

STURGEON BAY SCHOOL DISTRICT



CHROMEBOOK HANDBOOK

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BACKGROUND INFORMATION

The focus of providing student devices in the Sturgeon Bay School District is to provide tools and resources to today's learner. Effective learning and excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing student access to technology is essential, and one of the current learning tools available is the Chromebook. Individual use of Chromebooks supports student empowerment to engage in their personalized learning before, during, and after school as they prepare for postsecondary education and the modern workplace. Research indicates that students who use devices in a one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and take an increased ownership in their personal learning. Chromebooks have the ability to make learning more engaging, accessible, and personal.

Student learning results from continuous interaction with educators, students, parent(s)/guardian(s), and the extended community. Technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

This Chromebook Guidebook will provide guidelines for the proper use and care of the investment made by the Sturgeon Bay School District in providing each student the use of a Chromebook during the school year. Sturgeon Bay School District reserves the right to revoke or modify this guidebook and/or its policies and procedures at any time.

SCHOOL ACCOUNT USAGE

In order to access and use the Chromebooks, students will be supplied with a unique Google Account. This account will provide email access and authentication into Google's systems (Classroom, Drive, Docs, etc.). This account will be kept available throughout the student's enrollment at Sturgeon Bay School District. This account is provided for educational purposes only. Students are strongly encouraged NOT to use the provided account for anything besides basic school functions. All student accounts will be deleted shortly after graduation or when they no longer are enrolled in Sturgeon Bay School District.

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook. Devices that are broken or fail to work properly must be taken to the Department of Technology immediately. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced. If a Chromebook cannot be repaired, a new Chromebook will be issued of similar age/wear.

General Precautions

- No food or drink should be near your Chromebook.
- Cords, cables, and removable storage devices must be inserted and removed carefully.
- Students should never carry their Chromebook while open.
- Chromebooks should be closed or shut down when not in use to conserve battery life.
- Chromebooks should never be forced into a tight space in a locker or wedged into a backpack as this may damage the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme cold or heat may cause damage to the device.
- Always bring your Chromebook to room temperature before turning it on. This is especially important during winter months, especially if left in a cold environment.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Sturgeon Bay School District.
- Students are responsible for bringing completely charged Chromebooks for use each school day.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure--such as being thrown around in a backpack full of books.

To avoid damage, please adhere to the following rules:

- 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 or carry the device by 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 microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

Protecting and Storing your Chromebook

Students need to take their Chromebook home with them every night to ensure they are charged for the next school day. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. Chromebooks should never be stored in a vehicle.

- Chromebooks are the responsibility of the student. This device will be yours throughout the school year. Take good care of it.
- Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised/Unsecured Areas

Students are responsible for the care of the Chromebook and all their school issued materials. Under no circumstances should a Chromebook be stored in unsupervised areas.

- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

Chromebook Loss or Damage

Students/families will be held responsible for the cost of replacement of any materials or property which is lost or damaged through their negligence or intentionally destructive behavior. Please discuss with your child the importance of taking good care of Chromebooks, textbooks, library books, and all school equipment and property.

- Students are responsible for the care of the Chromebook issued by the school.
- Siblings and friends should not use the Chromebook.
- Chromebooks that are broken or fail to work properly must be reported to the main office (k-5) or the library (6-12) for repair or replacement.
- Never try to repair the Chromebook yourself or have someone other than the Department of Technology at Sturgeon Bay School District work on it.
- Turn in the Chromebook as soon as possible if repairs are needed. A loaner may be issued.

USING YOUR CHROMEBOOK

At School

Students at Sturgeon Bay School District are expected to be respectful, responsible, and ready to learn. Consequently, students must bring materials and supplies to school and their classrooms on a daily basis. The Chromebooks, like textbooks, are intended for use at school each and every day. In order to meet learning expectations and access information and materials, students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home

Students are encouraged to use their Chromebooks outside of the school day and at home for educational purposes. 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 or other school materials at home, the teacher will attempt to provide a replacement and assign consequences as appropriate. Students should be aware, however, that replacement Chromebooks are not plentiful. It is possible that a replacement will not be available.

It is the responsibility of the parent or guardian to monitor student use, especially the Internet, in the home. It is the responsibility of the user to appropriately use the device and the Internet. All rules and policies that affect in-school usage of Chromebooks also apply to at-home use.

Returning the Chromebook

Any student who transfers out of Sturgeon Bay School District will be required to return their Chromebook and charging cord. If a Chromebook and/or charging cord are not returned, the parent/guardian will be held responsible for payment in full.

MANAGING FILES AND SAVING WORK

Students should save documents to their Google Drive. They can also save to an external memory device such as an SD card or USB flash drive if Internet access is not available. However, 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.

It is **STRONGLY** recommended not to save items directly to the Chromebook. It is common to have to wipe and restore Chromebooks during repairs, so any locally saved files would be lost. The school is not responsible for any local files lost during the troubleshooting or a repair of a Chromebook.

PERSONALIZING THE CHROMEBOOK

Chromebooks must remain free of any permanent writing, drawing, stickers, paint, tape, or labels that are not the property of Sturgeon Bay School District. Spot checks for compliance may be done by administration or teachers at any time. Failure to comply with the Chromebook personalization rules will result in disciplinary actions, including any costs associated with the refurbishing/replacement of a Chromebook.

