

## **Monroe County Schools Chromebook Guidelines for Students and Parents (draft)**

*This document provides detailed information to parents and students about how to care for the technology being entrusted to them.*

### **1. Receiving a Chromebook a. Parent Signature**

Parents are expected to sign the One to One Technology Responsible Use Policy during the online registration process and prior to the student receiving a MC-issued device.

### **b. Returning Student Distribution**

Students and the parents of students who are receiving a MONROE COUNTY SCHOOLS device for the first time will attend a meeting/device distribution on one of the following dates:

- i. To Be Announced

### **c. Transfer/New Student Distribution**

All transfers/new students will be able to pick up their Chromebooks from IT Office.

### **2. Returning the Chromebook**

#### **a. End of Year**

At the end of the school year, students will turn in their Chromebooks, and charger. Failure to turn in a Chromebook and charger will result in the student being charged the full replacement cost of these items. The County may also file a report of stolen property with the local law enforcement agency.

#### **b. Transferring/Withdrawing Students**

Students that transfer out of or withdraw from MONROE COUNTY SCHOOLS must turn in their Chromebook and charger to the principal's office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost for each missing asset (chromebook, charger, case). Unpaid fines and fees of students leaving MONROE COUNTY SCHOOLS may be turned over to a collection agency. MONROE COUNTY SCHOOLS may also file a report of stolen property with the local law enforcement agency.

### **3. Taking Care of the Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the school. Students with Chromebooks that are broken or fail to work properly must take the device to IT Office as soon as possible so that they can be taken care of properly. County-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except when locked in their hallway locker.

#### **a. General Precautions**

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into appropriate port on the Chromebooks.
- Chromebooks should not be used or stored near pets.
- 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 never be loaned to another student or individual during the school day or otherwise.
- If you leave your device in your vehicle, the vehicle should be locked and the device placed out of sight.

#### **b. Carrying Chromebooks**

- Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
- Students should hold the Chromebooks (cover closed) with two hands if they need to carry the Chromebook anywhere inside or outside of the classroom during instructional time.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

### c. Opening the Chromebook

- Open the Chromebook only when it is resting on a flat surface such as a table or desk.
- To open the Chromebook, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position. (Figure 1. Opening a Chromebook.)
- The hinge of the screen will only allow the screen to be open to a slight angle. Do not attempt to open the screen beyond this stopping point as the screen will break if forced.

### d. Closing the Chromebook

- Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device. Obstacles on the keyboard could cause broken screens or damaged hinges.
- Close the screen only when the Chromebook is resting on a flat surface such as a table or desk.
- Close the Chromebook using two hands--one at either corner of the screen (Figure 2. Closing a Chromebook.) Close the screen gently.

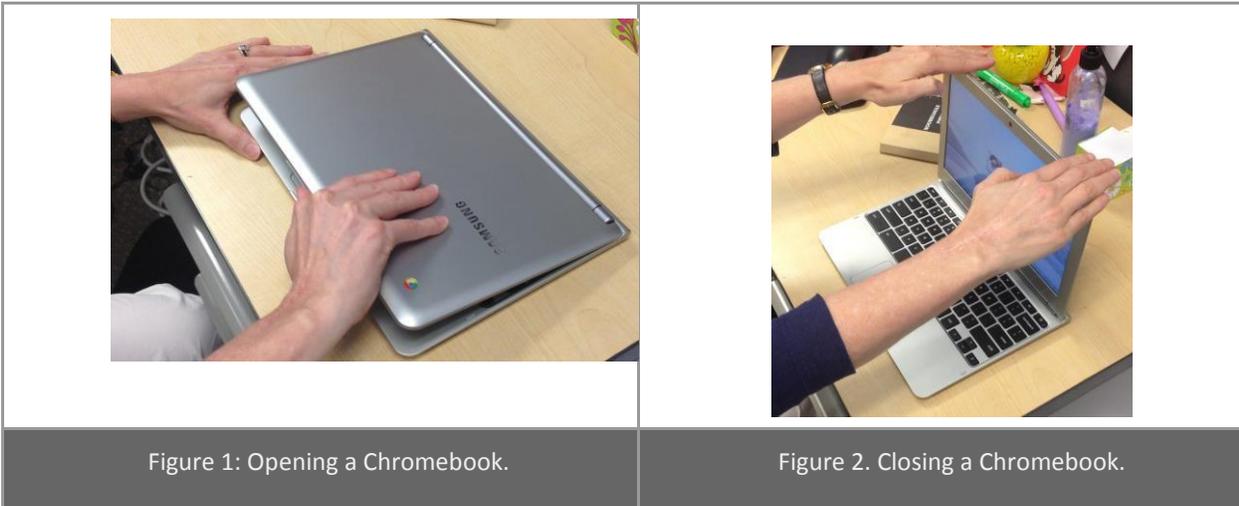


Figure 1: Opening a Chromebook.

Figure 2. Closing a Chromebook.

