

Big Spring School District

Chromebook / Laptop Guide



The policies, procedures, and information within this document apply to all Chromebook / Laptop use at Big Spring School District.

Revised July 2017

Program Goal

The goal of the 1:1 program at the Big Spring School District is to create a learning environment that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning.

What is a Chromebook?

A **Chromebook** is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself. This allows the Chromebook to be sold at a much lower price point than traditional laptops.

Receiving Your Device

Chromebooks / Laptops will be distributed during select dates in August and during the first week of school. ***Parents and Students must sign and return a Computer Device Agreement BEFORE a device will be issued to their child.***

<i>Grade Level</i>	<i>Device</i>
<i>12</i>	<i>Lenovo N23 Winbook</i>
<i>11</i>	<i>Lenovo N23 Winbook</i>
<i>10</i>	<i>Lenovo Yoga 11E</i>
<i>9</i>	<i>Lenovo Yoga 11E</i>
<i>8</i>	<i>Dell Chromebook 1st Generation</i>
<i>7</i>	<i>Lenovo N22 Chromebook</i>
<i>6</i>	<i>Dell Chromebook 11 3180</i>

Protection Plan

Students are required to purchase a \$25 protection plan for their device. Under the plan, the District will cover a onetime replacement cost should it be stolen or damaged beyond what is covered by the manufacturer's warranty. After use of the initial protection plan, you may be offered the option of purchasing additional protection plans to cover further damages. Students will be responsible for the full cost of replacement if it is determined that damage has been caused by intentional abuse or misuse. The **initial** protection plan fee will be waived for students eligible for free or reduced lunch.

Training

Students will be provided with a brief overview of how to log in to the device and access Google Drive and Gmail. Training documents will be available online for students to refer to when needed.

Return

While enrolled at BSSD, the District maintains ownership of the device. If requested by the Technology Department, students may be required to turn in their device for maintenance or inspection.

Upon graduating from Big Spring School District, ownership of the device is transferred to the student. Any student who transfers, withdraws, or is expelled from BSSD prior to graduation will be required to return his/her device and accessories upon termination of enrollment. They must be in good working order when returned. If the Chromebook / Laptop and accessories are not returned, the parent/guardian will be held responsible for payment in full.

Using Your Chromebook / Laptop

At School

The device is intended for use at school each and every day. In addition to teacher expectations, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their device. Students are responsible for bringing it to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their device. If a student leaves the device at home, he/she is responsible for getting the coursework completed as if the device were present. If available, a classroom loaner may be issued to students who forget to bring their device to school. However, students should NOT expect a loaner to be available. Other district computers may be available for student use.

At Home

Students are encouraged to use their device at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of use. However, some applications can be used while not connected to the Internet. Students are bound by the Big Spring School District Responsible Use Policy (815) and all rules of this Guide regardless of where they use their device and regardless of the source of the Internet connection.

Sound

Sound must be muted at all times during school hours unless permission is obtained from the teacher for instructional purposes.

Printing

At School: At this time printing from a device will not be available at school. Printing will be available from non-Chromebook school computers on a limited basis and subject to classroom requirements. When possible, teachers will facilitate digital assignments.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. Please see <http://support.google.com/cloudprint> for more details.

Managing Your Files and Saving Your Work

Students are encouraged to save files to their Google Drive account. Saving to Google Drive will make the file accessible from any computer with internet access. Some files may be stored on the Chromebook's hard drive..

- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of important work.

Taking Care of Your Chromebook / Laptop

Students are responsible for the general care of the device they have been issued. Chromebooks / Laptops that are broken or fail to work properly must be immediately taken to the library and logged for repair.

General Precautions

- No food or drink should be placed next to the device.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Heavy objects should never be placed on top of it.
- Chromebooks / Laptops should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
- The device should never be carried with the screen open.
- Students should never disassemble the device and attempt their own repairs.

Cases

- Store your charger in the pouch provided on the front of your protective case.
- Refrain from placing items in the protective case other than the device.
- Each student will be issued a protective case for his/her device. This case should be used whenever it is being transported or not in use.
- Students must use the District-issued case for their device. Personally owned cases are not permitted.
- Although the cases are reinforced to help protect the device, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

Charging

- Chromebooks / Laptops must be brought to school each day in fully charged condition.
- Each device will include an AC adapter. This adapter should be used to charge the device at home.
- Students will be permitted to charge computers, in emergency situations only, in the classroom at the teacher's discretion.
- Charging stations are available in the library and the commons area.

