Alvord ISD

Chromebook Guide

The policies, procedures, and information within this document apply to all Chromebooks used at Alvord ISD.

September 2015

Program Goal

The goal of the 1:1 Chromebook program at Alvord ISD is to create a learning environment that is consistent with advances in technology and facilitate 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 Chromebook

Chromebooks will be distributed during select dates in September. **Parents and students must sign and return the Chromebook Agreement before a Chromebook will be issued the child.**

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 Alvord ISD (District), the District maintains the ownership of the device. If requested by the Technology Department, students may be required to turn in their Chromebooks for maintenance or inspection.

The Chromebook will be returned to the school on a date to be requested or sooner if the student is discharged from the school prior to the end of the school year. The student's failure to return the equipment in a timely manner will be considered unlawful appropriation of District property.

Using your Chromebook

Grades 4-5 At School

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their Chromebooks. Students are responsible for bringing their Chromebooks 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 Chromebooks. **Students are to pick up his/her issued Chromebook from his/her designated Chromebook slot in the Chromebook Cart every morning. They are also required to return his/her Chromebooks before their last seated class and PLUGGED IN FOR CHARGING at the end of the day. STUDENTS ARE RESPONSIBLE FOR PLUGGING IN CHROMEBOOKS WHEN RETURNING THE DEVICE.**

The Chromebooks are also to be returned to his/her designated slot during lunch. The devices are not to be allowed out during lunch unless authorized by the Campus Principal and in agreeance with the Technology Department.

Grades 6-12 At School

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their Chromebooks. Students are responsible for bringing their Chromebooks 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 Chromebooks.

If a student leaves the Chromebook at home, he/she is responsible for getting the coursework completed as if the Chromebook were present.   Loaner Chromebooks will not be issued to students who forget to bring their Chromebooks to school. Other district computers may or may not be available for student use.

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired at school. A limited number of "loaner" Chromebooks are available so a loaner cannot be guaranteed.

Grades 6-12 At Home

Students are encouraged to use their Chromebooks at home and other locations outside of school. A wi-Fi internet connection will be required for the majority of Chromebook use. However, some applications can be used while not connected to the internet. Students are bound by the Alvord ISD Electronic Communication System, the Chromebook Agreement, and all rules of this guide regardless of where they use their Chromebooks 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.   Students are encouraged to have earbuds available for use for when sound is required.

Printing

At this time printing from a Chromebook is available at school, but can be subject to shutdown if printing becomes misused. If printing is unavailable then the assignment needing to be printed will be performed by the teacher requiring the printing. This can be done by sharing the document with the teacher through Google Docs or using HAPARA.

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 for the student from any computer with internet access. Some files may be stored locally, but that is discouraged.

- 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 important work.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are broken or fail to work properly must be immediately taken to the Library and logged for repair. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced (subject to loaner availability).

General Precautions

- No food or drink should be placed next to the Chromebook.
  Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Objects (light or heavy) should never be placed on top of the Chromebooks
- Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
- Chromebooks should never be carried with the screen open.
- Students should never disassemble the Chromebooks and attempt their own repairs.
- The Chromebook should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, marking, engraving or otherwise defacing the Chromebook or case, if one is given, is not allowed and will result in loss of privileges and disciplinary consequences.

Cases

- Each Student may be issued a protective case for his/her Chromebook if the device is going home with the student. This case should be used whenever the Chromebook is being transported or not in use.
- Students must use the "district-issued" case for their Chromebooks or a personally owned case of their choosing.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the responsibility of the student to care for and protect his/her device.

Charging

- It is the **responsibility of the student** to ensure that his/her Chromebook is fully charged daily for school use. (Carts are available for chromebooks staying at school.)
- Devices may also be charged at Lunch, but are not required. It is encouraged to charge during lunch to ensure a full day of use if the devices are being used frequently.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Heavy objects should never be placed or stacked on top of your Chromebook. This includes, but is not limited to, books, musical instruments, and sports equipment.
- Do not store the Chromebook with the screen open.
- Do not place anything in the protective cases that will press against the cover.
- Makes 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 will be labeled with a District Asset Tag.
- Asset tags may not be modified or tampered in any way while the student is enrolled in the Alvord School District.

Storing Your Chromebook

- When students are not monitoring his/her Chromebooks, they should be stored in their lockers with the locks securely fastened. Nothing should be placed on top of the Chromebook when stored in the locker.
- Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas might include school grounds, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, cars, or any other area that is not locked and secured or in which there is no supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the Principal.
- The District is not responsible for the safekeeping and protection of Chromebooks that are not secured in the assigned carts in the designated areas.

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 shutdown 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 or content filters.

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 and monitored. Despite the filter, 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.

Personalizing your Chromebook

Students may add appropriate applications, music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Alvord ISD Electronic Communication System. Currently, only approved apps can be downloaded from the Chrome Store and Google Play for Education.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to the usage or content of a district-issued Chromebook, 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 Chromebooks at school. Chromebooks are subject to confiscation at any time and without prior notice. At no time will webcams be used to monitor students. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Repairing or Replacing your Chromebook

Vendor Warranty

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

Protection Plan

"Protection Plans" are currently not available at Alvord ISD. Alvord ISD **does not** cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and/or abuse. **Replacement is at the discretion of the principal**. Alvord ISD does not charge a usage fee for the chromebooks. If your Child's Chromebook is properly cared for, he/she will not have to pay any money out of pocket for the use of the device. The below chart shows current cost of complete replacement of equipment if the items are unusable due to misuse, neglect, intentional damage, or loss.

Incident	Damage	Complete Chromebook Replacement	Charger Replacement Only	Case Replacement Only
Any Replacement	Misuse, Neglect, Intentional Damage or Loss	$279	$45	$10.00

Repair Procedures and Cost

- Students who need to have their Chromebook repaired or replaced should leave the device with the designated school employee at each campus to be logged for repair.
- The employee will document the issue for the technology department.   The technology department will collect the device for repair.
- If one is available, a loaner Chromebook will be issued to the student. If repair is needed due to malicious damage, the school may refuse to provide a loaner or reissue a Chromebook.
- Students will be notified by Electronic Mail when their Chromebook has been repaired. Repaired Chromebooks can be picked up at the designated area at each campus. If a loaner is not available, then the student will be notified that their computer has been repaired.
- A repaired Chromebook may need to be restored to its original settings. Locally stored files may not be able to be recovered.
- **Cost for repairs of the Chromebook due to accidental damage will be charged to the student responsible at a cost of 50% of the repair. Most repairs are done at Alvord ISD and the cost is normally for parts only (Broken Screen = $50, student would owe $25 which is 50% of the cost.) Cost for intentional damage will be charged to the student**

at 100% of the repair cost. Warranty repairs or hardware failures not due to misuse will be repaired at no cost to the student.

Digital Citizenship

District-issued Chromebooks should be used for educational purposes and students must adhere to the Alvord ISD Authorized Use Policy as well as related policies and procedures at all times when using Chromebooks.

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 medium 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

Chromebook Agreement
ECS Agreement
Google Apps for Education Permission Form
Date : 8/6/15