

Shelby Public Schools Chromebook Policy and Handbook



The policies, procedures, and information within this document apply to all Chromebooks used at Shelby Public Schools by students, staff, or guests and include any other device considered by the Administration to fall under this policy.

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

Receiving the Chromebook

Chromebooks will initially be distributed each August on Picture Day. All students not able to attend on Picture Day can pick up their Chromebook at the start of school once the Insurance Fee and all required documents are received by the Tech Department. ***Parents & students must sign and return the Chromebook Policy Signature and Student Pledge document and pay for all Chromebook fees from the previous year before the Chromebook can be issued to their student.***

Insurance

Shelby Public Schools requires that Chromebook insurance be purchased, or parents sign accepting full financial responsibility for repair or replacement prior to the distribution of the Chromebook to their child. ***If insurance isn't purchased, the students will not be able to take Chromebooks home.*** The annual insurance fee will be \$25 and must be paid before distribution of a device to the student. Details of this policy are on page 7.

Training

Students will be trained on how to use the Chromebook by their teachers. G Suite Training videos are available to students using Google Drive applications. Students using G Suite Training in school may access the G Suite Training icon at the top of any Google application.

Return

Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Shelby Public Schools will attempt to assure that students retain their original Chromebook each year.

Any student who transfers out of Shelby Public Schools 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 or law enforcement.

Taking Care of the 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 reported to a teacher or reported to the Technology Department. If a loaner Chromebook is warranted, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- No food or drink is allowed next to the Chromebook while it is in use.
- 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.
- Chromebooks should not be exposed to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Chromebooks should be brought to room temperature prior to turning them 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. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or bookbag is handled with care. For example, a bag containing a Chromebook should not be tossed or dropped.

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 a backpack 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 microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. Screens can also be cleaned with Individually packaged, pre-moistened eyeglass lens cleaning tissues. These are very convenient and relatively inexpensive.

Using the 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 may 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.

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 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.

Working offline

Students without Internet access at home or students in special situations (such as a long-distance bus ride for an activity) have several options for working “offline,” including:

- Google Drive (Docs, Sheets, Slides, etc.) allows students to switch to offline editing functionality where preloaded documents can still be viewed and edited.
- Students may read and answer email offline, with changes being synchronized back to their online account when the Chromebook is re-connected to an Internet connection.

Accessing the Internet at home and elsewhere

Students are allowed to connect to wireless networks when their Chromebooks are at home or in other venues where connectivity is offered (such as the Shelby Public Library, other school districts on activity trips, etc). Note that Shelby Public Schools can **not** provide any assistance, troubleshooting, or advice on such off-site connectivity.

When connecting from home, students and parents should be aware that a district account is still being used, so website monitoring is still being done. No matter the location, students are always using their account assigned by the school district.

Sound

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

Printing

Printing with a Chromebook will not be possible at school or at home.

Managing Files and Saving Work

Students may save documents to their Google Drive, or they may save to an external memory device such as an SD 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 Shelby Public Schools. Spot checks for compliance may be done by administration or Shelby 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 Shelby Public Schools.

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.

Monitoring of Use

In compliance with state and federal regulations, the district utilizes CIPA (Children's Internet Protection Act) compliant filtering. The district also uses third party solutions to monitor content for threats, violence, illegal activity, etc. Notifications come to district tech support and administration regarding suspicious activity; when concerns are identified, disciplinary action and/or parent contact may occur. Students should be aware that there should be no expectation of privacy when using the district network or equipment.

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 mini SD 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. However, all other data (music, photos, documents) **stored on internal memory that has NOT been synced** will not be restored unless the student requests that an attempt be made to salvage it.

Protecting & Storing the 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 Shelby Public Schools asset tag
- Individual's Google Account username

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

Storing the 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 student 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 Extracurricular Events

Students are responsible for securely storing their Chromebook during extra-curricular events. Athletes should check with coaches regarding a secure locker when visiting other schools. It is each student's responsibility to assure that the Chromebook is properly secured.

Chromebooks Left in Unsupervised / Unsecured Areas

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

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

Network Connectivity

Shelby Public Schools makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

Repairing or Replacing the Chromebook

Chromebooks Undergoing Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Tech Office. Loaner Chromebooks will not be issued until any repair charges have been paid in full.
- If the repair is related to device malfunction, the loaner Chromebook may be taken home.
- If the repair is related to student breakage, the loaner device will only be used at school for the school day.

- If repair is needed due to malicious damage or any other misuse, 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. 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. The annual insurance plan is to be used for accidental damage. Parents will be billed for Dell parts and labor.
- Chromebooks are issued with an approved charger through the Tech Department. If a charger is lost, the Tech Department must be contacted to order an appropriate charger. No other chargers will be accepted.

