

**VERNDALE PUBLIC SCHOOL  
PARENT/STUDENT  
CHROMEBOOK HANDBOOK  
2019-2020**

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## **Purpose - Why Should We Use Chromebooks?**

1. Cost, speed and management: it is a completely web-based device so there is no need for downloading or installing.
2. Engaging: The Chromebook is a device which could transform the way young people learn.
3. Instant on and all day battery: it's possible to get on the internet very quickly. Boot up time is less than 8 seconds. Battery life on a Chromebook is approximately 8 hours.
4. Auto-save: Student work on the Chromebook saves automatically to the Google Cloud. No more excuses like "I forgot to save my homework!"
5. Contextual Learning: the Chromebook is an "anywhere, anytime" learning device. A user can work offline and sync to their Google account when online. This makes it ideal for projects and learning which take place out of the classroom.
6. Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

## **Use of Technology**

All students in grades 5-12 are issued Google Chromebooks for educational use, to be used in every classroom throughout the curriculum. This document provides students and their parents/guardians with information about the general use of technology, "ownership" of the device, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. Additionally, the last page is a Chromebook Agreement form for parents and students to complete.

This handbook may be updated, changed and modified at the sole discretion of the Verndale Public School District. We will provide advance notice of any changes through regular school communication. Any changes to policy will be effective for the next school year or semester.

Students and their parents/guardians are reminded that use of school technology is a privilege and not a right, and that anything done on any school owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of school technology may result in loss of computer privileges, removal from class, loss of credit, failing grade and/or legal action as stated in our school's handbook.

## OWNERSHIP

Verndale Public School retains sole right of possession of the Chromebook. Verndale School lends the Chromebook to the students for educational purposes only, during the academic year. However, exceptions to this rule may be made by administration in the event that a student has academic need for it over the summer. Additionally, our administrative staff retains the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware. **Students should not share their Chromebook with another student or leave the Chromebook unattended.** Chromebooks may be taken home for educational purpose but must come back to school **fully charged** every day.

## Receiving Your Chromebook

### Orientation

All parents/guardians are required to attend an orientation or meet with school personnel and sign the Verndale Public School Chromebook Agreement before a Chromebook will be issued to their child.

### Rights and Responsibilities Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the school's technology staff. Students are responsible for backing up their data to protect from loss. Users of Verndale Public School system technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

### Chromebook Identification

#### Records

The school will maintain a log of all Chromebooks including: Chromebook serial number, asset tag code, name and ID number of the student assigned to the device.

#### Users

Each student will be assigned the same Chromebook for the duration of his/her time at Verndale Public School. Take good care of it! They will be collected at the end of each school year.

## **Operating System and Security**

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school.

### **Updates**

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not manually update their Chromebooks.

### **Virus Protection**

Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

### **Content Filter**

The school utilizes an internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks have Internet activity protection and are monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teacher to request the site be unblocked.

Parents/guardians are responsible for filtering and monitoring any internet connection students use, that is not provided by the school and when using their Google Accounts at home.

### **No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

## **Software**

### **Google Apps for Education**

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Drive (Documents, Spreadsheets, Presentations, Drawings, and Forms).

- All work is stored in the cloud, saves automatically, and can be retrieved from any device.

### **Chrome Web Apps and Extensions**

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web store with teacher permission.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

### **Monitoring Software**

Teachers, school administrators, and the technology department staff reserve the right to monitor activity on student Chromebooks via the Google Administrator Dashboard and teacher observation.

## **REPAIRING/REPLACING YOUR CHROMEBOOK**

### **Estimated Costs:**

The school will cover up to \$100 for the first repair. Any repairs needed after that will be up to the student/parent/guardian to cover.

### **VHS Chromebook Damage & Loss Policy**

- It shall be the responsibility of the student/student's parent/guardian to pay for ANY Chromebook and accessories damage not covered by warranty or outside of the \$100 first repair.
- The IT Team will inform the student, parent/guardian and the Verndale School Business Office of the charges for damage or loss.
- If a Chromebook or Chromebook Charger is missing and/or not returned to the school by the student, the student/student's parents/guardian are responsible for the full replacement cost.
- This repair policy will NOT cover damage that is the result of neglect, or a deliberate action by the student to damage their device.

## **Educational Use**

School-issued Chromebooks are for educational purposes and students are to adhere to the Verndale Public School Acceptable Use Policy and all corresponding administrative procedures at all times.

### **Using Your Chromebook At School**

Students are expected to bring their assigned Chromebook to each class every day, unless specifically advised not to do so by their teacher. Students are responsible for making sure their computers are charged each school day.

### **Background and Themes**

Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.

### **Sound**

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones/earbuds may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

### **Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/cloud application, students will rarely print directly from their Chromebooks at school. Any printing that needs to be done can be accomplished by accessing their Google Chrome Accounts in the school lab, printing at home, or occasionally printing to the Media Center printer.
- Students should never share their account passwords with others, unless requested by an administrator.

