

# **Danbury Local Schools Chromebook Policy 2017-18**



**Receiving Your Chromebook:**

Chromebooks will be distributed each fall during the first month of school. ***Parents & Students must sign and return the Danbury Chromebook Policy Signoff and Student Pledge document before the Chromebook can be issued to their child.*** This document will need to be signed during student registration or during new student enrollment.

**Return:**

Student Chromebooks and accessories (charger and case) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook and case each year while enrolled at Danbury for the lifecycle of the device.

If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. Failure to return or pay for missing or damaged devices will result in school fees being assessed. Unpaid school fees can result in grades and transcripts being withheld and diplomas not being issued. Students with unpaid school fees are also unable to participate in graduation activities.

Any student who transfers out of Danbury will be required to return their Chromebook and accessories subject to the requirements above. Official transcripts will not be issued to destination districts until unpaid fees are resolved.

**Taking Care of Your Chromebook:**

Chromebooks are to be treated with the same care and respect as textbooks. Loss and/or damage will be handled in a way that is similar to textbooks. Students are responsible for the care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to the school office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

**General Precautions:**

- Chromebooks must never be removed from their school-issued protective cases.
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students must never carry their Chromebook with the screen open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.

**Carrying the Chromebook:**

Chromebooks must never be carried with the lid open. Close and secure your Chromebook case before moving with your Chromebook.

**Screen Care:**

- The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry antistatic, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

**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, school messages, announcements, calendars, athletic handbooks, student handbooks and schedules can be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes unless specifically advised not to do so by their teacher.

**At Home:**

All students are required to take their Chromebook home each night throughout the school year for use on homework and charging. ***Chromebooks must be brought to school each day in a fully charged condition.***

Students need to charge their Chromebooks each evening and bring them ready for use daily. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

**Sound:**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. (Students are encouraged to bring ear buds or headphones.)

**Printing:**

*At School:* Chromebook printing functionality will not be available at school. Teaching strategies will facilitate digital distribution and submission of assignments.

*At Home:* The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

**Managing Your Files and Saving Your Work:**

Students may save documents to their Google Drive, or they may save to an external memory device such as a mini-SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access and is strongly encouraged. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

**Personalizing the Chromebook:**

Students may not personalize the Chromebook device in any way, students who fail to comply with this rule may be subject to fines/fees.

**Software on Chromebooks:****Originally Installed Software:**

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

**Virus Protection:**

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

**Additional Software:**

Students are not permitted to install additional software on their Chromebook other than what has been approved by Danbury.

**Inspection:**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. Students are required to unlock their Chromebook for inspection upon request from a teacher or administrator. All student activity and browsing history is logged and subject to inspection at any time.

### **Procedure for Restoring the Chrome OS:**

In certain circumstances, it will be more effective to restore a device to its factory condition rather than troubleshooting a problem. This will restore the device to the state in which the user originally received it. All student-created files stored on an external mini SD card, USB flash drive, or Google Drive will be intact after the operating system is restored. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it. For this reason, student use of Google Drive for file storage is strongly encouraged.

### **Protecting & Storing Your Chromebook:**

#### **Chromebook Identification:**

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

- Serial number
- DLSD asset tag
- Individual's Google Account username
- Students are permitted and encouraged to personalize a business card-sized piece of paper and place it in the transparent window of their case to aide in quick identification. Any personalization here must be school appropriate.

***Under no circumstances are students to modify, remove, or destroy identification labels.***

#### **Storing Your Chromebook:**

When students are not monitoring their Chromebook, they should be stored in their **lockers with the lock securely fastened**. Nothing should be placed on top of the Chromebook, when stored in the locker.

Students must take their Chromebook home with them every night. The Chromebook must be charged fully each night at the student's home. Chromebooks should never be stored in an unlocked vehicle.

#### **Storing Chromebooks at Extracurricular Events:**

Students are responsible for securely storing their Chromebook during extracurricular events.

#### **Chromebooks Left in Unsupervised / Unsecured Areas:**

Under no circumstance should a Chromebook be stored in unsupervised areas.

Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extracurricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

## **Repairing or Replacing Your Chromebook: Chromebooks Undergoing Repair:**

- Loaner Chromebooks may be issued to students when their Chromebook needs repair.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor. Repair fees will be added to the student's account with the district and unpaid balances may impact release of grades or graduation requirements.
- Estimated repair fees: Screen: \$75, Full replacement: \$250

**Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

## **Chromebook Technical Support:**

The Tech Office will be the point of contact for repair of the Chromebooks. After a technology ticket is received, services provided by the Tech Office include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

## **Technology Acceptable Use:**

### **General Guidelines:**

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at Danbury. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources.
- Access to technology resources is a **privilege** and not a right. Each employee, student, and/or parent will be required to follow the rules of the district's Acceptable Use Agreement. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the district's Acceptable Use Agreement and the student handbook.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the technology coordinator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- 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 computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology coordinator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the district's Acceptable Use Agreement and abide by the rules defined in the district's Acceptable Use Agreement.

### **Privacy and Safety:**

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Agreement.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

**Legal Propriety:**

- All students and staff must 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 the technology coordinator if you are in compliance with the law.
- Plagiarism is a violation of the Danbury discipline code. 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.

**Email:**

Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Mail system managed by NOECA and Danbury. The interface is heavily monitored by the district and is subject to filtering of inappropriate content.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other Danbury students, faculty and approved outside contacts. All other addresses are blocked.

**Consequences:**

- Noncompliance with the policies of the Chromebook Policy Handbook will result in disciplinary action as outlined by the student handbook and/or other school policies for the user assigned unless there is proof that another is responsible.
- Internet activity, electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the technology coordinator or other school administrators to ensure appropriate use.



**Danbury Local Schools: Danbury Chromebook Policy Sign-Off and Student Pledge:**

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will keep my Chromebook in the protective case provided by the district.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of the Danbury Local School District.
- I understand that I am required to provide a teacher or administrator access to my Chromebook account upon request.
- I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Agreement while at school as well as outside the school day.
- I will file a police report in case of theft or damage.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger or case in the event that any of these items are lost or damaged.
- I understand that unpaid loss or damage fees can result in grades or transcripts being withheld and impact my ability to participate in graduation activities.
- I agree to return the Chromebook, power cord/charger and case in good working condition at the end of each school year.
- I agree that I have read and understand the Danbury Chromebook Policy and will abide by all of the terms and conditions contained therein.

Student Name (Please Print) \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

**\*\*\*This sign-off is valid as long as the student is enrolled at Danbury\*\*\***