



# Dallastown Area School District

## *Chromebook Guide*

The policies, procedures, and information within this document apply to all Chromebook use at Dallastown Area School District

*(Revised August, 2015)*



## ***Program Goal***

The goal of the 1:1/ 1:World program at the Dallastown Area School District is to:

- ✓ Shape a new vision of teaching with embedded digital resources coupled with an evolving role of the teacher as facilitator of differentiated learning
- ✓ Engage students using personalized and relevant real-time content
- ✓ Use project-based, inquiry-based, and collaborative learning as primary instructional strategies
- ✓ Integrate global awareness and digital citizenship into daily activities
- ✓ Foster reflective practice using data and self-analysis

## ***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 that are installed on the machine itself. Chromebooks allow for efficient access to the resources used by our classrooms.

## ***Receiving Your Chromebook***

***Parents and Students must sign and return a Device Agreement BEFORE a Device will be permitted to take home.***

### ***Protection Plan***

In order to take the device home and off school property, students are required to purchase a \$25 annual protection plan. Under the plan, the District will cover a one-time replacement/repair cost of the device should it be damaged beyond what is covered by the manufacturer's warranty. After use of the initial protection plan, you may be offered the option of purchasing additional protection plans to cover further damages. Students will be responsible for the full cost of replacement if it is determined that damage has been caused by intentional abuse or misuse. The **initial** protection plan fee can be waived for students eligible for free or reduced lunch. Contact the building principal to request a waiver of the protection plan cost.

### ***Training***

Students will be provided with an overview of how to log in to the device and access education resources as part of their regular classroom instruction. Supporting resources will be available online for students to refer to when needed.

### ***Return***

While enrolled at DASD, 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. Any student who transfers, withdraws, or is expelled from DASD will be required to return his/her Chromebook and accessories upon termination of enrollment. The Chromebook and accessories must be in good working order when returned. If the Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full.

## ***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 Chromebook. Students are responsible for bringing their Chromebook 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 Chromebook.

If a student leaves the Chromebook at home, he/she is responsible for getting the coursework completed as if the Chromebook were present. If available, a classroom loaner may be issued to students who forget to bring their Chromebooks to school. However, students should NOT expect a loaner to be available.

### ***At Home***

Students may 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 Dallastown Area School District Acceptable Use Policy (815) and all rules of this Guide regardless of where they use their Chromebooks and regardless of the source of the Internet connection. All Chromebooks, regardless of physical location (in or out of school) and Internet connection, will have Internet activity filtered. Despite the filter, the District cannot guarantee that all controversial or inappropriate materials will be blocked.

### ***Sound***

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

### ***Printing***

**At School:** When possible, teachers will facilitate digital assignments. Printing will be available when necessary.

**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. Please see <http://support.google.com/cloudprint> for more details.

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

Students are encouraged to save files to their Google Drive account or Office 365 OneDrive. Saving to one of these cloud platforms will make the file accessible from any computer with internet access. Some files may be stored on the Chromebook's hard drive.

- ✓ 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 reported to the teacher.

### ***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 Chromebooks.
- ✓ Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
- ✓ Chromebooks should never be carried with the screen open.
- ✓ Students should never disassemble Chromebooks and attempt their own repairs.

### ***Cases***

- ✓ Store your charger in the pouch provided on the front of your protective case.
- ✓ Refrain from placing items in the protective case on top of the Chromebook.
- ✓ The district issued case should remain on the Chromebook whenever possible. The Chromebook may be used while in the case. Should the Chromebook have to be removed from the case for any reason (to use the camera front-facing, for example) the Chromebook should be returned to the case as soon as possible.
- ✓ 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***

- ✓ Chromebooks 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 Chromebooks at home.
- ✓ Students will be permitted to charge Chromebooks in the classroom, at the teacher's discretion.

### ***Screen Care***

The most commonly damaged feature of a Chromebook is the screen. 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 carry the Chromebook by its screen.
- ✓ 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.
- ✓ 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 a secure location. (Nothing should be placed on top of the Chromebook when stored in the locker)
- ✓ Chromebooks 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 a Chromebook be stored in unsupervised areas. Unsupervised areas might include the school grounds and campus, 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 main 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, content filters, or virus protection software.

### ***Virus Protection***

Because virus protection is built into 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). All Chromebooks, regardless of physical location (in or out of school) and Internet connection, will have Internet activity filtered. Despite the filter, the District cannot guarantee that all controversial or inappropriate materials will be blocked.

### ***Google Apps for Education & Office 365***

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. In addition, students may access their Office 365 portal which include Microsoft Office Web Apps, OneDrive and OneNote.

### ***Chrome Web Apps and Extensions***

The installation of Chrome web apps and extensions from the Education Chrome Web Store is centrally controlled. Installation of inappropriate material will result in disciplinary action.

### ***Personalizing Your Chromebook***

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Dallastown Area School District Acceptable Use Policy. Students are not permitted to decorate the exterior of their Chromebook and case

### ***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, other than as specifically provided by law. 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.

### ***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.

### ***Protection Plan***

In order to take the device home and off school property, students are required to purchase a \$25 annual protection plan. The protection plan will cover the cost of a one-time Chromebook repair or replacement in the event of accidental damage. This protection plan does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and/or abuse. Students eligible for free and reduced lunch may contact the building principal to request a waiver or reduced fee.

An additional protection plan may be purchased after a claim, but may be limited based on claim history. Claim history on loss, theft and damage will ultimately determine whether additional fees are necessary beyond the original \$25 protection plan purchase.

### **Replacement Costs *(with protection plan)***

<b>Cause of Damage</b>	<b>Full Replacement</b>	<b>Screen</b>	<b>Keyboard/ Touchpad</b>	<b>Battery Charger</b>	<b>Case Replacement</b>
Accidental	No Charge	No Charge	No Charge	No Charge	No Charge
Misuse	\$250.00	\$50.00	\$50.00	\$30.00	\$25.00

### ***Repair Procedures***

- ✓ Students who need to have their Chromebook repaired or replaced should make the teacher aware.
- ✓ Teachers will generate a helpdesk ticket and/or direct the student to the student help center
- ✓ Technology services will document the issue and determine if the Chromebook should be repaired or replaced.
- ✓ If repair is needed due to what appears to be malicious damage, the building administrator will be notified
- ✓ Students will be notified by e-mail when their Chromebook has been repaired. Repaired Chromebooks can be picked up at the school library.
- ✓ A repaired Chromebook may need to be restored to its original settings. Locally stored files may not be able to be recovered.

## ***Digital Citizenship***

District-issued Chromebooks should be used for educational purposes and students must adhere to the Dallastown Area School District Acceptable Use Policy as well as related policies and procedures at all times when using Chromebooks, on or off campus. Students are expected to understand and comply with this Guide and the Acceptable Use Policy at all times when using Chromebooks. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- ✓ **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.
- ✓ **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.
- ✓ **Respect Others** – Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people.
- ✓ **Protect Others** – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
- ✓ **Respect Intellectual Property** – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
- ✓ **Protect Intellectual Property** – Do not use pirated software or distribute music or media in a manner that violates license agreements.

## ***Related Documents***

*Attached Chromebook Agreement*

*Available on our district website @:* <http://www.dallastown.net/Page/6158>

- *DASD Acceptable Use Policy (815)*
- *DASD Mobile Technology Policy (815.1)*
- *DASD Social Media Policy (815.2)*
- *DASD Copyright Material (814)*
- *DASD Bullying/Cyberbullying (249)*