



# **Worth County R-III School District Chromebook Handbook**



The policies, procedures, and information within this document apply to all Chromebooks used at Worth County R-III School District by students, staff, or guests including any other device considered by the Administration to fall under this policy.

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

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## **Receiving Your Chromebook:**

Chromebooks will be distributed on September 28<sup>th</sup>, 2020. **Students who currently have outstanding balances or fines and fees will not be issued a Chromebook until the debts have been resolved. Parents & Students must sign and return the Chromebook Checkout Agreement and the Acceptable Use Policy before the Chromebook can be issued to their child.**

## **Training:**

Students will be trained on how to use the Chromebook by their teachers. Students are also encouraged to research and learn on their own.

## **Return:**

Student Chromebooks and accessories (charger and carrying case) will be collected at the end of each school year for maintenance. Students will retain their original Chromebook each year while enrolled at Worth County R-III.

Any student who no longer attends Worth County R-III will be required to return their Chromebook and accessories. If a Chromebook and accessories are 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 and reported as stolen property of Worth County R-III.***

## **Taking Care of Your Chromebook:**

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be taken to the technology office. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced and fees paid.

## **General Precautions:**

- Food or drink is not recommended near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook case.
- Students should never carry their Chromebook while the screen is open.
- 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 temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

## **Carrying the Chromebook:**

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Students must carry the Chromebook in the case provided by Worth County R-III. This case is for **ONLY** the Chromebook.

## **Screen Care:**

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

- 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 purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are 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 can be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

### **At Home:**

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 fully charged at home, the battery should last throughout the day.

### **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 subject to classroom requirements. Teachers will utilize digital copies in most instances.

*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. Saving to Google Drive will make the file accessible from any computer with internet access. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

## **Originally Installed Software:**

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 shut down and restarted. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.

From time to time the school may add software or apps 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.

## **Virus Protection:**

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

## **Additional Software:**

Students are prohibited from installing additional software on their Chromebook other than what has been approved by Worth County R-III.

## **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.

Inappropriate use or content will be subject to disciplinary action.

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

If technical difficulties occur, the device may be restored to factory settings.

All student created files stored on a USB flash drive or Google Drive will be intact after the operating system is restored. However, all other data (music, photos, documents) *stored on internal memory that has NOT been backed up* will not be restored.

**Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Worth County R-III School District. Spot checks for compliance will be done by the administration or Worth County R-III faculty at any time.**

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Worth County R-III School District acceptable use policy.

## **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 the serial number and Worth County R-III asset tag
- Individual's Google Account username

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

### **Storing Your Chromebook:**

When students are not monitoring their Chromebook, it 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 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 for an extended period of time, especially during times of extreme temperatures. Do not leave them lying in the locker rooms!

### **Storing Chromebooks at Extracurricular Events:**

Students are responsible for securely storing their Chromebook during extra-curricular events. A locked locker is suggested for storage.

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

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

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

## **Repairing or Replacing Your Chromebook:**

### **Chromebooks Undergoing Repair:**

- Loaner Chromebooks *may* be issued to students who have paid the cost of the repair when they leave their Chromebook for repair at the Technology Office.
- If repair is needed due to malicious damage, the school will refuse to provide a loaner Chromebook, unless full replacement cost has been rendered prior.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data saved to google drive so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

### **Chromebook Warranty:**

Warranty provided with the Chromebook warrants 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 Worth County R-III 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 warranty **DOES NOT** warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the high school office.

If a Chromebook becomes defective (at no fault of the student) after the warranty expires, Worth County R-III will replace the Chromebook at no charge with a Chromebook of the same age or newer.

### **Chromebook Insurance:**

Private insurance is offered through Worth Avenue Group. This insurance costs \$65/year and is not required. It will reimburse the parent/student if the damage is caused to the Chromebook and a fee is charged by the school to cover the cost of replacement. <https://www.worthavegroup.com/portal/worthcountymo>

### **Accidental Damage or Loss Protection:**

Worth County R-III School District 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 as outlined by the school discipline code.

Worth County R-III School District will assess the Chromebook damage and repair or replace the device if the damage is determined to be within the protection guidelines. **Parents/Students will be charged for the full replacement cost of a device that has been damaged due to intentional misuse or loss.**

### **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. It will be the discretion of Worth County R-III administration of fault. 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.

