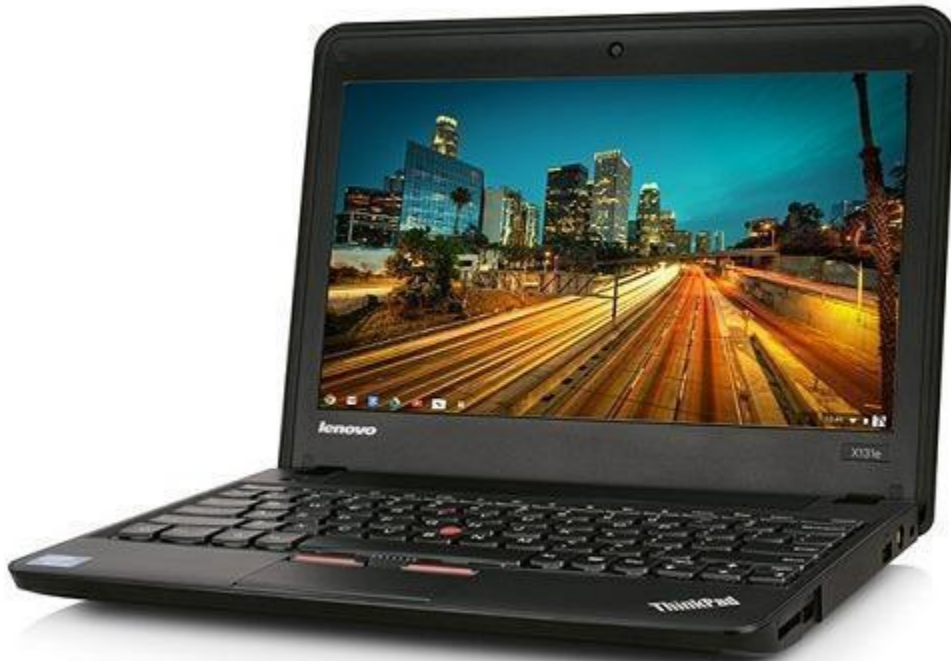


# Garaway Chromebook Policy Handbook

2018-2019



The policies, procedures, and information within this document apply to all Chromebooks used at Garaway Local Schools by students.

Teachers may set additional requirements for Chromebook use in their classroom.

## Receiving Your Chromebook:

Chromebooks will be distributed each fall during the first week of school. ***Parents & Students must sign and return the Acceptable Use Policy and Chromebook Policy Sign-off document before the Chromebook can be issued to their child.*** This document will need to be signed during student registration.

### **Insurance:**

Garaway School suggests parents consider insurance to be purchased prior to deployment of the Chromebook to your child. Parents can self insure the devices through any private insurance if you choose.

### **Training:**

Students will be trained on how to use the Chromebook by their homeroom teacher and other staff.

### **Return:**

Student Chromebooks and accessories (carrying case, charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at Garaway High School and receive ownership of upon completion of 12th grade.

Any student who transfers out of Garaway School, before the end of the first year of the program, will be required to return their Chromebook and accessories. If a Chromebook and accessories is not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

If a student is going to attend Buckeye Career Center they will have the option to purchase the computer for the remaining portion of the technology fee.

# Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Assistant's Principal Office. The student will need to fill out a repair ticket. The technology department will notify the student when the computer is repaired.

## General Precautions:

- No food or drink is allowed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use 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 temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

## Carrying the Chromebook:

The "always on" case for the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in its case is mandatory at all times. For example, you shouldn't toss the case or drop the case while your Chromebook is inside. Keep your name tag on the case at all times.

## Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

# Using Your Chromebook

## At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

## Email:

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by Garaway. The interface is heavily monitored by corporation network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other Garaway students and faculty.

## At Home:

Parents are fully responsible for the devices off school property. All students are required to take their Chromebook home each night throughout the school year for charging. **Chromebooks must be brought to school each day in a fully charged condition.** Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

## Sound:

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

## Printing:

*At School:* Printing functionality will be available on a limited basis at school and subject to classroom requirements.

