



River Bend Community Unit School District #2

Chromebook Procedures & Information Handbook

"A School Where Everybody is Somebody"

Board approved: May 15, 2017

Why use Chromebooks?

1. Chromebooks are approved devices for web-based tests and assessments such as PARCC and Discovery Education.
2. Low cost: Not only are the devices low cost but they integrate seamlessly with Google Apps for Education. GAFE is a free suite of web-based collaboration and productivity tools employed by RBCUSD for our students and teachers.
3. Low maintenance: the Chromebook needs little, if any maintenance. It is not susceptible to viruses, does not require imaging, and offers many free apps and informational resources.
4. Instant-on and all day battery: it's possible to access the internet almost instantly.
5. Auto-save: Student work on the Chromebook saves automatically to Google Drive.
6. Contextual Learning: the Chromebook is an "anywhere anytime" learning device. This makes it ideal for projects and learning which take place out of the classroom.
7. Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

Goals for Student Users

- To support development of 21st Century skills and prepare our students for college and the workplace.
- To increase students' productivity in and outside the classroom when completing assignments, projects, and other activities.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

1. Receiving and Returning a Chromebook

1.1 Receiving a Chromebook

- a. Each student will receive a Chromebook and AC charger yearly.
- b. Parents/guardians and students must sign and return the district-issued Chromebook User Agreement before a student may take a Chromebook home.
- c. Chromebooks will be labeled in a manner specified by RBCUSD. *Labels may not be removed from the Chromebook.*
- d. The Chromebook and district-issued email account are the property of the District and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
- e. Parents/guardians and students must sign an annual Technology/Electronic Network Access Policy.

1.2 Returning a Chromebook

- a. Chromebooks and all accessories will be returned during the final week of school so they can be checked for serviceability and damages.
- b. Chromebooks must be returned immediately when a student transfers out of the RBCUSD, is suspended or expelled, or terminates enrollment for any reason.
- c. Failure to return the Chromebook will result in a theft report filed with the Fulton Police Department.

2. Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the RBCUSD. Chromebooks that are broken or fail to work properly must be given to the building technology staff for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login. Chromebooks are the property of the RBCUSD and all users will follow these procedures and the District Technology/Electronic Network Access Policy.

2.1 General Precautions

- a. Do not use any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs.
- b. Do not apply liquids to the Chromebook. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.

- c. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the building office staff.
- d. Never throw or slide a Chromebook.
- e. Always open the Chromebook from the center of the screen and not from the corners. Opening the device from the corners creates additional stress on the screen and may lead to the screen cracking. Carefully closing the device is very important; slamming the lid may break the screen.
- f. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- g. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the RBCUSD.
- h. Students must carry their Chromebook in the bags provided by the school at all times.
- i. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- j. Chromebooks must never be left in an unlocked locker, on top of a locker, in an unlocked car, or in any unsupervised area.
- k. Chromebooks should be placed on top of books or in the top locker compartment in the bag provided to avoid putting any pressure on the screen.
- l. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- m. Chromebooks must be charged for school each day. This is the student's responsibility.
- n. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.
- o. PLEASE DO NOT ATTEMPT TO CONTACT THE MANUFACTURER DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL TECHNOLOGY STAFF.

3. Using a Chromebook at School

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

3.1 Chromebooks Left at Home

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present.

3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of loaner Chromebooks are available so having a loaner is not guaranteed.

3.3 Charging a Chromebook Battery

- a. Chromebooks must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home.
- b. Repeated violations will be addressed in each building's student handbook.
- c. In cases where the battery does run out, students may be able to connect their Chromebook to a power outlet in class.

3.4 Screensavers/Background Photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.

3.5 Sound, Music, Games, Apps

- a. Sound must be muted at all time unless permission is obtained from the teacher for instructional purposes.
- b. Students should provide their own headsets/earbuds.
- c. Music/Youtube is not allowed on the Chromebook unless it is for a project assigned by a teacher.
- d. All software/apps must be district provided. Data storage will be through apps on the Chromebook, i.e., Google Docs.

