



# **SCHOOL DISTRICT OF PHILLIPS**

## **1:1 Chromebook Handbook**

### **2022-2023**

Revised 8/15/2022

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#### **CHROMEBOOK POLICY HANDBOOK**

##### **1:1 Chromebook Program ~ 2022-2023 School Year**

The School District of Phillips is dedicated to creating a collaborative learning environment for all learners. Through a 1:1 learning environment, students and teachers will be able to implement transformative uses of technology and enhance student engagement with content. The mission remains to inspire and empower all students to reach their greatest potential.

Our students will transition from consumers of information to creative producers and owners of knowledge. To prepare teachers, our district will provide professional staff development opportunities for staff to gain knowledge of 1:1 implementation in the classrooms. This program enhances classroom environments by providing high-quality instruction, assessment and learning through the integration of technology and curriculum.

Technology immersion enables teachers to continue to be a vital role by transforming the teacher from a director of learning to a facilitator of learning. The Board of Education, district staff and community members all play a key role in the development of effective and high quality educational experiences.

This handbook is a work in progress and will be modified accordingly as we roll out the 1:1 Chromebook Program.

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## 1. RECEIVING YOUR COMPUTER

Parents/Guardians and student MUST sign and return the SDP Chromebook Agreement document before the Chromebook will be issued to their child. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook Investment for the School District of Phillips. Chromebooks will be collected at the end of each school year. High school students may take their Chromebooks home while the middle school students will leave their Chromebooks in the classroom.

ALL students will be required to have a Chromebook at school every day. High school students will be allowed to take their Chromebook home each day.

The school was able to secure insurance to assure students are responsible in caring for their Chromebook. Each student in grades 6-12 will be encouraged to pay a \$25 insurance fee. This insurance fee will cover the repair of the Chromebook in the event of damage or issues that arise, with the exception of intentional or completely negligent actions. During the pilot program last year we had some issues with damaged Chromebooks and determining if the student or school would be responsible to pay; this insurance policy should streamline these situations.

- a. Student Chromebooks
  - i. Chromebooks from the District, even though they are assigned to specific students, do not rescind the District's right to inspect the Chromebook at any time while on school property.
- b. Common Replacement Charges (not included in insurance fee):
  - i. Power Adapter/Cord: \$30.00
  - ii. Optional Item: Carrying Case \$15-20 estimated cost

## 2. RETURNING YOUR CHROMEBOOK:

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

- **Students leaving the district must return district owned Chromebooks to an ADULT at Chromebook Central Desk located in the 6-12 IMC.**
- Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.

## 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 Chromebook Central as soon as possible so that they can be taken care of properly. ***Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance OR try to fix them yourself.***

- a. General Precautions
  - iii. No food or drink is allowed next to your Chromebook.
  - iv. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
  - v. Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
  - vi. **Students should never carry their Chromebook while the screen is open.**
  - vii. Vents **SHOULD NOT** be covered.

- viii. Chromebooks must have a School District of Phillips **AV tag on them at all times. This tag must not be removed or altered in any way. If tag is removed, disciplinary action will result.**
- ix. Chromebooks should never be left in a car or any unsupervised area.
- x. High School students are responsible for bringing adequately charged Chromebooks to school each day. Do not bring chargers to school with you.
- xi. Students are not allowed to personalize the school issued Chromebook.
- xii. Students are not allowed to place decorations (stickers, markers, writing etc) on the Chromebook.

c. Carrying Chromebooks

- i. Chromebook lids should always be closed and tightly secured when moving.
- ii. Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- iii. Case use is encouraged for high school students.
- iv. Cases and mice may be available for purchase at school, or you may purchase your own outside of school.

d. Screen Care

**The 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 top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- 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 (pens, pencils, disks, etc.)
- Clean the screen with a soft, dry microfiber or anti-static cloth.

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.
  - High school students must be responsible to bring their Chromebooks to all classes, **unless specifically advised not to do so by their teacher.**
  - **Middle school students will use the same numbered Chromebook in each classroom.**
- a. Chromebooks left at home
- i. Students will have the opportunity to use a replacement Chromebook from Chromebook Central if one is available.
  - ii. Repeat violations of this policy may result in disciplinary action. If a student repeatedly (3 or more times as determined by Chromebook Central) leaves the Chromebook at home, the student will be required to “checkout” the Chromebook from Chromebook Central every day for three weeks.