*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. <http://google.com/cloudprint>

## **Managing Your Files and Saving Your Work:**

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

## **Personalizing the Chromebook:**

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Garaway School. Spot checks for compliance will be done by administration or Garaway School Technicians at any time.

## **Software on Chromebooks:**

### **Originally Installed Software:**

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

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

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

### **Virus Protection:**

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

### **Additional Software:**

Students are unable to install additional software on their Chromebook other than what has been approved by Garaway School.

### **Inspection:**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

## **Procedure for Restoring the Chrome OS:**

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the chromebook that have been synced to Google Drive will be intact.

## **Protecting & Storing Your Chromebook:**

### **Chromebook Identification:**

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number and Garaway asset tag
- Individual’s name

*Under no circumstances are students to modify, remove, or destroy identification labels.*

### **Storing Your Chromebook:**

When students are not monitoring their Chromebook, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student’s home. Chromebooks should never be stored in a vehicle.

### **Storing Chromebooks at Extra-Curricular Events:**

Students are responsible for securely storing their Chromebook during extra-curricular events.

### **Chromebooks Left in Unsupervised / Unsecured Areas:**

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Assistant Principal’s office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

# Repairing or Replacing Your Chromebook:

## Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

## Manufacturer Warranty:

Samsung warrants the Chromebook from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date Garaway School takes delivery of the Chromebook. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook. The Samsung warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems at the Assistant Principal's Office.

If a Chromebook becomes defective (at no fault of the student) after the Samsung warranty expires, Garaway School will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

## Accidental Damage or Loss Protection:

As part of the 1:1 Chromebook initiative at Garaway School, the school is offering the purchase of accidental damage insurance prior to the deployment of the Chromebook to your child. The family of the student will be the sole provider of this insurance. Under this insurance policy the Chromebooks are protected against accidental damage or loss due to an act of nature. The school will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action.

This insurance policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Garaway School will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

### **Lost or Intentionally Damaged Device and Accessories:**

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. 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.

- Replacement of the Chromebook \$220
- AC Adapter & power cord - \$20
- “Always on” Case - \$30
- Screen \$35.00

## **Technology Acceptable Use:**

### **Garaway Acceptable Use Policy**

Garaway Local Schools is pleased to offer students access to technologies such as computers, computer networks, online student records, interactive video, the internet, digital storage, multimedia, streaming media, voice technologies, and others. The technologies of the School District are intended for educational uses and school related communications. General school rules for behavior apply. This Technology Acceptable Use Policy also applies to using personal devices. The intent of the Acceptable Use Policy (AUP) is to make clear certain issues and not to enumerate all such possible uses. The administration may at any time make determinations that particular uses are or are not consistent with the purpose of the School District.

The School District reserves the right to monitor, copy, review and store at any time and without prior notice any and all usage of all computers, networks, internet access, electronic messaging, email and all other technologies. Any and all information that is transmitted or received in connection with any technology usage shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

### **Student Accounts**

A student account has a unique username and password. These accounts have unique names and are assigned to unique students. They allow the user to be logged into one computer at a time. They allow the user to access the internet, his/her home directory, enhanced printing capabilities, and other network resources.

## **Acceptable and Unacceptable Uses**

1) Do not divulge your password to anyone. No other person may use your single user student account. If a user suspects that a password is not secure, he or she must inform the technology department so his/her password can be reset. Any improper use of your account, even if you are not the user, is your responsibility.



**2)** Do not divulge personal information while using the Internet. This includes full name, address, phone number, or any information which would specifically identify you. Be aware that information that is given by others in chat room and social networking sites is not necessarily true or accurate.

**3)** Students are required to disclose to a teacher or administrator any item that you encounter that is inappropriate, makes you uncomfortable, or is an offer to meet with you.

