

# **Valley Mills Independent School District**

## ***Chromebook Guide***

The policies, procedures, and information within this document apply to all Chromebooks used at Valley Mills Independent School District.

*July 2017*



## ***Program Goal***

The goal of the 1:1 Chromebook program at Valley Mills High School is to create a learning environment that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning.

## ***What is a Chromebook?***

A **Chromebook** is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself. This allows the Chromebook to be sold at a much lower price point than traditional laptops.

### *Specifications:*

- 11.6" (1366X768) LCD display
- Up to 8 hours of battery
- Intel® Celeron® 2955U processor (1.4GHz)
- 4GB Memory
- Bluetooth
- Wi-Fi 802.11 a/b/g/n
- Camera & Microphone
- 1x USB 3.0, 1X USB 2.0
- 1x HDMI Port

## ***Receiving Your Chromebook***

Chromebooks will be distributed at a time that works best for our teachers and students. This distribution should take place within the first two weeks of the school year. Students will not receive their Chromebook until all forms have been signed and returned to the office and all applicable fees paid.

### *Return*

While enrolled at Valley Mills High School, the district maintains ownership of the device. If requested by the Technology Department, students may be required to turn in their Chromebooks for maintenance or inspection.

The Chromebook will be returned to the school on a date to be requested or sooner if the student is discharged from the school prior to the end of the school year. The student's failure to return the equipment in a timely manner will be considered unlawful appropriation of District property.

## ***Using Your Chromebook***

### *At School*

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their Chromebooks. Students are responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their Chromebooks.

If a student leaves the Chromebook at home, he/she is responsible for getting the coursework completed as if the Chromebook were present. Loaner Chromebooks will not be issued to students who forget to bring their Chromebooks to school. Other district computers may be available for student use.

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired at school. A limited number of loaner Chromebooks are available; as a result, students are not guaranteed use of a loaner Chromebook.

### *At Home*

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi 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 Valley Mills Independent School District Acceptable Use Policy and all rules of this guide regardless of where they use their Chromebooks and regardless of the source of the Internet connection.

### *Sound*

Sound must be muted at all times during school hours unless permission is obtained from the teacher for instructional purposes.

## ***Managing Your Files and Saving Your Work***

Students are encouraged to save files to their Google Drive account. Saving to Google Drive will make the file accessible from any computer with Internet access. Some files may be stored on the Chromebook's hard drive.

- Students should always remember to save frequently when working with digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of important work.

## ***Taking Care of Your Chromebook***

Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are broken or fail to work properly must be immediately taken to the office and logged for repair. If a loaner Chromebook is needed, one may be issued to the student until his/her Chromebook can be repaired or replaced (subject to loaner availability).

### *General Precautions*

- No food or drink should be placed next to the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

- Heavy objects should never be placed on top of the Chromebook.
- The Chromebook should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
- The Chromebook should never be carried with the screen open.
- Students should never disassemble their Chromebook and attempt their own repairs.

#### *Cases*

- Each student will be issued a protective case for his/her Chromebook. This case should remain on the Chromebook at all times.
- Students must use the District-issued case for their Chromebooks. Personally owned cases are not permitted.
- 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.

#### *Charging*

- The Chromebook must be brought to school each day in fully charged condition.
- Each Chromebook will include an AC adapter. This adapter should be used to charge the Chromebook at home.
- Students are not allowed to bring their chargers with them to school. The school will have a few chargers to use in emergency situations.

#### *Screen Care*

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of the Chromebook when it is closed.
- Do not store the 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.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

#### *Asset Tags*

- All Chromebooks will be labeled with a district asset tag.
- Asset tags may not be modified or tampered with in any way.

#### *Storing Your Chromebook*

- When students are not monitoring their Chromebooks, they should be stored in their lockers with the locks securely fastened. Nothing should be placed on top of the Chromebook when stored in the locker.
- The Chromebook should never be stored in a vehicle.
- Students are responsible for securely storing their Chromebook during extra-curricular activities and events.
- Under no circumstances should the Chromebook be stored in unsupervised areas. Unsupervised areas might include: school grounds, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, in a car, or any other area that is not securely locked or in which there is no supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the campus principal's

office.

- The district is not responsible for the safekeeping and protection of Chromebooks.

## ***Software and Security***

All Chromebooks are supplied with the latest build of Google Chrome Operating System (Chrome OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

The District does employ a centralized management system that is utilized to change security settings, update software, and add or remove applications. Students are prohibited from disabling, modifying, circumventing or altering management settings or content filters.

### *Virus Protection*

Because virus protection is built in to the Chrome OS, additional virus protection software is unnecessary.

### *Content Filter*

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). This filter will also be active while the student uses the Chromebook outside of school. At home, internet activity will be the responsibility of the student and parent to make sure appropriate websites are visited.

### *Google Apps for Education*

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

### *Chrome Web Apps and Extensions*

Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Inappropriate material will result in disciplinary action.

## ***Personalizing Your Chromebook***

Students may add appropriate applications, music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Valley Mills Independent School District Acceptable Use Policy.

## ***No Expectation of Privacy***

Students have no expectation of confidentiality or privacy with respect to the usage or content of a district-issued Chromebook, regardless of whether that use is for district-related or personal purposes. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at school. Chromebooks are subject to confiscation at any time and without prior notice. At no time will webcams be used to monitor students. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

## ***Digital Citizenship***

District-issued Chromebooks should be used for educational purposes and students must adhere to the Valley Mills Independent School District Acceptable Use Policy as well as related policies and procedures at all time when using Chromebooks, on or off campus.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself** – Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.
2. **Protect Yourself** – Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.
3. **Respect Others** – Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people.
4. **Protect Others** – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
5. **Respect Intellectual Property** – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
6. **Protect Intellectual Property** – Do not use pirated software or distribute music or media in a manner that violates license agreements.

## ***Repairing or Replacing Your Chromebook***

### *Vendor Warranty*

- Chromebooks include a one-year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship for one year.

### *Protection Plan*

As part of their participation in the Chromebook program, students are required to purchase a protection plan for their Chromebook. The cost of the plan is \$30.00 per year.

Under this plan:

- The district will provide coverage for Chromebook repairs or replacement in the event of accidental damage. For each incident, there is a \$10 deductible.
- The protection plan does NOT provide coverage for the loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional abuse, neglect, or misuse.
- The district reserves the right to request parents/guardians to pay a use fee annually. Claim history on loss, theft and damage, will ultimately determine whether additional fees are necessary beyond the original \$30 fee.