- iii. High school option: students may leave their Chromebooks at Chromebook Central if they do not want or need to take it home. Their Chromebook would be put into a charging cart overnight.
  - b. High School Chromebooks under repair
    - i. Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair at Chromebook Central.
    - ii. Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if lost or stolen.
  - c. High School Charging your Chromebook
    - i. Chromebooks must be brought to school each day adequately charged.
    - ii. Students need to charge their Chromebooks each evening at home.
    - iii. Do not bring your chargers to school.
    - iv. Repeat violations of this policy may result in disciplinary action.
  - d. Backgrounds and Password
    - i. Inappropriate media may not be used as a screensaver or background.
    - ii. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
    - iii. Take care to protect your password. Do not share your password.
  - e. Sound
    - i. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
    - ii. Headphones may be used at the discretion of the teacher.
  - f. Printing
    - i. Printing from Chromebooks will be enabled.
    - ii. Any printing for class will be governed by classroom teachers and staff.
    - iii. Printing at home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint/learn/>
  - g. Account Access
    - i. Students will only be able to login using the phillips.k12.wi.us account.
    - ii. Students should always use the Chromebook with their own account.
    - iii. Make sure you are not in guest mode or you will not be able to access your Chrome extensions.

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

- Google Docs is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your work.
- With a wireless internet connection, you can access your documents and files from any Chromebook, anywhere in the world.
- All items will be stored online in Google Cloud environment and on their Chromebooks.

## 6. OPERATING SYSTEM ON YOUR CHROMEBOOK

- a. Updating your Chromebook
  - i. When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging.
- b. Virus Protections & Additional Software
  - i. With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- c. Procedures for Restoring your Chromebook
  - i. If your Chromebook needs technical support for the operating system, all support will be handled by Chromebook Central.
- d. Software Installation
  - i. Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web.

## 7. ACCEPTABLE USE GUIDELINES

- a. General Guidelines
  - i. Student Handbook & Technology Policy, which can be found on the district website.
  - ii. Students will have access to available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the School District of Phillips.
  - iii. Students are responsible for their ethical and educational use of technology resources of the School District of Phillips.
  - iv. Access to the School District of Phillips technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Student Handbook & Technology Policy.
  - v. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material and Chromebook viruses.
  - vi. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook and other applicable school policies.
- b. Privacy and Safety
  - i. The Chromebook comes equipped with camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying them if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.
  - ii. Do not go into chat rooms or send chain letters without permission. If applicable, teacher may create discussion groups for communication among students for educational purposes.
  - iii. Do not open, use, or change files that do not belong to you.
  - iv. Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords or passwords of other people.

- v. Remember that storage is not guaranteed to be private or confidential as all Chromebooks are the property of the School District of Phillips.
  - vi. If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify a staff member.
- c. Legal Property
- i. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
  - ii. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
  - iii. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.
- d. E-mail Electronic Communication
- i. Always use appropriate and proper language in your communication.
  - ii. Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
  - iii. Do not send mass e-mails, chain letters or spam.
  - iv. E-mail & communications sent/received should be related to educational needs.
  - v. E-mail & communications are subject to inspection by the school at anytime.
- e. Consequences
- i. Students are responsible for the appropriate use of accounts and equipment issued to them.
  - ii. Non-compliance with the policies of this document or the Student Handbook & Technology Policy, will result in disciplinary action.
  - iii. 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.
  - iv. The district cooperates fully with local, state or federal officials in an investigation concerning or relating to violations of computer crime laws.
  - v. Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.
- f. High School At Home Use
- i. The use of Chromebooks at home is encouraged.
  - ii. Chromebook care at home is as important as in school, please refer to the care section.
  - iii. It is recommended that you transport your Chromebook in a case or protected backpack.
  - iv. School district supplied filtering will be applied when using devices outside of school district buildings.

## 8. PROTECTING & STORING YOUR CHROMEBOOK

- a. Chromebook Identification
- i. Student Chromebooks will be labeled in a manner specified by the school. Chromebooks can be identified in several ways:
    1. Record of district asset tag or serial number.

