

# Laurel Highlands School District

## 1:1 Chromebook Procedures



The mission of the 1:1 Chromebook program for the Laurel Highlands School District is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible, lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge.

### **Device Purpose**

The Laurel Highlands School District is supplying students with a Chromebook device. This device is property of Laurel Highlands School District. The supplied device will provide each student access to educational materials needed for each student to be successful. The Chromebook allows student access to Google's G Suite for Education and other educational web based tools. ***The supplied device is an educational tool not intended for gaming, social networking or high end computing.***

Keep for your records.

# **Table of Contents**

1. RECEIVING YOUR LHSD CHROMEBOOK:	Page 3
2. RETURNING YOUR LHSD CHROMEBOOK:	Page 3
3. TAKING CARE OF YOUR CHROMEBOOK:	Page 3
4. USING YOUR CHROMEBOOK AT SCHOOL:	Page 4
5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK:	Page 5
6. OPERATING SYSTEM ON YOUR CHROMEBOOK:	Page 6
7. ACCEPTABLE USE GUIDELINES:	Page 6
8. PROTECTING AND STORING YOUR CHROMEBOOK:	Page 7
9. REPAIRING/REPLACING YOUR CHROMEBOOK:	Page 8
10. NEW STUDENTS	Page 8
11. CHROMEBOOK FAQs:	Page 8

## 1. **RECEIVING YOUR CHROMEBOOK:**

### **District Owned/Issued Chromebooks**

- Chromebooks have been distributed to all students currently in grades 6-12. Any new student entering grade 6 and or new to the district will be assigned a device during the first week of the new school year. Parents/Guardians and students are required to review the District provided information on our website, read, and sign the Chromebook Agreement before the device will be issued to their child. This handbook outlines the procedures and policies for student use and guidelines for students and families to protect the device issued by the Laurel Highlands School District. Chromebooks may be collected at the end of each school year.

## 2. **RETURNING YOUR CHROMEBOOK:**

All district owned Chromebooks must be returned following the guidelines in their respective school buildings.

- **Students leaving the District prior to the end of the school year and/or seniors must return district owned Chromebooks to the Library/Media Center in your building.**
- Any Chromebook not returned at the end of the year or when the student is no longer enrolled (including outside locations other than high school or middle school) will be considered stolen property and law enforcement agencies will be notified.
- Chromebooks will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear with a district identified checklist.

## 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 submitted to the Library/Media Center designee within your school. Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance. The District will not issue reimbursements for outside repair services. Failure to comply may result in additional fees.**

### **3a: General Guidelines**

- Chromebooks must have a Laurel Highlands School District label on them at all times and this tag must not be removed or altered in any way.
- No food or drink should ever be near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Vents CANNOT be covered.
- Chromebooks should never be left in a car for a long period of time or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- Use of Chromebook must comply with the highest standards of personal integrity and character.

- Use of Chromebook outside of these parameters may be subject to district and/or criminal codes of conduct.

### **3b: Carrying Chromebooks**

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Case use is suggested when transporting the Chromebook to and from school and from classroom to classroom. Cases will not be provided by the District but may be purchased from many retailers.

### **3c: Screen Care**

Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Do not place the device near magnets or anything with high electric current.
- Dust the screen with a soft, dry microfiber cloth or anti static cloth. If a more thorough screen cleaning is required, use a clean, water dampened microfiber cloth. Do not use any type of cleaning solvent on your Chromebook.

## **4. USING YOUR CHROMEBOOK AT SCHOOL**

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their class teacher.
- Teachers will have procedures in place regarding appropriate Chromebook use in their classrooms, as well as instructions regarding times when Chromebook use is not permitted.
- Chromebooks should not be left unattended.

### **4a: Chromebooks Left at Home**

- If students leave their Chromebook at home, they may report to the office to call their parent/guardian to bring it to school. This should occur before the school day starts or on lunch time to reduce distractions during the school day.
- If unable to contact parents or guardian to bring the device to school, the student may use the desktop computers in the classroom (if available). If no extra computers are available, the student may not be able to use a computer that day and must comply with teacher specific classroom procedures for completion of assignments.
- Repeat violations of this policy may result in disciplinary action.