Screen Care

The most commonly damaged feature of a Chromebook / laptop is the screen. The screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. They are particularly sensitive to damage from excessive pressure.

- Do not carry the device by its screen.
- Do not put pressure on the top of it when it is closed.
- Do not store it 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.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

- All Chromebooks / Laptops will be labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way while the student is enrolled in the Big Spring School District. Asset tags may be removed upon graduation.

Storing Your Chromebook /Laptop

- When students are not monitoring their device, they should be stored in their lockers with the locks securely fastened. Nothing should be placed on top of the device when stored in the locker.
- Chromebooks / Laptops should never be stored in a vehicle.
- Students are responsible for securely storing their device during extra-curricular activities and events.
- Under no circumstances should a device be stored in unsupervised areas. Unsupervised areas might include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, in a car, or any other area that is not securely locked or in which there is no supervision.
- Unsupervised Chromebooks / Laptops will be confiscated by staff and taken to the Library.
- The District is not responsible for the safekeeping and protection of Chromebooks / Laptops.

Software and Security

All Chromebooks are supplied with the latest build of Google Chrome Operating System (Chrome OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

The district does employ a centralized management system that is utilized to change security settings, update software, and add or remove applications. Students are prohibited from disabling, modifying, circumventing or altering management settings, content filters, or virus protection software.

Virus Protection

Because virus protection is built into the Chrome OS, additional virus protection software is unnecessary.

Content Filter

The District utilizes an Internet Content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school) and Internet connection, will have Internet activity filtered. Despite the filter, the District cannot guarantee that all controversial or inappropriate materials will be blocked.

Google Apps for Education

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

Chrome Web Apps and Extensions

Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Inappropriate material will result in disciplinary action.

Personalizing Your Chromebook / Laptop

Students may add appropriate applications, music, photos, and videos to their device. Personalized media are subject to inspection and must follow the Big Spring School District Acceptable Use Policy.

Students are permitted to decorate the exterior of their device. Skins, stickers or other decorations must be school appropriate, may not affect the working condition of the device, and may not cover district asset tags or labels.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to the usage or content of a district-issued device, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student devices at school. Chromebooks / Laptops are subject to confiscation at any time and without prior notice. At no time will webcams be used to monitor students. By using a device, students agree to such access, monitoring, and recording of their use.

Repairing or Replacing your Chromebook / Laptop

Vendor Warranty

- Chromebooks / Laptops include a one year hardware warranty from the vendor.
- The vendor warrants the device from defects in materials and workmanship.

Protection Plan

Students are required to purchase a protection plan for their device for a fee of \$25. The protection plan will cover the cost of a one-time repair or replacement in the event of accidental damage. This protection plan does not cover for loss of the device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and/or abuse. Some students may be eligible for a waiver of the initial protection plan fee.

The District reserves the right to request parents/guardians to purchase an additional protection plan after each claim. Claim history on loss, theft and damage will ultimately determine whether additional fees are necessary beyond the original \$25 protection plan purchase.

Replacement Costs

Incident	Cause of Damage	Device Replacement or Repair	Device Screen	Charger Replacement Only	Case Replacement Only
Replacement with Protection Plan (protection plan covers 1 repair or replacement)	Accidental	No Charge	No Charge	No Charge	No Charge
Replacement or Repair without Protection Plan or because of Intentional Damage	Accidental without protection plan or Misuse, Neglect, Intentional Damage or Loss	\$225 - \$680	\$35 - \$150	\$15 - \$35	\$35

Repair Procedures

- Students who need to have their device repaired or replaced should leave the device with the School Library Media Specialist.
- The Media Specialist will document the issue for the Technology Department. The Technology Department will collect the device for repair.
- If repair is needed due to malicious damage, the school may refuse to re-issue a device.
- Repaired devices can be picked up at the school library.
- A repaired device may need to be restored to its original settings. Locally stored files may not be able to be recovered.

Digital Citizenship

District-issued Chromebooks / Laptops should be used for educational purposes and students must adhere to the *Big Spring School District Responsible Use Policy* as well as related policies and procedures at all times when using the device, on or off campus. Students are expected to understand and comply with this Guide and the Responsible Use Policy 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* – Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.
2. *Protect Yourself* – Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.
3. *Respect Others* – Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people.
4. *Protect Others* – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
5. *Respect Intellectual Property* – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
6. *Protect Intellectual Property* – Do not use pirated software or distribute music or media in a manner that violates license agreements.

Related Documents

Appendix A: Computer Device Agreement

Appendix B: Acceptable Use Policy

