devices beyond the school day?**
A:  No. Students will not be able to bring devices home throughout the school year. The devices will be collected at the end of each school day.

**Q: Are students required to have them at school each day?**
A: Yes. We do expect these devices at school each day as they are fundamental learning tools for the types of instructional experiences that are now being built at Perry Central School. Students will need to charge their devices on their designated charging station overnight so that it is fully charged at the beginning of the day.

**Q: What is the device cost?**
A: There is no fee for Chromebook usage.  The District reserves the right to pursue legal action against a student if he/she willfully, maliciously or unlawfully damages or destroys the District's property.

**Q. Can the Chromebook be used anywhere?**
A. Yes, as long as there is a WiFi signal to access the web.

**Q. Is there antivirus built into it?**
A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

**Q: How long does the battery last?**
A: The normal life of the battery of the Chromebook is 8-10 hours. If a student fully charges his/her computer each night, it should last the entire day. There will be opportunities and options for charging at school if necessary.

**Q: Will students be able to access inappropriate sites when using their Chromebook?**
A:  The Chromebook Management Console and third-party software  will provide filtering on the device.

**Q: How can a student access a device if their Chromebook is being repaired?**
A: The District has purchased a number of temporary devices for distribution through the Perry Central School District.

**Q: Will Chromebooks take the place of all textbooks?**
A: Teachers will still be using a variety of resources to support their instruction. The technology enhanced classroom will support innovative practices and probably new resources for students to showcase their learning. Textbooks will still play a role. The Perry Central School District views the Chromebooks as a vital tool to student learning but not the only tool.

**Q. How are these web based applications managed?**
A. The Perry Technology Department will maintain and manage all devices through our Google Apps for Education account. The Technology Department can preinstall as well as block specific web applications from a centralized management console.

**Q. What devices can I connect to a Chromebook?**
A. Chromebooks can connect to:
   - USB storage, mice and keyboards
   - SIM cards
   - SD cards
   - External monitors and projectors
   - Headsets, earsets, microphones
   - Chromecast

**Q: My student has a personal google account, can they use that account on their chromebook?**
A. No.  Students should only use their district assigned GAFE account on their Chromebook.

# Perry Central School District Chromebook Policy Handbook Sign-Off and Student Pledge

**Student Name**:_____ (Please Print) **Grade Level**:_____

- I will take good care of my Chromebook and know that I will be issued a Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook battery to full capacity each night by bringing it to my designated charging station before I leave school each day.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Perry Central School District.
- I have read and will follow the policies outlined in the Chromebook Policy Handbook and the District Technology Usage Policy while at school.
- I understand that the District reserves the right to pursue legal action against a student if he/she willfully, maliciously or unlawfully damages or destroys the District's property.
- I further understand that the District may bring suit in civil court pursuant to General Obligations Law Section 3-112 against parents or guardians if a student willfully, maliciously or unlawfully damages or destroys District property.
- I agree to return the Chromebook in good working condition at the end of each school year.
- I agree to be responsible for any damages to a day loaner when my assigned Chromebook is being repaired or charged.

**\*\*PLEASE RETURN TO YOUR TEACHER\*\***

**Student Signature**:_____ **Date:** _____

**Parent Signature**:_____ **Date:** _____