Shelby Public Schools

Chromebook Device Insurance

Shelby Public Schools requires that insurance be purchased prior to the deployment of the Chromebook to a child, or that parents sign indicating they will assume full financial responsibility for repair or replacement of the Chromebook. Parents who do not wish to purchase insurance understand that the Chromebook issued to their student will not be able to leave the school building. The insurance cost is \$25.00 annually for each Chromebook with a family maximum of \$50. Each claim covered by insurance will be assessed an incremental deductible within the current school year. The first claim deductible will be \$20.00 with the deductible increasing by \$20.00 each time a claim is made within the current school year up to a maximum of three (3) claims. If a student withdraws from Shelby Public Schools and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
\$25 per device (\$50 family max)	\$20	\$40	\$60

Lost or Intentionally Damaged Device and Accessories

A Chromebook or any of its accessories (including chargers) are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent to pay for replacement made by the Tech Department. No accessories or devices not purchased by the Tech Department will be accepted as replacements. Device Insurance outlined in the previous section will **not** apply when it is determined that the device was lost or damaged as the result of intentional or careless use. 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.

Shelby High School
Chromebook Policy Handbook
Signatures and Student Pledge
School Year: 2019/2020

- 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 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 Shelby Public Schools.
- 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 will NOT attempt to open or repair my Chromebook for any reason. I understand that all repairs must be done by the Tech Department.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.
- I agree if I leave my Chromebook at school that I will pick it up before 1st block. If I don't, then I won't have access to my Chromebook until the beginning of 1st lunch/4th block.

Student Name: _____ (Please Print)

Student Signature: _____

Parent Signature: _____

Date: _____

*****TURN OVER TO COMPLETE*****

Shelby High School
 Student/Parent Chromebook Use Agreement
 School Year: 2019/2020

Parent (P:) and student (S:) please initial each section

P:	TERMS
S:	I will comply at all times with the Shelby Public Schools Chromebook Policy Handbook and its guidelines as well as the Shelby Public Schools Technology Acceptable Use Policy. Any failure to comply may terminate my rights of possession effective immediately, and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.
P:	TITLE
S:	Legal title to the Chromebook is Shelby Public Schools, and it shall remain the possession of Shelby Public Schools. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and the Chromebook Policy Handbook.
P:	LOSS OR DAMAGE
S:	If the property is accidentally damaged or incurs loss due to an act of nature, Shelby Public Schools will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardians involved in the loss of property. Loss or theft of the property must be reported to Shelby Public Schools by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
P:	REPOSSESSION
S:	Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to my place of residence or other location of the Chromebook to take possession.
P:	TERM OF AGREEMENT
S:	My right to use and possess the property terminates no later than the last day of classes during the school year unless earlier terminated by the School Corporation or upon student withdrawal from Shelby Public Schools.
P:	APPROPRIATION
S:	My failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

Shelby High School

Student/Parent Chromebook Signature Page

Student Information

Last Name _____ First Name _____

Parent Information

Last Name _____ First Name _____

Home Phone _____ Cell Phone _____

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by the Shelby Public Schools Acceptable Use Policy Guidelines as stated in this document.

Student Signature: _____ **Date:** _____

Parent/Guardian Agreement

In consideration of the privileges and opportunities afforded by the use of the Shelby Public Schools technology and computer resources, I hereby release the Shelby Public Schools and its agents from any and all claims of any nature arising from my student's use or inability to use the Shelby Public Schools technology and computer resources.

Parent Signature: _____ **Date:** _____

Insurance Payment - *Please select 1 of the following:*

_____ I/We wish to participate in the district insurance program for \$25 per year per machine (\$50 max per family) **and want my student(s) to be able to bring their Chromebook(s) home.** We understand that deductibles apply as outlined in the Chromebook Handbook. Insurance Fee of \$25 CASH ONLY (no checks accepted) attached.

_____ I/We wish to participate in the district insurance program for \$25 per year per machine (\$50 max per family) **but want my student(s) to leave their Chromebook(s) at school each night.** We understand that deductibles apply as outlined in the Chromebook Handbook. Insurance Fee of \$25 CASH ONLY (no checks accepted) attached.

_____ I/We do not wish to purchase the insurance coverage for \$25 per year and will assume the full costs incurred by the district for the repair or replacement of a damaged machine. Payment must be made within 14 days of billing or the district will no longer provide a loaner device or the repaired device to the student. **I understand that the Chromebook must remain at school.**

Parent Signature: _____ **Date:** _____