

CHROMEBOOK 1:1 POLICY & PROCEDURES

The mission of the 1:1 program at Clinton Prairie is to create a collaborative learning environment for all learners. This environment will facilitate the transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Clinton Prairie strives to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school.

1. Receiving Your Chromebook

a. Parent/Guardian Orientation: All parents/guardians are required to attend an orientation and sign the Clinton Prairie Chromebook Agreement before a Chromebook can be issued to their student. Orientations will be held multiple times each summer and during registration.

b. Student Distribution: Students will receive their Chromebooks and case during school. Students must sign the Clinton Prairie Chromebook Agreement at the time they receive their Chromebooks.

c. Transfer/New Student Distribution: All transfer/new students will participate in a school orientation and will be able to pick up their Chromebooks within 3 days of enrolling. Both students and their parents/guardians must sign the Clinton Prairie Chromebook Agreement prior to picking up their Chromebook.

2. Returning Your Chromebook

a. End of the Year: At the end of the school year, graduating students will turn in their Chromebook unless they are participating in a summer class that requires use of the device. Failure to turn in the Chromebook will result in the student being charged the full \$350.00 replacement cost. The Corporation may also file a report of stolen property with local law enforcement.

b. Transferring/Withdrawing Students: Students who transfer out of or withdraw from Clinton Prairie must turn in their Chromebook on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$350 replacement cost. Unpaid fines and fees of students leaving Clinton Prairie may be turned over to a collection agency. Clinton Prairie may also file a report of stolen property with local law enforcement.

3. 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 Tech Support (TS) Office at Clinton Prairie as soon as possible so that they can be taken care of properly. Corporation-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 locked in their school locker.

a. General Precautions

i. No food or drink should be next to Chromebooks.

ii. Cords, cables and removable storage devices must be inserted carefully into Chromebooks.

iii. Chromebooks should not be used or stored near pets.

- iv. Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- v. Chromebooks must remain free of any writing, drawing, stickers, and labels.
- vi. Heavy objects should never be placed on top of Chromebooks

b. Case

- i. Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- ii. 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.

c. 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.

- i. Do not put pressure on the top of a Chromebook when it is closed.
- ii. Do not pick up or carry the Chromebook by the screen.
- iii. Do not store a Chromebook with the screen open.
- iv. Do not place anything in the protective case that will press against the cover.
- v. Make sure there is nothing on the keyboard before closing the lid.
- vi. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- vii. Do not use any liquid cleaner on the screen or keyboard.

d. Asset Tags

- i. All Chromebooks will be labeled with a Clinton Prairie asset tag that may not be modified or tampered with in any way.
- ii. Students may be charged up to the full replacement cost of a Chromebook for tampering with a Clinton Prairie asset tag or turning in a Chromebook without a Clinton Prairie asset tag. If the student notices the asset tag is becoming unreadable, he/she should take it to the TS office to get a new tag applied.

4. Using Your Chromebook At 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.

a. Charging Chromebooks

- i. Chromebooks must be brought to school each day with a full charge.
- ii. Students should charge their Chromebooks at home every night.

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

- i. A student may stop in the TS office and check out a loaner for the day, if available.
- ii. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- iii. The TS office will document the issue of all loaners. Any student who fails to bring the Chromebook to school more than once will be reported to the principal's office
- iv. The principal will treat such occurrences as a second or third tardy, which may result in disciplinary action.
- v. The student will return the borrowed device to the TS office before 3:15 pm of the same day of use.
- vi. If a loaner is not turned in by 3:15 pm, the TS office will

submit a report to the principal's office, and the principal will work on retrieving the loaner.

c. Chromebooks being repaired

- i. Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the TS office.
- ii. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- iii. Chromebooks on loan to students having their devices repaired may be taken home.
- iv. A member of the TS office will contact students when their devices are repaired and available to be picked up.

d. Backgrounds and Themes: Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

e. Sound

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

f. Printing

- i. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- ii. Students can install a home printer by following provided instructions.

g. Logging into a Chromebook

- i. Students will log into their Chromebooks using their school-issued Google email address.
- ii. Students should never share their account passwords with others, unless requested by an administrator.

h. Managing and Saving Your Digital Work With a Chromebook

- i. The majority of student work will be stored in their Google Drive and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- ii. Some files may be stored on the Chromebook's hard drive, but this is not a recommended practice.
- iii. Students should always remember to save frequently when working on digital media.
- iv. The corporation will not be responsible for the loss of any student work.
- v. 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. Using Your 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 Clinton Prairie Acceptable Use Policy, administrative procedures, 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 district.

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; therefore, there is no need for additional virus protection.

7. Content Filter: The corporation 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 corporation. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

8. Chromebook Identification

a. Records: The corporation 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.

b. Users: Each student will be assigned the same Chromebook for the duration of his/her time at Clinton Prairie. Take good care of it!

9. Repairing/Replacing Your Chromebook: All Chromebooks in need of repair must be brought to the TS office as soon as possible. The TS personnel will analyze and fix the problems they can and take the necessary steps on issues they cannot fix.

10. 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 education or personal purposes, other than as specifically provided by law. The Corporation 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 Corporation. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

a. 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 Chromebooks.

11. Repair or Replace Parts: The school will repair or replace damaged equipment resulting from normal use. The student should expect to be charged for damage outside the normal use of the device. The cost of all other breakages will be the responsibility of the student. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student’s responsibility and will result in the student being charged the full \$350.00 replacement cost to purchase a new device.