### **Estimated Costs of Repairs (subject to change)**

- Replacement of the Chromebook - \$200
- AC Adapter & power cord - \$25
- Protection Case - \$15
- Screen Replacement - \$50
- Keyboard - \$50

### **Chromebook Technical Support:**

The high school office will be the first point of contact for the repair of Chromebooks.

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates
- Hardware maintenance and repair

## **Technology Acceptable Use:**

The Worth County R-III School District strongly believes in the educational value of technology and electronic services and recognizes the potential of such to support our curriculum and student learning. The use of technology and information systems is a privilege, not a right.

Students using Worth County R-III Chromebooks are expected to abide by the following rules:

- Do not use computers or any other technology to harm other people or their work.
- Do not damage computers, the network, or other forms of technology in any way.
- Do not interfere with the operation of the network by installing software
- Do not violate copyright laws.
- Do not access, keep, or send material or email that would not be appropriate for teachers or parents to see.
- Do not share your password with another person or allow anyone else to use your logon.
- Do not trespass in anyone else's files or email.
- Do notify an adult immediately, if by accident, you encounter materials, which violate the rules of appropriate use.
- Do not store any file that is not school-related including music, games, etc. on district assigned drives
- Do log off when leaving your computer to prevent others from using your logon.
- Do not use school equipment for any project that is not school-related.
- The use of district technology to threaten or harass another person or to violate any state or federal law could result in prosecution.
- BE PREPARED to be held accountable for your actions and for the loss of privileges if the Usage Agreement is violated.

## **Privacy and Safety:**

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords to other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.
- Parents are encouraged to monitor their child's internet activity and internet usage periods.

## **Legal Propriety:**

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the Worth County R-III School District discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

## **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 the Worth County R-III School District. The interface is heavily monitored by district network administrators and is subject to the filtering of inappropriate content.
- *Students in grades K-10th are limited to receiving and sending to email addresses within the Worth County R-III School District only.*
- Always use appropriate language.

- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by the school administration.

**Consequences:**

- Students will be responsible for accounts and/or computer hardware issued to them.
- Non-compliance with the policies of the Chromebook Policy Handbook or the Worth County R-III Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.



# WC R-III Chromebook Checkout Agreement

I have received a Chromebook to use at school and/or home to support my learning and achievement. By accepting the possession of this Chromebook, I agree to the following: I understand that it is to be used for schoolwork only and in accordance with the District Technology Usage Agreement; I shall not sell, lease or otherwise grant anyone rights to the Chromebook; I shall adhere to the District's rules and regulations governing the use of the Chromebook and my Google account.

**I understand that I am responsible for any damage to the Chromebook and assume full responsibility for the safety, care, and maintenance while in my possession. I agree to follow the Technology Acceptable Use Policy as stated in the Student Handbook.** In case of accident, theft, fire, flood, loss or careless handling of the Chromebook, I agree to pay for all damages or replacement which may be deemed necessary. The school may request the Chromebook be returned at any time.

Actions I will take to protect the Chromebook are, but not limited to, the following:

- I will secure and accept responsibility for the Chromebook at all times.
- I will keep my password to myself and log off when I'm away from the Chromebook.
- I will keep the Chromebook away from liquids, moisture, heat, cold.
- I will not apply stickers to Chromebook or remove asset tags from the Chromebook.

The Chromebook is the property of the Worth County R-III School District and, as such, is subject to monitoring of use, internet content filtering, and search of its contents at any time. There is no expectation of privacy in the use of or data stored on this Chromebook or in the Google account of the student user.

## Approximate Costs for Repairs:

<b>Cost to replace Chromebook: \$200</b>	<b>Cost to replace screen: \$50</b>
<b>Cost to replace power cable: \$25</b>	<b>Cost to replace keyboard: \$50</b>

I have read the Chromebook Handbook and agree to the terms of this agreement.

_____ Printed Student Name	_____ Student Signature	_____ Date
_____ Printed Parent Name	_____ Parent Signature	_____ Date

## FOR STAFF USE ONLY

<b>Date Signed Out:</b>		<b>Date Returned:</b>	
<b>Asset ID#:</b>		<b>Staff Name:</b>	

