

# Washington County Schools

## Google Chromebook 1:1 Program: Policy, Procedures, and Information

The focus of the Chromebook program in the Washington County Schools is to provide tools and resources for the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to building upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all Chromebooks used in Washington County Schools. Teachers may set additional requirements for use in their classroom.

### 1. GENERAL INFORMATION

#### 1.1 Overview of Program

- The document contained below identifies as many eventualities as possible regarding the Google Chromebook 1:1 Program in Washington County Schools. The policies and procedures listed herein are intended for all students using Chromebooks that are a part of the 1:1 initiative (in addition to technology policies outlined by the board such as (Acceptable Use of Technology)), but as the initiative is focused primarily on 7th - 12th grade students who take the Chromebooks home many of the items listed are not relevant for the 3rd – 6th grade students who will be utilizing Chromebooks as a part of their classroom experience. However, these students are still fully accountable for the restrictions, appropriate care, usage, and other expectations expressed within.

#### 1.2 Receiving Your Chromebook

- Chromebooks will be distributed each fall after the student/parent/teacher informational meetings.
- Parents & students must sign and return the Chromebook Protection Plan, Student and Parent Pledge documents, and the insurance fee before the Chromebook can be issued to the student.

### 1.3 Chromebook Check-in

- Chromebooks will be returned before the end of the school year, on a date to be provided, so they can be checked for serviceability and be stored for the summer. If a student transfers out of the Washington County School System during the school year, the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will be returned at that time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment for any other reason must return their Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided on the date of termination.
- If a student fails to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided. Failure to return the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will result in a theft report being filed with the Washington County Sheriff's Department.
- Furthermore, the student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook Protection plan and must return the computer and accessories in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

### 1.4 Chromebook Incidents

- If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact administration immediately.
- Any technical issue with the device must be brought to the attention of administration or the designated technology support staff immediately. This includes but is not limited to Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost. However, any accidental or intentional damage to the device will incur a cost.
- Fines will be imposed by the attached chart or as the circumstances may warrant in the discretion of the school district and its administrators.
- After two incidents of accidental damage, the student may lose some privilege of being in the Chromebook 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action.

- All reports will be investigated and addressed on a case-by-case basis.

## **2. 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 proper officials for an evaluation of the equipment.

### **2.1 General Precautions**

- The Chromebook is school property, and all users will follow this policy and the Washington County Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers, or labels.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Chromebooks are very sensitive to extreme heat and extreme cold, therefore, leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.

### **2.2 Carrying Chromebooks**

The protective cases provided with Chromebooks have sufficient padding to protect the Chromebook from normal wear and tear and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.
- Chromebooks must remain in a protective case when not in use to prevent unintended damage.

## 2.3 Screen Care

The Chromebook screens 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 the top of the Chromebook when it is closed.
- Do not pick up the Chromebook by the screen.
- 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.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Use the district issued carrying case with the strap to prevent screen damage.

## 3. 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 may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by their teacher.

### 3.1 Chromebooks Left at Home

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebooks present.
- If students repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to “check out” their Chromebook. “Checking out” identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning from a central location and returned at the end of the school day to the same central location.
- After the first “check out” period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred to the administration.
- If a student leaves their Chromebook at home for two consecutive days, they may be required to bring in the device and have a mandatory inspection of said device.

### 3.2 Chromebook Undergoing Repair

- Replacement Chromebooks (when available) may be issued to students when they leave their Chromebooks for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.

- Replacement Chromebooks may not be issued for use until all fines have been paid.

### 3.3 Charging Your Chromebooks Battery

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- In cases where the use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class (when available).
- Chargers should be kept in the district issued Chromebook Case.
- Any labels that may be put on chargers that indicate student names should NOT be removed.

### 3.4 Photo Library/Screensavers/Background photos

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang-related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.

### 3.5 Sound, Music, Games, or Programs

- Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.

### 3.6 Printing

- Printing will be available with the Chromebook. Students should talk to their teachers about which printer to use. Students will be given information and instruction on printing with the Chromebook at school.

### 3.7 Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- Students may also set up home printing capabilities for their Chromebook.
- Content filtering is provided by the District's *iBoss* content filter.

## 4. MANAGING FILES AND SAVING WORK

### 4.1 Saving to the Chromebook

- Students may save work to their Google Docs (Drive) accounts (or other cloud-based storage medium) via the Chromebook. It is also important to note that Chromebooks will NOT be backed up by the district in cases of resetting or reimaging. It is the student's responsibility to ensure that their work is backed up.

