



Golden Plains USD #316 Middle/High School Chromebook/Google Account Policy Handbook

Approved 7/17/17

Golden Plains USD #316 schools allow students to access a district Google account, a wireless network, and a school provided Chromebook as a means to enhance their education. No other outside laptop, tablet, etc. may be used during school hours.

The policies, procedures, and information within this document apply to all Chromebooks used at Golden Plains High School and Golden Plains Middle School by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook/Google Account use in their classroom.

General Usage:

The use of the district Google account and Chromebooks will be at the discretion of the classroom teacher. The teacher may set restrictions and/or requirements for use. Students and teachers are encouraged to use the devices to enhance the student's education. If a staff member asks a student to put his/her Chromebook away, the student must comply immediately. Students who loan their Chromebook to another student or leave their Chromebook unattended assume all liability for any inappropriate use, damage, or theft of the device.

Receiving Your Chromebook:

Students will be assigned a Chromebook at the beginning of each school year and turn them in at the end of each school year. A signed Chromebook/Google Account Policy form, a signed Acceptable Use Policy form, and a signed Student Handbook form must be on file before student will receive their assigned Chromebook.

High School students will be assigned a Chromebook with a power cord and protective carrying case. High School students are encouraged to take their devices home for homework completion. Students are responsible for bringing their devices to school charged and ready to use each day. If a student leaves their Chromebook and/or charger at home, a loaner device will not be made available to them. It is the student's responsibility to make sure their Chromebook is present and ready to use. If a student leaves their device at home, it is their responsibility to make sure their assignments are completed as if their Chromebook were present.

Middle School Students will be assigned a Chromebook that will be placed in a charging cart in a middle school classroom. They are responsible for making sure their device is plugged in at the end of the day in the assigned location so that it is charged and ready for a full day of use at school. Although each student will be assigned a Chromebook to use at school, they will not be allowed to take their devices home.

Students will retain their original Chromebook each year while enrolled at Golden Plains Schools. Students will check out their Chromebook at the beginning of each year and check their Chromebook in at the end of each school year with the District Technology Coordinator or designee. All assigned items must be turned in at the end of each school year including power cord and complete carrying case. Any student who transfers out of Golden Plains Schools will be required to return their Chromebook and accessories in proper working condition upon transfer. If a student transfers out of district without returning their device, they will be charge the full replacement cost of the Chromebook and carrying case. Just like a textbook issued by the district, if a Chromebook and/or accessory is lost, the parent/guardian will be held responsible for payment in full.

Technology Fee

At the beginning of each school year, each student will be assessed a Technology Fee. The fee covers increased bandwidth, firewall protection, use of an assigned Chromebook, protective case, and any other technology provided by the district. The annual technology fee will be \$35.00 per student enrolled in Golden Plains Middle School/Golden Plains High School.

Chromebook Purchases

Any student wanting to retain their Chromebook upon graduation from Golden Plains USD #316 should contact the District Technology Coordinator. A purchase price for the device will be agreed upon by the Technology Coordinator and Administration based on the age and condition of the device and the history of the student's device usage while enrolled at Golden Plains.

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 should be returned/reported to the District Technology Coordinator. Students should not attempt to or arrange for repairs without consultation with the District Technology Coordinator so that appropriate documentation can be maintained.

General Precautions:

- 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 should never carry their Chromebook while the screen is 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 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.
- Always bring your Chromebook to room temperature prior to turning it on.
- Do not leave your Chromebook unattended at any time.
- Do not leave your Chromebook and/or bag on the floor, in the bleachers etc.
- Chromebooks are to remain in the provided Chromebook case at all times.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Student must transport their Chromebook in the provided carrying case. Do not drop or toss the Chromebook at any time, including when it is in the carrying case.

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. It is NOT a touch pad.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber 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.

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, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes charged and ready to operate, unless specifically advised not to do so by their teacher.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earphones owned by the student may be used at individual teacher discretion.

Managing Your Files and Saving Your Work:

Students will save documents to their Google Drive. If directed by a teacher, they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. 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

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Golden Plains USD #316. Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the district acceptable use policy.

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 shut down and restarted. It is recommended that students/staff periodically shut down and restart their Chromebook to keep it up to date.

Google products are free with their student account and can be accessed from any connected computer or device at home. From time to time the school may add 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 unable to install additional software on their Chromebook other than what has been approved by the Golden Plains USD #316.

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.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored.

Protecting & Storing Your Chromebook:

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number and district inventory identification
- Individual's Google Account username
- Case Labels

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 a dry, safe, indoor temperature. Nothing should be placed on top of the Chromebook, when in storage. The Chromebook should be charged at the beginning of each day. If the Chromebook will not be used for an extended period of time, ie Thanksgiving Break, Christmas Break, Spring Break etc, it is recommended that the Chromebook be shut down during this time.

