Fort Madison Middle School

Chromebook Care and Use Policy Guide

A Resource for Students and Parents/Guardians

2021/2022 School Year
Version 1.0

1. 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 Media Center as soon as possible so that they can be repaired. 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 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. Carrying Chromebooks

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

c. 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.

d. 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.

2. Using Your Chromebook At School

a. 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.

b. Backgrounds and Themes

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

c. 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.

d. 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.

e. 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).

3. 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.

4. 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.

5. 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.

6. 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 Middle School. Take good care of it!

7. Repairing/Replacing Your Chromebook

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
- Charger - $40

8. 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.
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).

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.

9. 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.