**4b: Chromebooks Needing Repair**

- Chromebooks needing repair will need to be given to Library/Media Center staff for assessment. Depending on the severity of the issue, a replacement device may be issued right away. All repairs will be handled by District IT Staff.
- Students and families should **never attempt to fix a broken Chromebook nor should they have anyone else attempt to fix their Chromebook.**

**4c: Charging your Chromebook**

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Do not leave your Chromebook unattended.

**4d: Passwords and Background Images**

- Take care to protect your password. Do not share your password.
- Password resets can be facilitated by Library/Media Center staff.
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, pictures or anything else deemed inappropriate by Laurel Highlands School District staff will result in disciplinary actions.

**4e: Audio Restrictions**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher but will not be provided by Laurel Highlands School District. Students are encouraged to purchase a pair of headphones/earbuds for personal use.

**4f: Printing from your Chromebook**

- Laurel Highlands School District encourages the digital exchange of information by sharing and/or emailing communication and assignments.
- Printing from the Chromebooks will not be available and is unnecessary because of the document sharing capabilities utilizing the Google platform .
- Printing will still be available from District desktop computers in the buildings if needed.

**4g: Account Access**

- Students will only be able to login using their \_\_\_\_\_@lhsd.org account.
- To ensure the safety of your Google account, students must log out of their Chromebook when not in use. Students should also log out of their Google account on other devices when not in use.
- Account login information can be supplied to a student by the Library/Media Center staff.

## **5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK**

- Google's G Suite for Education is a collection of products which includes Gmail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that allows

students to create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files, in the cloud.

- With a wireless Internet connection, you can access your documents and files from any Chromebook or device, anywhere, at any time.
- All items will be stored online in the Google Cloud environment.
- Prior to leaving the district, or graduating, students that want to save any work need to use Google Takeout to transfer any work to a personal Gmail account. All accounts will be deleted by June 30th.

## **6. OPERATING SYSTEM ON YOUR CHROMEBOOK**

Chromebooks run a modified version of the Chrome browser. It connects to web resources, apps and extensions provided on the internet. It does not run Microsoft/Windows application software or Mac application software.

### **6a: Updating your Chromebook**

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. It is important to shut down (poweroff) your chromebook daily so that your chromebook receives the important updates. Closing the lid of the chromebook only puts the chromebook to sleep and will not allow the updates to the chromebook.

### **6b: Virus Protections & Additional Software**

- The Chromebook is built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there's no need to worry about lost homework.

### **6c: Procedures for Restoring your Chromebook**

- If your Chromebook needs technical support for the operating system then it needs to be submitted to the Library/Media Center so a repair ticket can be created.

## **7. ACCEPTABLE USE GUIDELINES**

### **7a: General Guidelines**

- The District's Internet Access and Network Resources Student Acceptable Use Policy applies to all student use of Chromebook devices.

### **7b: Google's G Suite for Education Account**

The Laurel Highlands School District wants students to be interested and excited in learning and for parents to be involved with their student's education. Please feel free to discuss with your child's teachers how Google's G Suite apps will be used in the classroom.

#### **Google Privacy Notice:**

*G Suite for Education accounts (including Gmail) will be given to all students in the Laurel Highlands School District. The only identifiable information provided to Google will be the student's name and the district provided email address. Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising*

*purposes. Additional Services require parental consent for students under the age of 13. In order to comply with the Children's Online Privacy Protection Act (COPPA), we must also provide a process for opting out of these services. If you feel it would be best for your child not to utilize these tools, please contact your child's school to request information on opting out.*

### **7c: Consequences**

- The student, in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use.
- Noncompliance with the policies of this document may result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

### **7d: At Home Use**

- The use of Chromebooks at home is encouraged for grades.
- Chromebook care at home is as important as in school; please refer to the care section.