#### 4.2 Network Connectivity

- The WCS makes no guarantee that the 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.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

### 5. SOFTWARE

#### 5.1 Originally Installed Software

- The Extensions/Apps originally installed by WCS must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

#### 5.2 Additional Software

- Any attempt to "jailbreak" the Chromebook or change the configuration will result in an immediate disciplinary action.
- Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, e-Books, apps, and the removal of material (or full reset of the device). Contact with parents, and disciplinary action will take place.

#### 5.3 Inspection

- Students may be selected at random to provide their Chromebook for inspection.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of acceptable student responsibilities when using the Chromebook.

#### 5.4 Procedure for Re-loading Software

- If technical difficulties occur or illegal software is discovered, the Chromebook may be restored to the original factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to need to reformat and re-image any device.
- Students are highly encouraged to create a backup of all Google documents.

### 5.5 Software Upgrades

- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. OS updates are conducted automatically on the OS.

## **6. ADDITIONAL EXPECTATIONS AND RESPONSIBILITIES**

### 6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and what apps are being used and how they work.
- Ensure that siblings and other family members are not using the device for personal use.

### 6.2 School Responsibilities

- Provide the Internet and online course materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as able.
- Chromebooks will be treated similarly to the policy surrounding school lockers. The WCS District reserves the right to review, monitor, and restrict information stored on or transmitted via WCS owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance with the Acceptable Use Policy.

### 6.3 Student Responsibilities

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Students must select passwords that are difficult to guess and NOT share the password.

- Taking a proactive role for the protection of the computer system/device by contacting an administrator about any security problems they may encounter.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to disciplinary actions. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- If a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Returning their Chromebook to the school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their Chromebook and other peripherals on the date of withdrawal.
- Monitoring all activity on their account(s). (Filtering for inappropriate content is provided, but students are to monitor their accounts for suspicious behaviors.)
- Chromebook batteries must be charged and ready for school each day.
- No labels or stickers may be applied to the device.
- Chromebook cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Chromebooks that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- Chromebooks that are stolen must be reported immediately to school personnel (a police report must be submitted).

## 6.7 Student Discipline

- If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, he/she will be disciplined by our discipline policy (outlined in the student handbook).

## **7. PROTECTING AND STORING CHROMEBOOKS**

### 7.1 Chromebook Identification

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

- Record of serial number
- Washington County Schools label
- Student Identification number

## 7.2 Storing Your Chromebook

- When students are not using their Chromebooks, they should be stored in their lockers.
- To prevent damage, nothing should be placed on top of the Chromebook.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- If a student needs a secure place to store their Chromebook, they may check it into a teacher for storage when that option is made available.

## 7.3 Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office and may result in disciplinary action.

# 8. REPLACING AND REPAIRING CHROMEBOOKS

## 8.1 Required Insurance Fee

- The WCS District provides a private insurance package for all Chromebooks. (See the attached insurance coverage chart.) This protection package covers any device malfunction at no expense to the user. It also covers limited damage for the Chromebook.
- The fee for a lost Chromebook will be the full replacement cost of the device.

## 8.2 Personal Home or Homeowners coverage

- Students or parents may wish to carry additional personal insurance to protect the Chromebook in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook. Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

## 8.3 Claims

- All school insurance claims must be reported to the school office. Students or parents must provide a report in instances of theft, vandalism, or fire related damage. A copy of this report

must be submitted to school administration before a Chromebook can be repaired or replaced with School District Protection.

## 9. DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, after school detentions, In-School Suspensions, and Out-of-School Suspensions. Conduct warranting disciplinary action and punishments are listed below:

- Downloading unapproved apps without receiving permission
  - One day *In-School Suspension* (ISS) or other comparable punishment at principal's discretion.
- Leaving Chromebook unattended.
  - One day *In-School Suspension* (ISS) or other comparable punishment at principal's discretion
- Sharing personal passwords with others.
  - Parents contacted by form letter and issued ISS when appropriate
- Lack of adequate care for Chromebook, case, charger, etc.
  - Parents contacted by form letter and issued ISS when appropriate
- Adjusting settings on someone else's Chromebook.
  - One day *In-School Suspension* (ISS) or other comparable punishment at principal's discretion
- Leaving Chromebook at home. Lack of preparation for classes.
  - No credit for daily work (teachers' discretion)
- Loaning of student device to other students inside and outside of school.
  - Parents contacted by form letter and issued ISS when appropriate
- Failure to utilize protective cases when the Chromebook is not in use or when the device is being carried in the hallway.
  - Parents contacted by form letter and issued ISS when appropriate
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.
  - Required parent conference & appropriate fees (see fee schedule)

**Additional information**

No Chromebook shall be issued with outstanding fees from the prior school year.

No personal Chromebook may be brought to school or used on the school's network.