

School District of Cambridge: 1:1 Chromebook Program

The School District of Cambridge is supplying students with a Chromebook. The purpose of this device is to support teaching and learning and provide each student access to required educational materials needed to be successful. The Chromebook is an educational tool not intended for gaming, social networking or high end computing and is the property of the School District of Cambridge.

In our One-to-One learning environment, the School District of Cambridge's goals include the following:

Improved Student Learning: We will use instructional strategies that apply best practices in teaching with technology and a variety of resources which support the curriculum, student learning will improve.

Transformative Learning: Through a 1:1 learning environment, we will be able to implement transformative uses of technology, promoting self-directed, lifelong learners.

Meaningful Student Engagement: Through increased access to primary source material and up-to-date resources, learning will become more engaging and relevant for our students, supporting meaningful and more challenging work.

21st Century Skills: We will ensure that students will have opportunities to practice high level 21st century skills; such as communication, creativity, collaboration and critical thinking, preparing them for a successful future.

Equity of Access: We will bridge the digital divide by providing all students with access to technology tools and resources for anytime, anywhere learning.

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1. RECEIVING YOUR COMPUTER

Chromebooks will be distributed during 6th grade and 9th grade orientation prior to the school year beginning. Students in 1st grade will have a Chromebook signed out to them, however it stays in the classroom. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the investment the School District of Cambridge has made in their child's learning.

Rights & Responsibilities

- Parents/Guardians and students MUST sign and return the SDC Chromebook Agreement document before the Chromebook can go home with their child.
- Chromebooks from the District, even though they are assigned to specific students, do not rescind the District's right to inspect the Chromebook at any time while on school district property.
- If families choose not to sign and return the agreement, a student will not be able to remove the Chromebook from school. A Chromebook will be assigned to the student, however, they will only be allowed to check it out at school to use for school purposes. They will still need to follow the terms of the Chromebook handbook.
- Students are responsible for bringing completely charged Chromebooks for use each school day.

2. RETURNING YOUR CHROMEBOOK

Chromebooks distributed during 2nd grade will remain with that student until the end of 5th grade, then returned to the district. Chromebooks distributed during 6th grade will remain with that student until the end of 8th grade, then returned to the district. Chromebooks distributed during 9th grade will remain with that student until the end of 12th grade, **when the student must return their Chromebook to the district.**

Chromebooks will be collected at the end of each school year for updates. The same Chromebook will be returned to your child at the beginning of each new school year.

If a student leaves the district, they must return the Chromebook, charger, and case to IMC staff for final check in. Any Chromebook and/or related equipment not returned will be considered stolen property and a fine will be assessed.

3. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the District. Chromebooks that are broken, or fail to work properly, must be taken to Chromebook Central (your IMC) as soon as possible so that the device can be fixed in a timely manner.

The District does offer an insurance plan for your Chromebook. The plan covers defects in materials and workmanship and covers normal use, mechanical breakdown, faulty construction, and theft/loss and accidental damage. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement. The vendor warranty may not warrant against damage caused by misuse, abuse, or intentional damage.

Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

3a: General Precautions

- Keep food and drink away from your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

- Remove your Chromebook from its case when charging.
- Store your Chromebook in the case when not in use.
- Chromebooks must have a SDC Barcode on them at all times and this barcode must not be removed or altered in any way. If the barcode is removed, disciplinary action will result.
- Items such as stickers, decals, etc. should not be placed on your Chromebook.
- Vents CANNOT be covered.
- Chromebooks should never be left in an area with extreme conditions (e.g., car, outdoors).
- Please report a lost or damaged Chromebook immediately.

3b: Carrying Chromebooks

- Close your screen when transporting your Chromebook...even if you are just moving to another desk.
- Always support your Chromebook from its bottom. Never move a Chromebook by lifting from the screen.
- Unplug any cables from your Chromebook before transporting it anywhere.
- Place your Chromebook in the case when transporting.

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 that will press against the cover.
- Do not poke the screen with anything that marks or scratches the screen surface.
- Do not place anything 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. Do not use chemicals in cleaning solvents on your screen.

4. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school, every day, and students are responsible to bring their charged Chromebook to all classes. Students should only use their own school account with their Chromebook. In addition to teacher expectations for Chromebook use, students may access school messages, Skyward, announcements, calendars and schedules during the school day. Chromebooks should not be used to charge phones or other devices.

4a: Chromebooks Left at Home

- Students will have the opportunity to use a replacement device from Chromebook Central (your IMC) provided 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 Chromebook Central.
- Students using loaner Chromebooks will be responsible for any damages incurred and will pay full replacement cost if the device is lost or stolen.

4c: Charging Your Chromebook (at Home)

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.

- Never store your Chromebook in your carry case while charging.
- Repeat violations of this policy may result in disciplinary action.

4d: Backgrounds & 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.**
- Students should always use their own school account with their Chromebook.

4e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instruction purposes.
- It will be necessary to possess a headset at school at all times for instructional purposes.
- Headsets may be used at the discretion of the teacher.

4f: Printing

- Chromebooks and the Google Apps which complement them are designed to decrease or eliminate the need to print.
- Printing from Chromebooks will be limited.

