

# **Chromebook Resource Guide**



**Coupeville High School**

**Disclaimer - It is impossible to perceive all issues related to an ever-changing digital learning environment. In the event that an issue occurs that is not addressed in the Chromebook Resource Guide, the administration reserves the right to make adjustments as needed**

## **1. Receiving Your Chromebook**

### **a. Distribution of Chromebooks**

Students will receive Chromebooks per the following distribution schedule:

- **An email will be sent out this summer with distribution times**

### **b. Transfer/New Student Distribution**

All transfers, new students or students that miss the distribution should go to the Attendance Secretary to obtain their Chromebook.

**Students and parent/guardian must sign the *Chromebook Loan Agreement* prior to picking up a Chromebook.**

## **2. Returning Your Chromebook**

### **a. End of Year**

At the end of the school year, students in grades 9 - 12 will return their Chromebook. Students may also keep the Chromebooks over the summer if it is needed. At the end of Senior year, the student will need to return the Chromebook to the school. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. There will also be a charge for any missing peripheral equipment such as the case or power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

## **b. Transferring/Withdrawing Students**

Students transferring out of or withdrawing from Coupeville High School must turn in their Chromebooks, cases, power supplies, and any other equipment issued with the Chromebook to the Attendance Secretary on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost up to \$300. There will also be a charge for any missing peripheral equipment such as the 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 Attendance Secretary 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 except locked in their locker. Coupeville is not responsible for lost, stolen, or broken Chromebooks and students may be fined for replacement costs.

### **a. General Precautions**

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be exposed to extreme temperatures, such as leaving it in a car overnight during the winter.
  
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Heavy objects should never be placed on top of Chromebooks.

### **b. Cases**

- Each student may be issued a protective case for his/her Chromebook (depending on model) that should be used whenever the Chromebook is being transported or not in use.
- 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 Coupeville-issued protective cases.
- Never lift Chromebooks by the screen.

- Never 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, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

#### **e. Asset Tags**

- All Chromebooks will be labeled with a Coupeville asset tag. The asset tag indicates the Chromebook is property of the Coupeville 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 a fine 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 Chromebooks 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 at the Attendance Office 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 Attendance Secretary will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to the Assistant Principal for those students that have more than one occurrence during the school year.
- 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 Attendance Office before 2:35 p.m.
- If a loaner is not turned in by 2:35 pm, the Attendance Secretary will submit a report to the Assistant Principal.

#### **b. Chromebooks being repaired**

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair at the Attendance Office.
- 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.
- The Attendance office 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. The presence of such media will result in disciplinary action.

#### **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 have their own personal set of headphones for sanitary reasons.

#### **f. Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. There will be limited printing available in school.
- Students will be able to print from their Chromebooks to a designated printer. 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 in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

### **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 will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Coupeville School District Responsible Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

Students are responsible for all aspects of network connection and printing outside of school.

### **6. Operating System and Security**

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

#### **a. Updates**

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

#### **b. Virus Protection**

- There is no need for additional virus protection.

### **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

### a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

### b. Chrome Web Apps and Extensions

- 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

### a. Records

- 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.

### b. Users

- Each student will be assigned the same Chromebook for the duration of his/her time at Coupeville High School. *Take good care of it!*

## 10. Repairing/Replacing Your Chromebook

### a. Repairs

- All Chromebooks in need of repair must be brought to the Attendance Office as soon as possible.

### b. Estimated Costs (subject to change)

The following are approximate costs of Chromebook parts and replacements:

- Replacement - up to \$300 for Chromebook
- Screen - \$135
- Keyboard/touchpad - \$40
- Power cord - \$45
- Battery - \$50

The above amounts may vary due to which type of Chromebook the student has.

## **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**

1. 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**

1. 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 Coupeville 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 Coupeville School District's Acceptable Use Policy and all of its corresponding administrative procedures at all times.