Storing Chromebooks at Extra-Curricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular 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, extra-curricular 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 school office and/or district technology coordinator. Disciplinary action may 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 they leave their Chromebook with the district technology coordinator for repair if available.
- 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 users 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.
- Students and parents will cover any accidental damage or loss valued less than \$50.00 per incident. In the event of accidental damage or loss greater than \$50.00, the District will cover 60% of the amount of damage or loss and the student will be responsible for 40% of the amount of damage or loss per incident. Total value will be determined by the District at the time of loss or damage. In no case shall the value be greater than the total cost to replace the item(s).

Chromebook Technical Support:

Damaged Chromebooks need to be turned in immediately to the district Technology Coordinator. The Technology Coordinator will be the first point of contact for repair of the Chromebooks. 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

District Google Account

District Google accounts are part of the school owned information retrieval systems. It will be each student's responsibility to adhere to the District Acceptable Use Policy, the Student Handbook, and the general usage rules provided in this document. All data and software tied to district Google accounts are considered the property of Golden Plains USD #316.

Students are expected to keep their accounts private and only use them for school and/or educational purposes. Any and all school related work should be saved using the assigned Google account. Personal information should be kept on personal devices and/or accounts. District administration may access the student's account if they have reason to believe that school policies, regulations, or guidelines have been violated or if they have reason to believe the student is engaging in illegal or harmful activities using their Google account.

District Google accounts will be maintained for up to one year following a student or staff members graduation and/or departure from the district. At that time, the account and all data will be deleted. Students and staff members are encouraged to back up and/or transfer any data they wish to retain following their graduation and/or departure from Golden Plains USD #316.

Network Access

Students will be provided Internet/network access on their Chromebook while on campus at Golden Plains Schools. The Internet usage and Google accounts are filtered for Chromebook usage while on campus with additional protection off-campus when logged in to Google accounts. Parent should be aware that although there are filters in place, the potential does exist, as it does with all Internet use, for the student to access material that may contain content that is illegal, inaccurate, or potentially offensive to students and their parents. Even with filtering software in place, it is not possible to absolutely restrict access (accidental or otherwise) to all such material. It will be each student's responsibility to adhere to the District Acceptable Use Policy, the Student Handbook, and the general rules set forth in this document.

By signing this policy and using a school provided Chromebook, students and their parents are consenting to allow any staff member to examine the Chromebook at any time for the purpose of verifying that the content and usage of the device is in compliance with this agreement. Students shall have no expectation of privacy while using school provided







technology. School personnel may examine the Chromebook and search it's contents if there is reason to believe that school policies, regulations, or guidelines have been violated.

Consequences of Misuse of Chrombook/Google Account

If a student fails to comply with these guidelines, the consequences stated in the Acceptable Use Policy and Student Handbook may apply. These may include loss of privilege, disciplinary action, legal action, and/or other appropriate measures.

Permission for District Google Account and Chromebook Usage
(use a separate sheet for each enrolled student)

I/We agree:

-  To use a school provided Chromebook during the school year
-  To comply with the rules and regulations in the guidelines of the Chromebook Policy, Acceptable Use Policy, and Student Handbook
-  That School Personnel may examine school assigned Chromebook and/or Google account at any time for the purpose of ensuring that the Chromebook and account are in compliance with this agreement.
-  That Golden Plains USD #316 is not responsible for damage or theft of assigned Chromebook
-  That Chromebook/Google Account privileges may be revoked at any time.
-  That this agreement can be modified by the school at any time and a new agreement would need to be signed.

Students and their parents/guardians must comply with all rules and regulations set forth I these guidelines and the Acceptable Use Policy. You are consenting to monitoring and verification of use, and the examination of the student's Chromebook as set forth in this document. The school retains the right to revoke District Google Accounts & Chromebook privileges based on any policy violation. In such cases, the parents will be informed and any consequences related to revocation are in addition to consequences related to the school's code of conduct.

Please sign and return to the MS/HS office.

Parent: I have read and understand the policy outlined above. I hereby give permission for my child to use his/her school Chromebook and/or have a district Google Apps for Education account. I understand that the school is not liable under any circumstances for the loss of or damage to my child's Chromebook. I also release the school and its employees from any and all claims and damages of any nature arising from my child's use of or inability to sue, their personal computing devices at school including, without limitation, the types of damages identified in the school's policies and administrative regulations.

Printed Name of Parent/Guardian: _____

Parent/

Guardian Signature: _____ Date: _____

Student: I understand that my District Google Account and my Chromebook use is not private and that the school may monitor my activity on my Chromebook at any time. The playing of games, music, personal communication, or other entertainment on my Google Account or my Chromebook is prohibited unless explicitly approved by a teacher for educational purposes. Electronic communications include e-mail, instant messaging, texting, chat, blogs, conversations via phone or video services, Facebook and other social networks. I understand that the purpose of having a District Google Account and a

Chromebook at school is education and that each teacher may choose to allow its use or not. I will abide by each teacher's decision.

I have read this policy and the Acceptable Use Policy and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access, including the privilege of using a Chromebook at school, and/or other appropriate disciplinary or legal action in accordance with the student code of conduct, Acceptable Use Policy, Student Handbook and applicable laws.

Name of Student: _____

Student Signature: _____ Date: _____

Registered Device:

To be completed by the school when registering student Chromebook:

Device Number: _____

Serial Number: _____