**4)** Under our student code of conduct, students are held accountable for web pages and/or posts they create off school grounds and/or school time that cause a disruption to the school process or violate other handbook policies. Students are not to engage in cyberbullying. You are to report to a teacher or administrator if you feel you are a victim of cyberbullying.

**5)** Internet sites and data that are prohibited by the Children's Internet Protection Act or are deemed inappropriate by the administration will be blocked or filtered. Students are not permitted to bypass or disable the filters on district-owned or personal devices. Any attempt to bypass or disable the filters or to find information on how to bypass or disable the filters is a violation of the AUP and is subject to disciplinary action.

**6) Email:**

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by Garaway. The interface is heavily monitored by corporation network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other Garaway students and faculty.

**7)** Do not attempt to gain unauthorized access to computers or other technologies. Students shall not take any action which would compromise the security of any computer, network, messaging system, or other technology. This would include the disabling of any security features. Any attempt to bypass any security feature is a violation of the AUP and is subject to appropriate disciplinary action. Any attempt to search for information that would allow a user to bypass security features is a violation of the AUP and is subject to appropriate disciplinary action. Users shall not attempt to discover security problems as these actions may be construed as an illegal attempt to gain access.

**8)** Materials which are not in line with the rules of school behavior are not permitted to be accessed. Do not create, view, send, save or display offensive, abusive, obscene, pornographic, vulgar, racially derogatory, inflammatory, threatening, harassing, discriminatory, or disrespectful messages, information or pictures.

**9)** Users must obey copyright laws. Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright is a violation of copyright laws. Users should assume that materials are protected under copyright unless there is explicit permission for use.

**10)** Do not use school technologies for personal commercial transactions or for political lobbying/fundraising without administrative approval.

**11)** Students are to remain within allocated disk space and delete email or other files that take up excessive storage space. Do not waste technology resources such as bandwidth, printer supplies or disk space.

**12)** Students may NOT download or install software (including shareware or freeware) to any computer without approval from the technology department. Students shall not take any actions which may adversely affect the integrity, functionality, or reliability of any technology for example, the installation of hardware or software not authorized by the technology department or using excessive bandwidth.

**13)** Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.

**14)** Students shall report to the teacher or appropriate administrator any actions which would violate the security or integrity of any computer, network, messaging system, or other technology, or that violates this AUP whenever such actions become known to them.

**15)** By accepting access to the network, you understand and agree that the School District, any involved information technology centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student or employee arising out of that user's use of and/or inability to use the network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

**16)** This AUP is in place whether the student is using school equipment or a personal device.

### **a) Violations**

A violation of any rules set forth in this policy may result in revoking technology privileges, or other appropriate disciplinary actions which may include confiscation of the device. Garaway Local Schools reserves the right to take legal action, if warranted, for misuse and violations of technology policies.

## **Policy for Displaying Student Information on the Web Page**

The unauthorized disclosure, use and dissemination of personal identification information regarding minors is strictly prohibited. The following information may be posted on the school's web page at the discretion of the School District:

- A digitized version of a student's project
- Building that a student attends
- Name and/or description of the student's project or award
- Grade and/or program (11<sup>th</sup> grade basketball, English 10, etc.) and/or year of graduation
- Student's name and/or picture

### **Internet Access**

Families should be aware that some material accessible via the internet might contain items that are illegal, defamatory, inaccurate, or offensive. Special filtering programs are used to help prevent students from accessing inappropriate materials. Students are also monitored in classrooms, offices, libraries and labs where they have internet access. While the purposes of the school are to use internet resources for constructive educational goals, students may find ways around the filters to access inappropriate materials. We believe that the benefits to students from access to the internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

**2018/2019**  
**Garaway School**  
**Chromebook Policy Handbook**  
**Sign-Off and Student Pledge**



- I will take good care of my Chromebook and know that I will be issued the same 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's battery to full capacity each night.
- 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 in its "always on" case 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 Garaway School until graduation.
- I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, case, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, case, power cord/charger in good working condition at the end of each school year.

Student Name: \_\_\_\_\_ (Please print)

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