2. Individual user account name and password.
  - ii. Chromebooks are the responsibility of the student. This device will be yours for the duration of your time with our district. Take good care of it!
- b. Account Security
    - i. Students are required to use their phillips.k12.wi.us domain user ID and password to protect their account and are required to keep that password confidential.
  - c. High School Storing your Chromebook
    - i. When students are not using their Chromebook, they should store them in their locked locker.
    - ii. Nothing should be placed on top of the Chromebook when stored in the locker.
    - iii. Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
    - iv. Chromebooks should not be stored in vehicles at school or at home for security and temperature control measures.
  - d. Chromebooks left in unsupervised areas
    - i. Under no circumstances should Chromebooks be left in an unsupervised area.
    - ii. Unsupervised areas may include the school grounds and campus, the cafeteria, computer labs, locker rooms, IMC, unlocked classrooms, dressing rooms and hallways, but may be not limited to these areas.
    - iii. Any Chromebook left in these areas is in danger of being stolen.
    - iv. If an unsupervised Chromebook is found, bring to Chromebook Central immediately.
    - v. **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**
  - e. High School Storing Chromebooks at Extra-Curricular Events
    - i. Students are responsible for securely storing their Chromebook during extra-curricular events.

## 9. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the IMC through the Chromebook Central Desk. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by Chromebook Central Staff

## 10. 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 Wi-Fi 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.” (Google)

**Q: What kind of software does a Chromebook run?**

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.” (Google)

**Q: How are these web-based applications managed?**

A: Each Chromebook we provide to students will be a managed device. Members of the School District of Phillips IT department will maintain devices through our Google Apps for Education account. As such, the school can pre-install 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 Storage, mice and keyboards (See supported file systems)
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, ear sets, microphones

**Q: Can the Chromebook be used anywhere at anytime?**

A: Yes, as long as you have Wi-Fi signal to access the web. Soon Chrome will be releasing an update so users can work in an “offline” mode.

**Q: Will our Chromebook have 3G?**

A: No, the district Chromebooks will not have 3G broadband.

**Q: Do Chromebooks come with Internet Filtering Software?**

A: School issued student Chromebooks will receive a base-level of content filtering when being used at home or off-site. The district provides a completely cloud-based content filter for K-12 students that offers granular control for administrators, as well as a parent portal. The district’s content filter includes an industry-first cyberbullying and self-harm detection system built into our content filter. Any attempt to bypass our cloud-based content filter is a violation of our technology policy.

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

A: It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

**Q: Battery life?**

A: Chromebooks have a rated battery life of 8.5 hours. However, we expect that high school students charge them each evening to ensure maximum performance during the school day.

# School District of Phillips

## Technology Insurance Agreement

**TERMS:**

- You agree to pay \$25 for annual device rental/insurance premium per year.
- You will comply at all times with the 1:1 Chromebook Handbook and its guidelines as well as the Student Handbook and Technology Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Devices are assigned to a single individual and are not to be shared.

**TITLE:**

- Legal title to the technology is to the School District of Phillips and it shall remain in the school district. The student's right of possession and use is limited to and conditioned up full and complete compliance with this agreement and the 1:1 Technology Handbook

**LOSS OR DAMAGE:**

- If the property is stolen, a police report must be filed by the student or parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the school by the next school day after the occurrence. Fraudulent reporting of theft will be referred to the police for prosecution.

**REPOSSESSION:**

- Students not complying with all the terms of this Agreement and the 1:1 Technology Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence or other location of the technology to take possession.

**TERM OF AGREEMENT:**

- Your right to use and possession of the property terminates no longer than the last day of classes during the school year, unless earlier terminated by the School or upon student withdrawal from the School District of Phillips.

**APPROPRIATION:**

- Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

**Common Damage Cost (without rental/insurance fee):**

- Chromebook: \$299
- Power Adaptor/Cord: \$30
- Screen: \$100
- Touchpad: \$75

# School District of Phillips

## Student/Parent Technology Acceptable Use Agreement

- I will take good care of my Chromebook.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan my Chromebook out to other individuals
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night (high school only).
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook in ways that are appropriate for education.
- **I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.**
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of the School District of Phillips.
- I will follow the procedures outlined in the 1:1 Technology Handbook and the Student Handbook & Technology Policy at school as well as outside the school day.
- I will file a police report in case of theft or intentional damage.
- I will be responsible for all damage or loss caused by misuse or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items or lost are intentionally damaged.
- High School ~ I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Parent/Guardian Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

### Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by SDP Acceptable Use Policy Guidelines as stated in this document.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Guardian Agreement – please check one:

- I agree to pay the \$25 technology rental/insurance fee per device up to a maximum of \$50 per family.
- I waive the technology insurance fee per device, with the understanding that I will be liable for the full replacement cost.

In consideration of the privileges and opportunities afforded by the use of the SDP Chromebook, I hereby release the SDP and its agents from any and all claims of any nature arising from my child's use or inability to use the SDP technology and computer resources.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Be sure to include this signed Student/Parent Technology Acceptable Use Agreement,  
along with payment, in the envelope provided.**