



**COLBY SCHOOL DISTRICT**

**CHROMEBOOK PROGRAM ADMINISTRATIVE PROCEDURE**

The mission of the Chromebook program in Colby School District is to create a collaborative learning environment for students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners.

Colby School District endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school.

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## **1. RECEIVING YOUR COMPUTER**

- Chromebooks will be distributed within the first two weeks of each school year. There will be an optional \$20 technology fee per year for this device. With four years of paid technology fees, the Chromebook will become property of the Parent/Student at the end of the 4<sup>th</sup> school year.
- An optional insurance option for students who wish to remove the Chromebook from school property is available for an additional \$20.
- Parents/Guardians and students MUST sign and return the Colby Chromebook agreement document before the Chromebook can be issued to their child. This Chromebook Administrative Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Colby School District.
- Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at Colby.

### **1A: PROBATIONARY STUDENT PRIVILEGES**

To protect the assets of the Colby School District, some students will be required to turn in their Chromebooks to the charging cart: location to be determined by the building principal at the end of each day for a period to be determined unless otherwise specified in the Acceptable Use Policy. The cart will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.

Students who will be included as probationary will be the following:

- Students who have violated the Acceptable Use Policy during the current or previous semester.

### **1B: STUDENT PURCHASED ELECTRONIC DEVICES**

- Students who choose to purchase their own device do not rescind the District's right to inspect the device at any time while on school district property.

## **2. RETURNING YOUR CHROMEBOOK**

All Chromebooks must be returned following the guidelines posted in respective buildings.

- Students leaving the District must return district owned Chromebooks to an ADULT at the MAIN OFFICE or the IT Staff.
- Any Chromebook not returned will be considered stolen property and law enforcement agencies may be notified.
- At the end of four years with this device, the Chromebook will become property of the Parent/Student.

### **3. 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 taken to the IT Department as soon as possible so that they can be taken care of properly. Do not take Chromebooks to an outside computer service for any type of repairs or maintenance.

#### **3A: 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.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin. An identification label with the student's name is acceptable on the Chromebooks.
- Vents CANNOT be covered.
- Chromebooks must have a Colby School District asset tag on them at all times and this tag must not be removed or altered in any way. If the tag is removed disciplinary actions may result.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- For screen adjustment do not grasp screen by wrapping hand around screen, your thumbs will likely shatter the screen.

#### **3B: CARRYING CHROMEBOOKS**

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- The use of the provided case is strongly encouraged.
- Heavy objects should never be placed on top of Chromebooks.
- It is strongly advised that the Chromebook/case not be crammed into your backpack.

### **3C: SCREEN CARE**

- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent.

### **4. USING YOUR CHROMEBOOK AT SCHOOL**

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, announcements, calendars and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

#### **4A: CHROMEBOOKS LEFT AT HOME**

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student may have the opportunity to use a replacement Chromebook from the IT department if one is available.
- Repeat violations of this policy may result in disciplinary action.

#### **4B: CHROMEBOOKS UNDER REPAIR**

- Loaner Chromebooks *may* be issued to students when they leave their Chromebook for repair at the IT Department as available.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it's lost or stolen. [Reference: 9B]

#### **4C: CHARGING YOUR CHROMEBOOK**

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy may result in disciplinary action.
- Charging carts will be available with the possibility to temporarily exchange your Chromebook for a charged Chromebook while yours charges.

#### **4D: BACKGROUNDS AND PASSWORD**

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

#### **4E: ACCOUNT ACCESS**

- Students will only be able to login using their 1010\*\*\*\*@colby.k12.wi.us (*school email*) account.
- Students should always use the Chromebook with their own account.
- Make sure you are not in guest mode or you will not be able access your Chrome extensions.

## **5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK**

- Google Docs is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files -- all online.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere in the world.
- All items will be stored online in Google Cloud environment.

## **6. OPERATING SYSTEM ON YOUR CHROMEBOOK**

### **6A: UPDATING YOUR CHROMEBOOK**

- When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging.

### **6B: VIRUS PROTECTIONS & ADDITIONAL SOFTWARE**

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- And since files are stored in the cloud, there's no need to worry about lost homework.