### **Managing and Using Your Google Chrome Account Outside of School**

- The majority of student work will be stored in Google Drive or Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile internet devices.
- Students should always remember to save frequently when working on digital media, not all Google tools/apps automatically update/save.
- The school will not be responsible for the loss of any student's work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solution.
- Your Chrome Account is accessible from any computer. Homework will often be tied to the student's google drive account and will need to be accessed at home. Students are bound by the Verndale Public Schools Internet Acceptable Use Policy, administrative procedures, and all other guidelines in this document wherever they use their Google Chrome account.

## **CHROMEBOOK CARE**

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

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or the Technology Department as soon as possible so it can be resolved.

School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.

### **General Precautions**

- No food or drink by the Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

### **Carrying Chromebooks**

- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.

### **Screen Care**

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

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### **Asset Tags**

- All Chromebooks will be labeled with a Verndale Public School asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged a fee if the asset tag is removed or tampered with.

### **Chromebooks Left Unattended**

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, bathrooms, computer labs, Media Center, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offenses will result in disciplinary action.



# DIGITAL CITIZENSHIP

## Appropriate Uses and Digital Citizenship

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.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experience, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music media and refrain from distributing these in a manner that violates their licenses.

## Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

## Inappropriate Digital Citizenship by Student

The level of inappropriate Digital Citizenship by the student has two levels of infractions and are determined by the seriousness of the act.

1. Minor/Level 1: These are the least serious and will be dealt with on a case by case basis. These infractions include:
  - a. Playing games, without permission from the teacher (first offense).
  - b. Touch someone else's computer.
2. Major/Level 2: The Level 2 infractions are more serious than Level 1 and will require a more formal disciplinary action. Some of these include (but are not limited to):
  - a. Use Chromebook to cyberbully.
  - b. Inappropriate online collaboration, writing or class dialog on the Chromebook/Google account.
  - c. Chronic minor violations.

General guidelines/methods of discipline for all students.

1. First violation:
  - a. Chromebook taken away by school personnel
  - b. Chromebook taken away during study hall
2. Second violation
  - a. Chromebook taken away for a week.
  - b. Student received referral
  - c. Contact parents
3. Third violation
  - a. No use of Chromebook by student until administration or a teacher can meet with parents.
  - b. Restricted use of Chromebook - faculty managed use.
  - c. Restricted use of Google account issued to student.
  - d. Chromebook taken away for a specified duration.
  - e. Other consequences determined appropriate by administration.

## **CHROMEBOOK AGREEMENT**

Before receipt of the Chromebook, please complete and return the attached Chromebook Use and Expectations and User Agreement to the office. With the completion of this document, the student and their parent/guardian agree to follow and accept:

- Pay a \$20 insurance fee
- Internet Acceptable Use and Safety Policy
- The contents of the Chromebook Parent/Student Handbook
- The Website and Social Media Guidelines (below)
- Verndale School owns the Chromebook and software. (You may want to purchase a wireless mouse and ear buds to have on hand).
- In no event shall Verndale school be held liable to any claim of damage, negligence, or breach of duty.
- This handbook may be updated, changed or modified at the sole discretion of Verndale Public School. We will provide advance notice of any changes through regular school communication.

## **Student Chromebook Use and Expectations**

- You may use only school approved backgrounds.
- Profile image may be a picture of yourself or an avatar.
- Use your school email only.
- Lower the lid when the teacher is talking.
- Chromebooks are not allowed in the bathroom, locker room, or during lunch
- Use your Chromebook in the classroom when instructed to use it.
- Do not visit pages or documents that do not follow our Internet Use Agreement policy.
- School-approved games are allowed when teachers have given permission to play.
- Sound should be muted on Chromebook. Use of headphones is permitted, when granted by a teacher.
- In your classroom, carry your Chromebook with the lid closed using two hands.
- When moving between classrooms, carry Chromebook in a safe manner.
- Never throw, slide, drop or press hard on your Chromebook.
- No food or drinks allowed near the Chromebook.
- Sign out of your Chromebook and shutdown at the end of each day.



# Chromebook Student/Parent User Agreement.

**Part One:  
Student Information**

Please complete the spaces below to identify the student and their assigned device.  
Signing indicates you have read and understand the Chromebook policies

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Parent Name: \_\_\_\_\_

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

Serial Number of Chromebook: \_\_\_\_\_ Asset #: \_\_\_\_\_

## Internet Use and Chromebook Student/Parent User Agreement

### Part Two: Website & Social Media Guidelines

Student Initials	<u>Think before you act because your virtual actions are real and permanent!</u>	Parent Initials
	Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see. (THINK, is it True, Helpful, Inspiring, Necessary, Kind?)	
	Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.	
	Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.	
	Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.	
	Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. (Plagiarism) It is good practice to hyperlink to your sources.	
	Be aware that images may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.	
	Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.	
	If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.	
	Students are not allowed to change any Chrome settings without teacher permission. Only tool/apps setting changes are allowed.	
	Students will have access to YouTube. They are expected to use it for school provided/related links only.	
	How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.	
	Any personal devices should ALWAYS use our Guest Wi-fi Network.	