OPERATING SYSTEM ON YOUR CHROMEBOOK

Originally Installed Software

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require large amounts of installation space on a hard drive. Some applications, such as Google Drive, are available for offline use.

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.

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

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

CHROMEBOOK SUPPORT

Technical Support & Repairs

Damaged or inoperable Chromebooks are to be returned to the main office (k-5) or the library (6-12) to be entered into the repair tracking system. For repairs taking more than two hours, a replacement will be provided to the student to use until the device is repaired and returned. Students should be aware, however, that replacement Chromebooks are not plentiful. It is possible that a replacement will not be available.

Technical support will be available through the Sturgeon Bay School District. Services provided include the following:

- Missing keys from the keyboard
- Cracked or broken screens
- Broken hinges
- Water damage
- Power cord damage
- User account support, including password resets
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- Operating System or software configuration support

Damaged Chromebooks

If a Chromebook is damaged through careless or reckless behavior, it is the responsibility of the student and parent involved to contact the school office (k-5) or the library (6-12) immediately. The user will be given another chromebook to use until the device is repaired or replaced. Non-warranty repair/replacements will be performed at cost, and automatically added to the next billing statement.

The current cost of repairable items are:

- Total replacement of the Chromebook - \$315.00/Touchscreen - \$385
- Charging Cord - \$30.00
- Screen - \$50.00/\$150
- Battery - \$50.00
- Keyboard - \$50.00

Loaner Chromebooks may be issued to students when needed. If a repair is needed due to malicious intent, the school may refuse to provide a loaner Chromebook.

Mifi

Chromebooks rely on an Internet connection to be fully functional. If a student does not have reliable Internet access at home, mifi devices are available to be checked out at the High School office at no cost. If the mifi device or cord is lost or not returned, the student will be responsible for a \$150 replacement fee.

Lost or Stolen Chromebooks

If a Chromebook or charging cord is lost (whereabouts unknown) or stolen, it is the responsibility of the student and parent/guardian involved to report the loss to the school's main office (k-5) or the library (6-12) as soon as possible. The student will be given another device or accessory to be used until the Chromebook is located and returned.

The school will wait a minimum of 30 days for recovery and will report any findings within that time to the family and/or proper authorities. After that window, the student and parent/guardian may be held financially responsible to replace the device (costs are listed above). If a Chromebook is found after the waiting period, and a new device has already been paid for, the school will issue a complete refund.

SEARCH AND INSPECTION OF CHROMEBOOK

Searches (both digital and physical) may be conducted at any time while the student is under the jurisdiction of Sturgeon Bay School District, if there is a reasonable suspicion that the student is in violation of the law or school policy. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school policy.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law, the Chromebook may be taken and held or turned over to the proper authorities. The school reserves the right not to return items which have been confiscated.

Monitoring and Filtering of Devices

Sturgeon Bay School District utilizes software to facilitate the monitoring of student Internet usage. While Sturgeon Bay School District is committed to protecting students, no technical or human supervision is failsafe. Sturgeon Bay School District reserves the right to investigate, review, monitor, and restrict information stored and transmitted on district owned devices. Attempts by students to bypass the monitoring and filtering systems in place by resetting the device or attempting to install or use proxy servers or any other measures will be dealt with via the disciplinary process and may result in loss of student use of the device or other measures deemed appropriate by Sturgeon Bay School District administration up to and including expulsion.

DIGITAL CITIZENSHIP

Students are bound by the Sturgeon Bay School District Acceptable Use Policy, Student Handbook, and all other guidelines in this document, wherever they use their Chromebook.

General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of Sturgeon Bay School District.
- Students are responsible for their ethical and educational use of the technology resources of Sturgeon Bay School District.
- Access to the Sturgeon Bay School District technology resources is a privilege and not a right.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or Director of Technology, will be

considered an act of vandalism and subject to disciplinary action in accordance with the student handbook.

Privacy and Safety

- Do not participate in online chats without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you without permission.
- Do not reveal yours or others personally identifiable information such as full name, phone number, home address, social security number, credit card numbers, or password.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of Sturgeon Bay School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify your teacher or the Director of Technology.

Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher.
- Plagiarism is a violation of the student policy. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable State or Federal law, including the Wisconsin Penal Code and Computer Crimes, will result in criminal prosecution and/or disciplinary action by Sturgeon Bay School District.

Gmail Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- Email and communications sent and received are to be related to educational needs.
- Email and communications from Sturgeon Bay email accounts are the property of the school, and are subject to inspection at any time.

Google Account Responsibility

- Students are required to use their Sturgeon Bay School District domain user ID and password to protect their accounts.
- The student is responsible for appropriate use of the Chromebook issued to them.
- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated staff to ensure compliance.
- Sturgeon Bay School District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

Unacceptable Content

The following content is strictly prohibited from all devices:

- Weapons
- Pornographic or sexual materials
- Inappropriate language
- Alcohol and/or drugs
- R-rated or adult material
- Acts of violence

- Gang related symbols or pictures
- Racist or sexist materials
- Any content deemed inappropriate by administration