

TREYNOR

CHROMEBOOK

HANDBOOK



PLEASE NOTE: Given the changing nature of technology use and applications, Chromebook handbook provisions are subject to change over the course of the school year. If such changes occur, students and parents will be notified via school publications and web postings.

A. Distribution of Chromebooks

Chromebooks are distributed each school year to all 6-12 students following an orientation on the operation of and rules and regulations for the use of student Chromebooks. To participate in the Chromebook Program, a Chromebook Computer Use Agreement will be required. Chromebooks will be collected at the end of each school year for maintenance, cleaning and software updates. Students will retain their original Chromebook each year while enrolled at Treynor.

B. Care of Chromebooks

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 Technology Director or the High School or Middle School Office.

Student Responsibilities:

- Treat this equipment with as much care as if it were your own property.
- Bring the computer and charging unit to school every day. (If you forget them, substitutes **WILL NOT** be provided.)
- Keep the computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. We recommend that the computer is stored in a locked secure place when you cannot directly monitor it. Unattended and unlocked equipment, if stolen – even at school – may be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage.
- Avoid leaving the computer in environments with excessively hot or cold temperatures.
- Loss or damage that occurs when anyone else is using your assigned computer may be your full responsibility.
- Adhere to Treynor CSD CardinalNet Acceptable Use Policy and Chromebook Handbook at all times and in all locations. Current policies are posted on the district website.
- Back up (copy) your data to another place. Never consider any electronic information safe when stored on only one device. It is recommended that you copy your document data to at least one additional location (i.e. flash drive, a cloud account, etc...)
- Read and follow general maintenance alerts from school technology administrators.

General Care

- Students will be responsible for providing their own carrying case for their Chromebook. If the case is a backpack style case, it should have a separate section just for Chromebooks. Do not store anything (e.g., cords, disks, cell phones, books) in the area within the Chromebook case designed for the computer other than the computer itself as this may damage the screen. Use a separate pocket for these items.
- Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families may be responsible for the repair or replacement cost.

- Do not remove or interfere with the serial number or any identification placed on the computer.
- Do not do anything to the computer that will permanently alter it in any way.
- Keep the equipment clean. Do not eat or drink while using the computer.
- Students are not to write on, use stickers on or mark their Chromebook in any way. If any damage does occur, immediately report damage to technology personnel.

Carrying the computer

- Always completely close the lid, even for short distances, to help prevent damage.
- While transporting the Chromebook between classes, students are not required to put it in their carrying case, as long as the Chromebook lid is closed and being carried with two hands.
- While transporting the Chromebook between home and school, always use the protective carrying case.
- Shut down the Chromebook if closing case for an extended period of time.
- Do not grab and squeeze the computer, as this can damage the screen and other components

Screen Care

- The computer screen can be easily damaged if proper care is not taken. Broken screens are not covered by warranty and can be costly to replace. Screens are particularly sensitive to damage from excessive pressure. Do not stack heavy objects or books on top of the Chromebook.
- Do not touch the computer screen with anything other than your finger, a stylus, or approved computer screen cleaner.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard can crack the screen when the lid is closed.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. You should establish a routine each evening whereby you leave your computer charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.

Personal Health and Safety

- Avoid extended use of the computer resting directly on your lap. The bottom of the Chromebook could generate excess heat and cause temporary or permanent injury. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.

- Avoid lengthy use involving repetitive tasks such as typing and use of the track-pad. If possible, set up a workstation at home, possibly with an external keyboard and mouse, that allows you to situate the screen at eye-level and keyboard at lap-level.

C. Using Your 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 will be accessed using the Chromebook computer. Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher. Students are encouraged to take Chromebooks home for educational use provided that parents have given permission for that use.

Chromebooks Left at Home

If students leave their Chromebook at home, academic consequences similar to those applicable to forgotten or incomplete work will be enforced. Students will not be issued a loaner Chromebook for forgotten computers or for computers out of service due to neglect.

Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair.

Chromebook Battery Issues

Chromebooks must be brought to school each day in a fully charged condition. Chromebooks should be shut down overnight, do not just close the lid. Failure to act responsibly with regard to ensuring battery charge may result in academic consequences similar to those applicable to forgotten or incomplete work; students will not be issued a loaner Chromebook for temporary use. In cases where required school use of the Chromebook has caused batteries to become discharged during the school day, students may be able to connect their computers to a power outlet in class.

Chromebooks Left in Unsupervised Areas

Chromebooks should not be left in unsupervised areas. Unsupervised Chromebooks will be collected by staff and taken to the office. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

Students without Parental Take-Home Permission

Students who do not have parental permission to take Chromebooks home are expected to arrive before classes start with enough time to retrieve their Chromebook from the office. At the end of the school day, these students will be required to return their Chromebooks to the office for charging.