3.6 Legal Propriety

- a. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Library Media Specialist.
- b. Plagiarism is a violation of the RBCUSD rules. 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.
- c. Use or possession of hacking software is strictly prohibited and violators will be subject to RBCUSD discipline. Violation of applicable state or federal law may result in criminal prosecution.

3.7 Home Internet Access

RBCUSD uses Securly to provide internet filtering at home and at school.

Google SafeSearch is enabled on all RBCUSD Chromebooks by default.

Google SafeSearch uses automated methods to identify objectionable content, and constantly works to improve those methods based on user feedback. No filter is 100% accurate, but Securly and SafeSearch should help you avoid most of this type of material. Email reports can be sent to parents of their student's activity. Securly also has a parent portal option where parents can purchase the service to monitor their student.

Parents/guardians, please take the necessary precautions for internet safety with your student!

REMINDER: It is ultimately the family's responsibility to monitor the student's use of the internet outside of the school setting.

- a. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a wireless printer, proper settings on the Chromebook and the correct app.
- b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- c. All activity on the Chromebook and district-issued email account, whether conducted at school or off site, is subject to search as District property.

3.8 Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.

3.9 Network Connectivity

The River Bend School District makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

4. Repairing or Replacing a Chromebook

4.1 School District Protection

RBCUSD is purchasing these Chromebooks and will assume the financial liability for Chromebook repairs or replacement due to *normal and typical daily use or manufacturing defect* covered under warranty. A \$10 per year non-refundable fee for K-12 students to cover breakage or damage on Chromebooks not due to warranty issues. The deposit covers accidental damage, including but not limited to liquid spills, power surges, drops, falls, collisions, vandalism, flood, fire, and smoke, as well as damage to batteries and AC adapters.

4.2 RBCUSD Repair Fee

The above fee will cover repairs for the first instance of accidental damage of a screen or keyboard. Should a student have a second instance of accidental damage, the parent will be required to pay the first \$50 of the repair cost of a screen or keyboard. After a second incident, the student is no longer eligible for reduced repair costs and must pay the full repair or replacement cost for their device. If a chromebook is damaged beyond repair, the student must pay full replacement cost. Replacement chromebook cost ranges from \$150 to \$180.

Replacement of lost or stolen devices is also covered by this deposit providing a report has been filed with the appropriate authorities.

Any student intentionally damaging a device will be responsible for the entire repair or replacement cost of the device and subsequently be required to checkout a device for daily use. **Replacement for lost AC Adapters is not included in this coverage. There will be a fee of up to \$60 for replacement. Replacement for lost or damaged bags is not included in this coverage. There will be a fee of up to \$30 for replacement bags.**

Summary of \$10/Year Repair Fee:

Grade Level	Incident of damage	Repair/Replacement Policy
K through 12th Ipad/Chromebook	First incident	No charge
K through 12th Ipad/Chromebook	Second incident	Up to \$50
K through 12th Ipad/Chromebook	Additional incidents	Full repair or replacement cost at the family's expense

It is RBCUSD's intent to distribute new devices every three years.

4.3 Claims

- a. All repair claims must be reported to the Principal's Office before a Chromebook can be repaired or replaced.
- b. Any damaged or malfunctioning Chromebook, whether from normal use or accidental damage, should be reported immediately so repairs can be made and further damage avoided.
- c. Failure to report a lost or stolen Chromebook immediately may result in a request for compensation for the replacement cost of the Chromebook.

River Bend CUSD's Chromebook User Agreement

Agreement must be signed by the student AND parent/guardian.

- I understand the coverage outlined in Section 4 of the RBCUSD Chromebook Procedures & Information Handbook.

As a user of the River Bend Community Schools computer network and a district-issued Chromebook, I acknowledge receipt of and hereby agree to comply with the user requirements contained in the *Chromebook Procedures & Information Handbook*:

Student Name (PRINT) _____

Student Signature _____ Date _____

I acknowledge receipt of and hereby agree to comply with the user requirements contained in the *Chromebook Procedures & Information Handbook*:

Parent Name (PRINT) _____

Parent/Guardian Signature _____ Date _____