Chromebook Loan Procedures 2014-2015

AMS has been selected by the Edmonds School District to be one of the two schools piloting the use of chromebooks, and will be issuing a computer to every student at our school next year. This 1:1 model will allow our teaching staff to use technology and online resources in powerful new ways within classroom instruction and will further support collaboration between students. The procedures below are rather detailed since this is the first time that the district is assigning computers to individual students.

1. ## *Receiving Your Chromebook*

   Chromebook Distribution To Students—Any student in grades 7 or 8 enrolled at the start of school will be able to pick up their Chromebook on the fourth day of school. Any transfer/new student will be able to pick up their Chromebook from the Library as part of the registration process. Responsibility for the Chromebook begins at the time the student receives the device. ***Both the parent and the student must complete and sign the Chromebook Loan Agreement and Chromebook Damage/Loss Application forms prior to receiving the device.***

2. ## *Returning Your Chromebook*

   At the end of the school year, students will turn in their Chromebooks. If a student transfer out of or withdraws from Alderwood Middle, he/she must turn in their Chromebook in good working condition to the Library on their last day of attendance.

   Failure to turn in your assigned Chromebook in good working condition may result in the student being charged the full $450.00 replacement cost. The District may also file a report of stolen property with the local law enforcement agency. If it is not possible to pay this fine, school board administrative procedure 8440 R1 - Procedures for Student Fees, Fines and Charges will be followed.

3. *Taking Care of Your Chromebook*

   Students are responsible for the general care of the Chromebook they have been issued by the Edmonds School District. Students should never leave their Chromebooks unattended except locked in their hallway or PE locker.

   A) Repair
   Chromebooks that are broken or fail to work properly must be taken to the ***Tech Support Area in the Cafeteria*** during lunch so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.
   Chromebooks being repaired
   - Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the Tech Support Area.
   - A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.

- A member of the Tech Support Area will contact a student when his/her device is repaired and available to be picked up. The loaner should be turned back in at that time.

B) General Precautions
- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should not be used or stored near pets.

C) Carrying Chromebooks
- ***Always transport Chromebooks with care and in provided case***. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen
- Never carry Chromebooks with the screen open

D) Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screen is particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. papers, pens, pencils)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth (like for a cell phone).

E) Asset Tag / Label
- All Chromebooks will be labeled with a District asset tag/label.
- Asset tags are not to be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag/label or turning in a Chromebook without a District asset tag/label.

4. *Using Your Chromebook At School*

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

If a student does not bring his/her Chromebook to school, a loaner will not be issued and the student might not be able to complete their classrooms assignments.

Charging Chromebooks
- Chromebooks must be brought to school each day with a full charge.
- Students must charge their Chromebook at home every evening.
- There will be a limited number of charging stations available to students in the school.

Charging cords will not be available, so be sure you have yours in your case.

Backgrounds and Themes
- Students may alter the desktop background of their Chromebook with ***school-appropriate*** media.

Sound
- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teacher.
- Students should have their own personal set of headphones for sanitary reasons.

Printing
- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students will be able to print to selected school printers. They will be assigned a printing account and will be able to print some pages. Once this amount is exceeded, students can elect to pay a fee to the Front Office to increase their printing account.

Logging into a Chromebook
- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, except for their parents/guardians.

Managing and Saving Your Digital Work With a Chromebook
- The majority of student work will be stored in Internet/cloud based applications (Google Drive) and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- The school district will not be responsible for the loss of any student work.

5.   *Using Your Chromebook Outside of School*

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 Edmonds School District Administrative Procedure 7396 R-1 Electronic Information Systems (Network) Acceptable Use Procedures and Guidelines, and all other guidelines in this document wherever they use their school-issued Chromebooks.

6. Operating System and Security

Students <u>may not </u>use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school district.

<u>Updates</u>

- The Chromebook operation system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

<u>Virus Protection</u>

- There is no need for additional virus protection, as this is built into Chrome OS.

7. Content Filter

The school 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) will have all Internet activity protected and monitored by the school district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, student needs to contact their teachers to request the site be unblocked. From time to time there may be errors in the filtering system where sites appropriate sites get blocked or inappropriate sites don't.

- Students may not use any method to bypass the filtering system.
    - Parental supervision is strongly recommended
    - If an inappropriate site is encountered, it should be reported to the District.

8. Software

<u>Google Apps for Education</u>

- Chromebooks integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms and Email.
- All work is stored in the cloud.
- This is a different version of Google Apps than what is available to the general public.There are no advertisements. Google does not scan the contents for marketing purposes. Students have 30 GB of file storage.
- Students will be able to send and received email messages from anyone. Teachers will have access to read all email messages that students send and receive.

If parents want to monitor the contents of their students email and files, they should ask their student to share with them their username and password.

<u>Chrome Web Apps and Extensions</u>

- Students are allowed install Chrome web apps from the Chrome Web Store.
- Some web apps will be available to use when the Chromebook is not connected to the Internet. (e.g. graphing calculator)

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9. Chromebook Identification

Records: The school district will maintain an inventory of all Chromebooks that includes the serial number, asset label ID, student name, and student ID number for each device
Users: Each student will be assigned the same Chromebook for the duration of his/her time at Alderwood MIddle School.

10. Repairing / Replacing Your Chromebook

All Chromebooks in need of repair should be brought to the Tech Support Area in the Cafeteria during lunch.

- The District will repair or replace damaged equipment resulting from normal use at no cost to the student/parent.

- If the parent/guardian elected to participate in the voluntary Chromebook Damage/Loss program, accidental damage or vandalism repairs will be done at no cost to the student/parent. All other breakages such as through user negligence will be the responsibility of the student/parent to pay for.

- The District will make its best attempt to purchase replacement parts at the best possible price.
- All repair work must be reported to the Tech Support Area.
- District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

Estimated Costs (subject to change)

 The following are estimated costs of the Chromebook parts and replacement:

- Total replacement of Chromebook--$ 407.00
- Replacing Screen--$ 163.00
- Replacing Keyboard/touchpad--$104.00
- Replacing Power cord--$ 54.00
- Replacing Battery --$180.00
- Replacing carrying case — $45.00

11. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school district. By using a school-issued Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software
Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student-issued Chromebooks.

12. Appropriate Uses and Digital Citizenship

As a reminder, as stated in School Board Policy 7396 Electronic Information Systems (Network), school-issued Chromebooks should be used for educational purposes. 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.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information.

6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.