D. Managing Files, Saving Files, Printing

Students will be logging onto their Google network in order to access and save their work. Students will have their own Google user account and folders on the cloud with space to save any school related work.

Students may use network printers installed for student use. There are two print stations specific for high school (High School commons & Room 110) and middle school (MS Library & Room 301).

E. Chromebook Software

Applications Software

The Chrome Operating System originally installed on the Chromebook must remain on the unit at all times. The school may add applications for use in a particular course. Students are not allowed to run applications from any foreign device (flash drive, external hard drive, etc.) without permission from the Technology Director.

Filtering Software

Applications have been installed to filter internet content while the student's Chromebook is used. That filtering software is designed to block inappropriate websites and record websites that students visit while they are using their Chromebooks. When a student is off-site, that same filtering software is active. This filtering software also has a geo-tracking element which can give an approximate location where the chromebook was last used.

Inspection

Chromebooks remain the property of the school district whether at school or home and may be inspected by school staff either directly or remotely at any time.

Software Upgrades

Upgrade versions of software may be necessary from time to time. Students will be instructed what, if any, action will be required to complete upgrades.

F. Webcam

All Chromebooks must remain in the carrying case while in restrooms, locker rooms or any dressing area, due to the integrated webcam. The district will not remotely utilize webcams on the school-issued Chromebook for any reason. If you wish to cover your webcam, do not use anything that will damage the camera.

G. Acceptable Use Policy

Treynor School's CardinalNet AUP is an additional document requiring acceptance and adherence by all students during their enrollment at Treynor CSD. An updated version of this policy can be found on the school website. (See Technology Code of Conduct Addendum in this document for consequences to violating AUP policies).

H. Repair or Replacement of Chromebook Computers

Students will be assessed an instructional materials fee for the use of the school Chromebook at registration.

Responsibility for Damage: The student is responsible for maintaining a 100% working computer at all times. The student shall use reasonable care to ensure that the computer is not damaged. (See Section B, Care of Chromebooks). In the event of damage not covered by the warranty, the student and parent may be billed a fee according to the following schedule:

- First incident – up to \$100 (or the cost of the repair if it is lower)
- Second incident – up to \$150 (or the cost of the repair if it is lower)
- Third incident -up to \$250 (or the cost of the repair if it is lower)
- Four or more - up to full cost of repair or replacement

Treynor CSD reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by the administration. (The estimated replacement cost is \$325). The student or parent may not purchase replacement parts or other items issued to the student on their own; payment shall be made to the Treynor CSD in accordance to the schedule previously mentioned and equipment will be purchased by Treynor CSD to ensure interoperability and uphold terms dictated by the equipment warranty provider.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Chromebook while at school. (See Section B, Care of Chromebooks).
- Lending equipment to others.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See Section B, Care of Chromebooks).

Actions Required in the Event of Damage or Loss: Report the problem immediately to the building technology staff. If the computer is stolen or vandalized while not on Treynor CSD property, the parent shall file a police report.

Year-End Inspections

At the end of the year, Chromebooks inspections will be conducted to determine if excessive wear-and-tear fee(s) needs to be assessed. A suggested fee schedule is listed below and is subject to change based on damages and/or repair costs.

- Exceeds normal wear and tear \$ 25 to \$50 (scratching, perm marker, defacing)
- Excessively dirty \$25
- Cracked Casing
 - Minor \$50
 - Severe \$100
- Liquid Spill \$100
- Keyboard Replacement \$60
- Burn marks \$50
- Personal stickers adhered to Chromebook \$25/each (not to exceed \$100)
- Other items not covered will be based on cost of replacement part

Technical Support and Repair: Treynor CSD does not guarantee that the computer will be operable, but will make technical support, maintenance, and repair available.

Manufacturer's Warranty

This coverage is part of the purchase price of the equipment and warrants the Chromebook from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the Chromebook or Chromebook replacement. This warranty does not warrant against damage caused by misuse, abuse, or computer viruses. Please report all Chromebook problems to the Technology Department.

