

Warner School District Chromebook Policy Handbook



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

2016-2017

Chromebook Specifications:

- 11.6" (1366x768) display
- 2.43 lbs
- Up to 7.0 hours of battery
- Hewlett-Packard CPU 1.7GHz
- 16 GB Solid State Drive
- Dual band Wi-Fi 802.11 a/b/g/n
- HD Camera
- 1x USB 3.0, 1x USB 2.0
- 1x HDMI Port, 1x VGA Port

Receiving Your Chromebook:

Chromebooks will be distributed each fall during the first week of school. ***Parents/Guardians & Students must sign and return the Chromebook Policy Sign-off and Student Pledge document as well as the \$30 annual fee before the Chromebook can be issued to their child.***

Accidental Damage Protection:

Warner School District requires that Chromebook protection be purchased prior to deployment of the Chromebook to your child. The annual fee will be \$30 per device and must be paid for at student registration.

Return:

Student Chromebooks and accessories (including charger and carrying case) will be collected at the end of each school year for maintenance over summer vacation.

Any student who transfers out of Warner School 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.

Taking Care of Your 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 taken to the Tech Office located in the High School. If a loaner Chromebook is needed, 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 your 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 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 temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop 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. Carrying the Chromebook in a padded backpack or padded sleeve is acceptable provided the backpack or sleeve is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

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 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.**

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 will 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:

Students in grades 6 and 7 must leave their Chromebook at school in the Chromebook cart in the Technology classroom (room 401). Students in grades 8-12 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.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will 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 available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

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, or they may save to an external memory device such as a miniSD 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 placed on the Chromebook by Warner School District.

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

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 Warner School District.

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.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, the technology coordinator 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 the technology coordinator 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 miniSD 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 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 serial number and other identifiable information
- Individual's K-12 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, they should be stored in their lockers or in their classroom. 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 their 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 Extra-Curricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events.

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, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Technology office.

Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Suspended Privileges

This policy will help insure that student Chromebooks are well-cared for, and that they will be available for use throughout the student's career at Warner High School. In addition to these consequences, some violations may incur disciplinary and/or legal action. Refer to the Technology Acceptable Use Policy and Warner School District Handbook for a complete description. Because of the dynamic nature of technology, all technology disciplinary cases are subject to administrative discretion.

Violation	Verbal Warning, action logged	2 Days suspended Chromebook use and 5 Saturday School Points	5 Days suspended Chromebook use and 5 Saturday School Points	10 Days suspended Chromebook use and 5 Saturday School Points	1 month suspended Chromebook use and 10 Saturday School Points	Chromebook use suspended for semester and 10 Saturday School Points	Chromebook Use suspended for remainder of the school year
Unsupervised/Unsecured Chromebook	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th
Accidental Damage to Chromebook	1 st		2 nd (student may be responsible for repair/replacement costs)	3 rd (student will be responsible for repair/replacement costs)		4 th (student will be responsible for repair/replacement costs)	5 th (student will be responsible to repair/replacement costs)
Tablet Use Violation	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th
Network Violation			1 st	2 nd	3 rd	4 th	5 th
Intentional Damage to a Tablet							1 st (Student will be responsible for repair/replacement costs)

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Media Center Tech Office.
- If repair is needed due to malicious damage, 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. Parents will be billed for Lenovo parts and labor.

HP Warranty:

HP warrants the Chromebook 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 Warner School District 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 HP warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the Technology Office.

If a Chromebook becomes defective (at no fault of the student) after the HP warranty expires, Warner School District will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

Accidental Damage or Loss Protection:

As part of the 1:1 Chromebook initiative, Warner School District is requiring the purchase of accidental damage protection prior to the deployment of the Chromebook to your child. Warner School District will be the sole provider of this protection. Under this protection policy the Chromebooks are protected against accidental damage or loss due to an act of nature. The Warner 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.

This protection policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Warner School District will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. A 2nd instance of damage may be deemed misuse or an act of carelessness, and parent/students may be responsible for the repair or replacement costs.

Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

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. 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.

- Replacement of the Chromebook (\$349 for devices purchased by Warner School District)
- AC Adapter & power cord - \$20

Chromebook Technical Support:

The Technology Office located in Room 402 in the High School will be the first point of contact for repair of the Chromebooks. Services provided by the Technology Office include:

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

Warner School District Chromebook Policy Handbook Sign-Off and Student Pledge



- 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 Warner School District.
- 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 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.

Student Name: _____ (Please Print)

Student Signature: _____

Parent Signature: _____

Date: _____

STUDENT/PARENT CHROMEBOOK SIGNATURE PAGE

Warner School District

Student Information

Last Name _____ First Name _____

Address _____

Home Phone _____ Cell Phone _____

Parent Information

Last Name _____ First Name _____

Address _____

Home Phone _____ Cell Phone _____

****Required: \$30.00/Chromebook annual protection fee. Annual protection fee is required for each child issued a Chromebook. Payment must be received before Chromebook can be issued to your child(ren).**

Technology Acceptable Use Agreement

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 Warner School District 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 Warner School District technology and computer resources, I hereby release the Warner School District and its agents from any and all claims of any nature arising from my student's use or inability to use the Warner School District technology and computer resources.

Parent Signature: _____ Date: _____