### e. Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are 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.
  - 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 (e.g. pens, pencils, or disks).
  - Never lift the Chromebook by the screen.
  - Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- f. Asset Tags**
- All Chromebooks will be labeled with a MONROE COUNTY SCHOOLS asset tag.
  - MONROE COUNTY SCHOOLS Asset tags may not 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 MONROE COUNTY SCHOOLS asset tag or turning in a Chromebook without a MONROE COUNTY SCHOOLS asset tag and/ or disciplinary action...

### g. Chromebook Cases

Carrying cases for the Chromebooks will not be issued and are not mandatory. Students do have the option of purchasing a carrying case for their device that they will be allowed to carry during the day in the hallways and classrooms. The carrying case must be the appropriate size for the device. Oversized laptop cases will not be allowed. For the Chromebooks, the carrying case can be no larger than 11"X 14" and no more than 3" thick. Appropriate size carrying cases will be available for purchase at your school location.

#### 4. Using Chromebooks a. Media

- Inappropriate media (pictures, music, movies, etc.) may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- Inappropriate media (images, videos, etc.) may not be stored on or accessed on the Chromebook. The presence of such media will result in disciplinary action.

#### b. Audio

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones or earbuds may be used at the discretion of the teachers.
- Students will be required to provide their own personal headphones and/or ear buds (for sanitary reasons) and are expected to bring them every day.

#### c. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Student work should be stored in an Internet/cloud application, students will print directly from their Chromebooks at school to designated printers or students may log into a print station to print their work in the computer labs. Students are only to print content related to school assignments. If a student is caught printing material that is not school related will have their print capability turned off.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

#### d. Network Access and Security

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

#### e. Managing and Saving Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and from most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media (although many cloud-based applications, including Google Docs, automatically save work).
- The county will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

#### 5. Student Responsibilities a. Following Classroom Guidelines

Students are responsible for following school and classroom specific guidelines and expectations for use. This means following instructions, guidance, and protocols regarding when and how to use the technology in the instructional setting.

#### b. Bringing the Chromebook to school

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

#### c. If a student does not bring his/her Chromebook to school

- Not having the device in class will be treated the same as if a student did not bring his textbook or homework to class.
- Students should indicate to their teacher that they do not have a Chromebook with them.
- Teachers may direct the student who has forgotten the Chromebook to seek the assistance of another student to view information.

#### **d. Chromebooks being repaired**

- Loaner Chromebooks may be issued to students when their school-issued Chromebook is being repaired in the IT office.
- A student borrowing a Chromebook must check out the loaner device and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home at the discretion of the MONROE COUNTY SCHOOLS technology department. (Students will receive an e-mail notice when their computer is ready. The loaned computer must be turned in to receive their Chromebook.)
- Loaner devices must be treated with the same respect as any other device as outlined in this document.

#### **e. Charging Chromebooks**

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- Charging will not be available in the classrooms. An uncharged Chromebook will be treated the same as a missing textbook or homework.

#### **f. Using a Chromebook Outside of School**

- Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi 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 *Monroe County Schools Acceptable Use Policy* Administrative Procedures, the Chromebook agreement, and all other guidelines in this document wherever they use their Chromebooks.

### **6. Operating System and Security**

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the county.

#### **a. Updates**

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

#### **b. Virus Protection**

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

### **7. Content Filter**

The county utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks will have all Internet access provided by the county filtered, protected and monitored by the county. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

### **8. Software a. Google Apps for Education**

- Chromebooks seamlessly integrate with the Google Apps for Education (GAFE) suite of productivity and collaboration tools. This includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

#### **b. Chrome Web Apps and Extensions**

- Students will have the ability to download only school approved apps and extensions from the Chrome Web Store.
- Students may be asked to download apps or extensions as part of class work. Students are expected to follow instructions and be prepared for class by having apps or extensions that have been indicated by their teachers.
- Some web apps or extensions will be available to use when the Chromebook is not connected to the Internet.
- Apps are also subject to internet filtering.

## 9. Chromebook Identification

- a. The county will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device. Chromebooks will be checked in and out to the students in a very similar way to when library books are checked in and out.
- b. Each student will be assigned the same Chromebook for the duration of his/her time at MONROE COUNTY SCHOOLS. *Take good care of it!*

## 10. Repairing/Replacing Chromebooks

- a. All Chromebooks in need of repair must be brought to IT Office as soon as possible.
- b. Student technology assistants working in the Chromebook support area may analyze and fix the problems they can and escalate the issues they cannot fix to the Technology Department.
- c. **Vendor Warranty**
  - Chromebooks include a one year hardware warranty from the vendor.
  - The vendor warrants the Chromebook from defects in materials and workmanship.
  - The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
  - The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

## 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 county-related or personal purposes, other than as specifically provided by law. The County 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 County. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

### Chromebook Resources

[Google for Education](#)

[52 Tips and Tricks for Students for Google Docs](#)

[What is a Chromebook?](#)

[100 Best Chromebook Tips, Tricks and Time Savers](#)