## **8. PROTECTING & STORING YOUR CHROMEBOOK**

### **8a: Chromebook Identification**

Student Chromebooks will be labeled and recorded by the school. Chromebooks can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password
- MAC address of the Chromebook

### **8b: Account Security**

- Students are required to use their @lhsd.org domain user ID and password to protect their accounts and are required to keep that password confidential.

### **8c: Storing Your Chromebook**

- When students are in school and are not using their Chromebook, they should store them in a secure manner.
- Nothing should be placed on top of the Chromebook when stored in a locker.
- Students in grades 6-12 are expected to take their Chromebooks home every day after school, regardless of whether or not they are needed for homework and charging purposes.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and to prevent temperature related issues.

### **8d: Chromebooks left in Unsupervised Areas**

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, locker rooms, media center, unlocked classrooms, on top of lockers, restrooms and hallways.
- Any Chromebook left in these areas is in danger of being lost, stolen, or damaged.

- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff and taken to the Library/Media Center in the building. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

## **9. REPAIRING/REPLACING YOUR CHROMEBOOK**

LHSD Grades 6 -12 students should submit Chromebooks that need repair to your building's Library/Media Center Staff. Media Center Staff should be notified of any damage or issue to a student's Chromebook and submit a repair ticket. Examples of charges for Chromebook Repair are shown below.

Students and student families will be responsible for all damages to their district issued Chromebook. If a device is lost or stolen the student and student's family will be responsible to replace the Chromebook. Optional **Technology Protection Plan** is available through the district at a cost of **\$40** (non-refundable) for a one time replacement/repair. Once used, the **Technology Protection Plan** must be purchased again, at the cost of \$50 to cover the Chromebook. All Chromebook and parts are covered by accidental damage including battery, internal and external components, power cord, adapter, screen, external buttons, parts, and labor. Intentional damage is not covered by this Technology Protection Plan. Additional damage may result in disciplinary action.

**Examples of charges for Chromebook Repair (These are estimates and costs are subject to change according to current replacement costs.)**

Replacement of damaged/lost Chromebook: \$300.00

Replacement of screen: \$100.00

Replacement of keyboard/touchpad: \$75.00

Replacement power cord: \$40.00

## **10. NEW STUDENTS**

New students in grade 6, will report to the middle school's Library/Media Center Staff to begin the process for receiving a chromebook. All documentation and information will be shared with both the new student and the legal parents/guardians

## **11. CHROMEBOOK FAQ's**

### **Q. What is a Chromebook?**

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all day battery life, lightweight and built-in ability to connect to WiFi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers."

### **Q. What kind of software does a Chromebook operate?**

A. "Chromebooks run millions of web based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing



them instantly from the Chrome Web Store.”

**Q. How are these web based applications managed?**

A. Each Chromebook we provide to students will be a managed device. Members of Laurel Highlands School District's Technology Department will maintain devices through our G Suite for Education domain. As such, the school can preinstall web applications as well as block specific web applications from a centralized management console.

**Q. What devices can I connect to a Chromebook?**

A. Chromebooks can connect to:

- USB Mice and keyboards
- USB storage and SD cards
- Headsets, microphones, and earbuds

**Q. Can the Chromebook be used anywhere at any time?**

A. Yes, as long as you have a Wi-Fi signal to access the web. The Chromebook does offer the ability through some Apps for users to work in an "offline" mode if Wi-Fi is unavailable.

**Q. Will our Chromebook have 4G?**

A. No. The district Chromebooks will not have 4G/5G broadband.

**Q. Do Chromebooks come with Internet Filtering?**

A. Yes, the Chromebooks are subject internet filtering by district policy. While used in school, the Laurel Highlands School District will be filtering internet access using the district's web filter.

**Q. Is there antivirus built into it?**

A. It is not necessary to have antivirus software on Chromebooks. The Chromebook operating system is implemented in such a way that it cannot be compromised.

**Q. Battery life?**

A. Chromebooks have a rated battery life of 8 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

*For more information, visit [www.lhsd.org](http://www.lhsd.org)*