4g: Account Access

- Students should always use their own school account with their Chromebook.
- Make sure you are not signed in as GUEST or you will not be able access your installed extensions.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

Google Apps for Education is a free suite of products (Docs, Slides, Drawings, Sheets, Forms) that allow you to create online documents, share and collaborate with others, and store your documents in the “Google Cloud.” With only a wireless internet connection, you can access your documents from any Chromebook, anywhere in the world. With a little pre-planning, you can still access and work on your documents “offline” if internet access is not available.

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, a Chromebook is built with layers of protection against malware and security attacks.

6c: Procedures for Restoring your Chromebook

If your Chromebook needs technical support for the operating system, all support will be handled by Chromebook Central.

6d: Software Installation

Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps and extensions available in the Chrome Web Store. Students will be able to install needed apps and extensions for educational purposes. If an app or extension is found to cause operational errors with your Chromebook, it will be removed.

7. ACCEPTABLE USE GUIDELINES

7a: General Guidelines

- Access to the School District of Cambridge technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- 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 School District of Cambridge.
- Students are responsible for their ethical and educational use of the technology resources of the School District of Cambridge.
- 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 Chromebook 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 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, or passwords to other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the School District of Cambridge.
- 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 disciplinary action. 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: Email or Other Electronic Communication

- Always use appropriate and proper language in your communications.
- Do not transmit language or material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.

- Email and other communications sent or received should be related to educational needs.
- Email and other communications are subject to inspection by the school at any time.

7e: Consequences

- Students are responsible for the appropriate use of accounts and equipment issued to them.
- Non-compliance with the policies of this document or the Student 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 your Chromebook for school purposes is encouraged at home.
- Chromebook care at home is as important as in school; please review how to properly care and transport your Chromebook.
- Always transport your Chromebook in the assigned case.
- School district supplied filtering is accessible both onsite and offsite. Parents, however, should be diligent in monitoring for acceptable use at home.

8. PROTECTING & STORING YOUR CHROMEBOOK

8a: Chromebook Identification

Student Chromebooks will be labeled in a manner specified by the school. Chromebooks can be identified in several ways:

- Record of district barcode 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 elementary, middle school or high school. Take good care of it!!

8b: Account Security

- Students are required to use their own school account with their Chromebook.
- Students are required to protect and manage their account and keep their 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.
- Students are encouraged to take their Chromebooks home everyday, regardless of whether or not they are needed. Remember...you need to charge at home!
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

8d: Chromebooks Left Unsupervised

- To avoid potential theft or loss, your Chromebook, charger and carry case should always be in your possession.
- Unsupervised areas include the school grounds and campus, cafeteria, computer labs, field house, locker rooms, IMC, unlocked classrooms, dressing rooms, and hallways. Any Chromebook left in these areas is in danger of being lost or stolen.

- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff and disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

9. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available at Chromebook Central. Services provided include the following:

- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks

9a: Purchased Warranty (Optional)

- All families have the option to purchase a warranty for your child's Chromebook. The yearly cost of insurance is \$17.25/year. This may be subject to change based on vendor costs.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, faulty construction, theft/loss and accidental damage. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty may not warrant against damage caused by misuse, abuse, or intentional damage.

9b: Repairs and Replacements

- ALL REPAIRS must be completed by District Staff.
- Repairs will be made for general malfunctions.
- If the property is damaged, lost or stolen, you are responsible for reporting it to the District ASAP.
- When a Chromebook is damaged beyond repair, every effort will be made to salvage and provide credit for usable parts. Families will be billed for the cost of a new Chromebook less any available credit from salvaged parts (unless covered by a purchased warranty).
- If a repair or replacement is needed, the student/parent is responsible for the cost (unless covered by a purchased warranty).
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10. CHROMEBOOK FAQ'S

Q. What is a Chromebook'?

A. Chromebooks are mobile devices with a comfortable, full-sized keyboard, display, clickable trackpad, all-day battery life, and built-in ability to connect to Wi-Fi. A Chromebook is ideal for anytime, anywhere access to the web. Chromebooks provide a faster, safer, more secure online experience for students without all the time-consuming, high level of maintenance required for laptop computers. (Google)

Q. What kind of software does a Chromebook run?

A. Chromebooks can run many web-based applications, commonly referred to as Apps. They can also run extensions that provide a more customized web experience. Students will be able to install needed apps and extensions for educational purposes. If an app or extension is found to cause operational errors with your Chromebook, it will be removed.

Q. How are these web-based applications managed?

A. Each Chromebook the SDC provides to students will be managed by the District through our Google Apps for Education account. As such, the District can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB storage or SD cards
- Keyboard and mouse
- Headset and microphone

Q. Can the Chromebook be used anywhere at anytime?

A. Yes, as long as you have a WiFi signal to access the web you can access your documents. With a little pre-planning, you can still access and work on your documents “offline” if internet access is not available.

Q. Will our Chromebook have 3G?

A. No. The district Chromebooks do not have 3G broadband

Q. Do Chromebooks come with Internet Filtering Software?

A. Yes. School district supplied filtering is accessible both onsite and offsite. Parents, however, should be diligent in monitoring for acceptable use at home.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. Battery life?

A. Chromebooks have a rated battery life of 8.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.