### **6C: PROCEDURES FOR RESTORING YOUR CHROMEBOOK**

- If your Chromebook needs technical support for the operating system, all support will be handled by the district IT Department.

### **6D: SOFTWARE INSTALLATION**

- Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web.

## **7. ACCEPTABLE USE GUIDELINES**

### **7A: GENERAL GUIDELINES**

- Acceptable Use Policy Enforced; [http://www.colby.k12.wi.us/cms\\_files/resources/3631exhibit4.pdf](http://www.colby.k12.wi.us/cms_files/resources/3631exhibit4.pdf)
- 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 the Colby School District.
- Students are responsible for their ethical and educational use of the technology resources of the Colby School District.
- Access to the Colby School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and viruses.
- 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 technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

### **7B: PRIVACY AND SAFETY**

- Do not go into chat rooms 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.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Colby School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.

### **7C: 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 or parent.



- 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, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

#### **7D: E-MAIL 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.
- Do not send mass e-mails, chain letters or spam.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at anytime.

#### **7E: CONSEQUENCES**

- The student in whose name, system account, and Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or the Responsible Use of the internet/CSD AUP 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 district staff to ensure appropriate use.
- The 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.

#### **7F: AT HOME USE**

- The use of Chromebooks at home is encouraged, but not required.
- Chromebook care at home is as important as in school; please refer to the care section.
- Transport your Chromebook in a case or protected backpack.

## **8. PROTECTING & STORING YOUR CHROMEBOOK**

### **8A: CHROMEBOOK IDENTIFICATION**

- Student Chromebooks will be labeled in the manner specified by the school.
- Chromebooks can be identified in several ways:
- Record of district asset tag and serial number
- Individual user account name and password
- Chromebooks are the responsibility of the student. This device will be yours for the duration of your time at CSD. Take good care of it!

### **8B: ACCOUNT SECURITY**

- Students are required to use their colby.k12.wi.us domain user ID and password to protect their accounts and are required to keep that password confidential.

### **8C: STORING YOUR CHROMEBOOK**

- When students are not using their Chromebook, they should store them in their locked locker.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

### **8D: CHROMEBOOKS LEFT IN UNSUPERVISED AREAS**

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, locker rooms, LMC, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- 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.

## **9. REPAIRING/REPLACING YOUR CHROMEBOOK**

### **9A: VENDOR WARRANTY**

- The equipment vendor has a one year hardware warranty on the Chromebook.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to the Technology Help Desk.

### **9B: CHROMEBOOK INSURANCE**

- The Colby School District will provide insurance for student Chromebooks for \$20 in addition to the optional technology fee. This insurance allows the student to take the device home with them.
- There is a limit of 2 claims per year for Chromebooks for damages.
- Please contact IT staff for repairs or claims.
- Serial number on bottom of the unit must be intact in order to make claim.
- Insurance does **not** cover loss or theft.

## **10. CHROMEBOOK TECHNICAL SUPPORT**

ALL REPAIRS must be completed by the district IT STAFF

Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks

**Student Pledge for Chromebook Use:**

I, \_\_\_\_\_, (print student's name) agree to the following conditions:

- 1. I will follow all of the policies and regulations included in the Chromebook Policy, Procedure, and Information handbook while at school as well as outside of the school day.
- 2. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- 3. I agree to return the District Chromebook and power cord in good working condition.

**Parent Pledge**

I, \_\_\_\_\_, (parent's name) recognize that it is my responsibility to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for any materials acquired by my child. I will assume full responsibility for any harmful or illegal content on the Chromebooks. I also will take full responsibility for any damage that occurs to the

Chromebook while the device is in my child's possession. I hereby give permission to allow my child to check out a Chromebook for the current school year.

**Agreement**

**I agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information; the Acceptable Use Policy; Chromebook Protection Plan, the Student Pledge for Chromebook use.**

Student Name (Please Print): \_\_\_\_\_

Student Signature: Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

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

Individual school Chromebook computers and accessories must be returned to the Technology Department at the end of each school year.

Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at CSD for any other reason must return their individual school Chromebook computer on the date of termination.