Technology Code of Conduct Addendum

Offense Description	Disciplinary Action		
	1 st Offense	2 nd Offense	3 rd Offense
<p>Level 1</p> <p>Internet Violations</p> <ul style="list-style-type: none"> ● Attempting to bypass filtering and/or security measures ● Attempting to surf for inappropriate or non-academic items ● Attempting to change filter settings ● Accessing social media and networking that is non-academic ● Playing games without prior staff approval <p>Improper Use of Your Chromebook (as outlined in the Chromebook Handbook)</p> <p>Downloading Programs</p> <p>Production and Distribution of inappropriate material</p> <p>Privacy</p> <ul style="list-style-type: none"> ● Attempting to hide computer activities ● Attempting to hide, delete, or alter files or file types not belonging to the student ● Revealing and/or sharing of account information ● Attempting to access or use another person's computer account information or profile 	<p>Minimum Action Verbal Reprimand</p> <p>Maximum Action Detention</p>	<p>Minimum Action Detention</p> <p>Maximum Action Loss of computer or Internet privilege</p>	<p>Minimum Action Detention</p> <p>Maximum Action Extended loss of computer/Internet privileges and/or suspension</p>
<p>Level 2</p> <p>Hardware</p> <ul style="list-style-type: none"> ● Destruction of property ● Theft <p>Software</p> <ul style="list-style-type: none"> ● Knowingly bringing in viruses ● Attempting to load programs to subvert function or security ● Improper use of computers to falsify documents or plagiarize ● Attempting to bypass security measures or access more privileged accounts ● Attempting to alter or block the proper operation or performance of the network ● Using school or other e-mail inappropriately <p>Cyber Bullying</p> <p>Illegal Activities</p>	<p>For each offense in Level 2, the minimum action taken will be a Level 1 action and the maximum action taken may be a suspension or expulsion based on the severity of the offense. Citations or legal charges may be issued.</p> <p><i>Given the nature of technology use and applications, the Technology Code of Conduct provisions are subject to change over the course of the school year. If such changes occur, students and parents will be notified via school publications and web postings.</i></p>		

Chromebook Use Agreement

<p>By signing on the next page, you are agreeing to the following statements, on behalf of yourself and your child(ren).</p>
<p>I have read the Chromebook Handbook and agree to the conditions stated.</p>
<p>I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations; such as on the Chromebook, external hard-drive, CD, or flash drive.</p>
<p>The computer will be stored in a locked secure place when I cannot directly monitor it.</p>
<p>Unattended and unlocked equipment if stolen, even at school, may be my full financial responsibility.</p>
<p>I will not install or use file-sharing programs to download music, video or other media.</p>
<p>I will neither duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own.</p>
<p>I will keep the Chromebook lid fully closed whenever it is moved from one point to another. I will not place books on top of the Chromebook or anything heavy.</p>
<p>I will read & follow general maintenance alerts from technology personnel.</p>
<p>I will promptly report any problems to the technology staff or building principal.</p>
<p>I understand that any information stored and transmitted either synchronously (real-time or streaming) or asynchronously (delayed, e.g. email messages, message boards, etc.) including but not limited to; documents, video, pictures, chat logs, social networks, Web 2.0 tools (e.g. blogs, wikis, etc.) and music on the district's web servers, networking system, Chromebook or stationary computers are <u>not considered private</u> at any time and are subject to monitoring by school officials.</p>
<p>I have read and will comply with the CardinalNet Acceptable Use Policy and understand my Chromebook computer permissions may be revoked temporarily or permanently for inappropriate student conduct occurring on or off school property at any time.</p>
<p>I will have my Chromebook fully charged prior to using it at school each day.</p>
<p>I will not place marks or adhesive labels on the Chromebook.</p>
<p>I will clean & maintain the Chromebook according to the Treynor Chromebook Handbook.</p>
<p>I will not disassemble any part of my Chromebook or attempt any repairs. I will not add any software or run any software that is not provided by the school.</p>
<p>Student work will be solely shared to serve the purpose of improving our school and public relations by promoting the positive image and work of the teachers and students within the school. If you do not wish to have student pictures, work, etc. displayed on the internet, please file appropriate form with your building principal.</p>
<p>I agree to return school issued Chromebook and power cord, in good working condition. In the event any of these items are lost, stolen, or damaged, I agree that I may have to pay for replacement.</p>
<p>I understand that an instructional materials fee will be assessed to all students to provide Chromebooks for educational use during the school day. (Iowa Code § 301.1)</p>

I have reviewed the Chromebook Handbook with my child and acknowledge that I am familiar with usage guidelines and responsibilities.

I understand that an instructional materials fee will be assessed to all students to provide Chromebooks for educational use during the school day. (Iowa Code § 301.1)

I have checked the appropriate box below indicating whether or not my child may bring his/her Chromebook home for educational use.

YES My child may bring his/her Chromebook home for educational use.

NO My child may not bring his/her Chromebook home but will instead retrieve and return their Chromebook from/to the office each day.

Student Name (printed clearly) _____

Parent/Guardian Name (printed clearly) _____

Parent/Guardian Signature _____ Date _____

This completed and signed form is a mandatory requirement for the assigning and issuing of a Treynor Community School District Chromebook. It must be filed prior to the issuing and assigning of a computer. Students will not receive their Chromebooks until a signed form and the instructional materials fee has been collected.