Fort Madison High School

Chromebook Care and Use Policy Guide

A Resource for Students and Parents/Guardians

2021/2022 School Year
Version 1.0

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1. Receiving Your Chromebook

a. Distribution of Chromebooks

All grades will have an opportunity to receive their chromebooks before the first day of school. Specific times and dates will be announced on our website and the High School Facebook page (https://www.facebook.com/hshounds).

<u>Note</u>: Students will also be able to pick up your Chromebook from the Student Help Desk in the library during the first week of school (see 1b below).

b. Transfer/New Student Distribution

All transfers, new students or students that miss the summer distribution should go to the Student Help Desk (located in the library/media center) to obtain their Chromebook. Both students and their parents/guardians must sign the **Chromebook 1:1 Participation Agreement** prior to picking up a Chromebook. Bring a check for $30 (payable to Fort Madison Community School District) if you choose to participate in the voluntary insurance program.

2. Returning Your Chromebook

a. End of Year

At the end of the school year, students in grades 9 - 11 will have the option to keep their Chromebook over the summer. We will offer separate insurance and a summer checkout form will need to be signed. Look for information about this on our website or the High School Facebook page. Optionally, students can choose to turn it into the Student Help Desk for safekeeping. Seniors are required to return their Chromebook as part of senior obligations.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from Fort Madison High School must turn in their Chromebooks, cases, power supplies, and any other equipment issued with the Chromebook to the Student Help Desk on their last day of attendance.

c. Consequences for not turning in the Chromebook and Peripherals

Failure to turn in a Chromebook will result in the student being charged the full replacement cost (between $250 - $310 depending on the model). There will also be a charge for any missing peripherals (case or power supply). The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

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 Student Help Desk as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended.

a. General Precautions

- No food or drink should be next to or on Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be exposed to extreme temperatures, such as leaving it in a car overnight during the summer or winter.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, or non-removable stickers. Static-cling decals that peel off easily are permitted.
- Heavy objects (books, bodies, boulders, furniture, cars, etc) should never be placed on top of Chromebooks.

b. Cases

Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.

Students may use their own cases but must turn in the case issued to them.

Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

c. Carrying Chromebooks

- Always transport Chromebooks with care and in cases.
- Do not lift Chromebooks by the screen.
- Do not carry Chromebooks with the screen open.

d. 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.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, rocks, etc.).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Asset Tags

All Chromebooks are labeled with a FMCSD asset tag. The asset tag indicates the Chromebook is property of the Fort Madison Community School District and provides information that allows us to determine the name of the student to which the specific Chromebook has been assigned.

Asset tags may not be modified or tampered with in any way.
Students may be charged up to the full replacement cost of a Chromebook for tampering with an asset tag or turning in a Chromebook without an asset tag.

4. Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

a. If a student does not bring his/her Chromebook to school

- A student may stop in the Student Help Desk and check out a loaner for the day.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- The Help Desk will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school.
- Multiple occurrences of coming to school without one's Chromebook may result in disciplinary action.
- The students that obtain a loaner will be responsible for returning the borrowed device to the Help Desk before 3:20 p.m.

b. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair at the Student Help Desk.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- A member of the Student Help Desk will contact students when their devices are repaired and available to be picked up.

c. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- There will be a limited number of charging stations located in the school, available to students on a first-come-first-served basis.

d. Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes.

e. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

- Students should bring their own personal set of headphones.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students will be able to print from their Chromebooks to a designated printer in the library. There will be a quota set on the number of copies each student can print in any given year. To access Papercut, go to [whs2:9191](whs2:9191) and log in with your Google/network username and password.

   Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be found at
   http://www.google.com/cloudprint/learn/.

g. Logging into a Chromebook

Students will log into their Chromebooks using their school-issued Google Apps for Education account.
Students should never share their account passwords with others, including faculty and staff.

h. Managing and Saving Your Digital Work With a Chromebook

The majority of student work will be stored online (in cloud based applications) and some files may be stored on the Chromebook's hard drive.
The district is not responsible for the loss of any student work.
Students are encouraged to maintain backups of their important work on a separate cloud storage account (dropbox, google drive, etc).

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection is required for browsing and downloading the latest updates of google drive files. Students are obligated to abide by the Fort Madison High School Acceptable Use Policy, and all other guidelines in this document wherever they use their Chromebooks.

6. Operating System and Security

Students may not use or install an operating system (OS) on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

7. 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), will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers or a member of the Technology staff to request that the site be unblocked.

8. Software

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- 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.

9. Chromebook Identification

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.
- Each student will be assigned the same Chromebook for the duration of his/her time at Fort Madison High School. *Take good care of it!*

10. Repairing/Replacing Your Chromebook

a. Student Help Desk Internship Program

- All Chromebooks in need of repair must be brought to the Student Help Desk (located in the library/media center) as soon as possible.
- The Help Desk students will analyze and fix the problems they can and escalate the issues they cannot fix to the Technology Department.

b. Estimated Costs (subject to change)

- The following are approximate costs of Chromebook parts and replacements:
- Replacement - $240.00 - $310 depending on the model Chromebook
- Screen - $50.00
- Keyboard/touchpad - $52.00
- Power cord - $20.00

c. Optional Insurance

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
- The procedure for obtaining voluntary insurance is outlined in the **Chromebook Loan Agreement** and **Insurance Form**. We highly recommend that families purchase this optional insurance.

11. Privacy Expectations

School-issued Chromebooks have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines.

a. On Campus Chromebook Use

When Chromebooks are on the school network, staff will have access to a program called GoGuardian that allows teachers to have a 'birds-eye' view of their students' Chromebooks. In addition to providing for a way for teachers to make sure that students stay on task, it also offers a number of efficiency benefits such as the ability to open up a webpage on everyone's Chromebook with just a few clicks.
As mentioned in Section 7 (Content Filter), all devices on the school network go through a content filter that prevents students from accessing harmful content. This filter also logs user activity, including those websites accessed by the end user. The filtering policies are a requirement of the Children's Internet Protection Act (CIPA).

b. Off Campus Chromebook Use

When Chromebooks are being used off school grounds (i.e. home use), GoGuardian monitoring for Teachers will be disabled.
Chromebooks will be filtered for the purpose of preventing students from accessing harmful content in a similar way they are filtered on school grounds.

At no time will any member of the Fort Madison Community School District staff have the ability to manipulate the Chromebook webcam in any way.

12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the FMCSD Acceptable Use Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens.