

# **Freeman School District 33-1**

## **Chromebook Handbook**

The policies, procedures and information in this document apply to all Chromebooks used in the district. Teachers may set additional requirements for computer use in their classrooms.



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## 1. Chromebook Specifications

The Chromebooks issued to students are Lenovo N42 Chromebooks

14" HD (1366 x 768) touchscreen

Intel Celeron N3060 processor

4 GB RAM

32 GB eMMc

## 2. Chromebook care

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 Mr. Loofbourrow in room 22.

### a. General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebooks while the screen is open, unless directed to do so by a teacher.
- Chromebooks must never be left in a car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.

### b. Carrying Chromebooks

- Chromebooks should be carried carefully by hand or in a protective carrying case (not provided by the school).
- Avoid packing the Chromebook in a bag where heavy items will put pressure on the device.
- Always make sure the screen is closed before carrying a Chromebook.

### c. Screen Care

Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

## 3. Chromebook use at school

Chromebooks are intended for use at school each day. Students are expected to bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

### a. Chromebooks left at home

If students leave their Chromebook at home, they may be issued a device for the remainder of the school day per the technology coordinator's discretion. Repeat violations of this policy will result in disciplinary action.

### b. Chromebook repairs

When available, loaner Chromebooks will be issued to students when they leave their Chromebooks for repair with Mr. Loofbourrow.

### c. Loss of offsite privileges for disciplinary reasons

At the administration's discretion, a student's offsite privileges may be revoked. During the suspension of these privileges, the student's Chromebook may not be removed from school grounds. They must be checked in and out with Mr. Loofbourrow.

#### **d. Charging your Chromebook's battery**

Chromebooks must be brought to school each day with a fully charged battery. Students must remember to charge their Chromebooks each evening. Repeat violations of this policy will result in disciplinary action.

### **4. Managing files and saving work**

Chromebooks are designed to store information primarily in the cloud. When signed into the Chromebook with an active internet connection, students will have access to cloud storage tied to their K-12 account on both Google (Google Drive) and Microsoft (OneDrive) servers. Students will not be able to access their Z: drives on the school servers from their Chromebooks. Students who have existing data on their Z: drives that they would like to access can log into a desktop computer at school and upload the files/folders to one of the cloud storage drives, or copy the information to an external storage device (flash drive, external hard drive, etc.). The Chromebooks do have a limited amount of storage space for storing files locally for access when wireless internet connections are not available.

### **5. Software**

#### **a. Additional Software**

Students are not allowed to install additional software (extensions, apps, etc.) on their Chromebooks.

#### **b. Inspection**

Students may be selected at random to provide their Chromebook for inspection. Students may also be selected for inspection of their Chromebook if a staff member suspects that inappropriate material resides on the device or that the student has violated the Freeman School District 33-1 Acceptable Use Policy. There is no expectation of privacy when using your Chromebook.

### **6. Acceptable Use Policy**

Refer to Freeman School District 33-1's Acceptable Use Policy in the 19-20 Student Handbook, or on the Freeman School District 33-1 website at

[https://www.freeman.k12.sd.us/docs/district/policies/19-20\\_fsd\\_aup.pdf?id=3238](https://www.freeman.k12.sd.us/docs/district/policies/19-20_fsd_aup.pdf?id=3238)

### **7. Parental Responsibility**

- Parents will be responsible for monitoring student's use of the Chromebook at home.
- Parents will be responsible for reviewing the Acceptable Use Policy with their child(ren)/student(s).
- Parents are asked to monitor their student's activities on the Internet on a regular basis. Parents are responsible for overseeing their child's use of the Internet while at home.

### **8. Protecting and Storing your Chromebook**

#### **a. Chromebook Identification**

Chromebooks can be identified in the following ways:

- Record of serial number
- Computer name

- Individual user account name and password

### **b. Chromebook Storage**

When students are not using their Chromebooks, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the Chromebook at any time, including when stored in the locker. Students in grades 9 -12 are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should not be stored in a student's vehicle at school or at home.

### **c. Chromebooks left in unsupervised areas**

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, gymnasiums, cafeterias, computer labs, locker rooms, libraries, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. Unsupervised Chromebooks will be confiscated by staff and taken to the HS office. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

## **9. Chromebook repair or replacement**

### **a. Lenovo Warranty**

This coverage is purchased by Freeman School District 33-1 as part of the purchase price of the equipment. Lenovo warrants the Chromebooks from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair or replace the Chromebook. The Lenovo warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all tablet problems to Mr. Loofbourrow in room 22.

### **b. Lenovo Accidental Damage Protection**

Freeman School District 33-1 has purchased coverage through Lenovo to protect the Chromebooks against accidental damage such as liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. Parents are responsible for these damages (damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage.) Lenovo will assess the Chromebook damage and repair or replace the machine at no cost if the damage is determined to be accidental and within the protection guidelines. The Chromebook is covered with a three and a half year Lenovo Warranty and Accidental Protection Plan. Please inform Mr. Loofbourrow of any problems or damage to the Chromebooks.

## **10.Chromebook technical support**

Mr. Loofbourrow's office is located in the high school in room 22. He coordinates the repair work for Chromebooks. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives

- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner Chromebooks and batteries

## **11. Terms and Conditions**

The use of Freeman School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Freeman School District 33-1 along with State and Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment. Device level filtering will be applied when the Chromebooks leave the school grounds.

2. User accounts are considered the property of Freeman School District 33-1. Network administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. While user files will generally not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private. Prohibited uses of technology and resources are detailed in Freeman School District 33-1's Acceptable Use Policy available at [https://www.freeman.k12.sd.us/docs/district/policies/19-20\\_fsd\\_aup.pdf?id=3238](https://www.freeman.k12.sd.us/docs/district/policies/19-20_fsd_aup.pdf?id=3238)

## Insurance for theft, loss, or fire

Chromebooks that are stolen, lost or damaged by fire are the responsibility of the student. Following are the two options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

No Insurance  You agree to pay for the replacement of the Chromebook at a cost not to exceed the replacement value of the computer (\$229) should the Chromebook computer be stolen, lost, or damaged by fire.

Personal Insurance  You will cover the Chromebook under your own insurance policy and in the case of a theft, loss, or damage by fire, you agree to pay Freeman School District 33-1 the amount received from your insurance company plus any additional amount needed to cover the Chromebook replacement not to exceed the replacement value of the computer (\$229).

**INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to Chromebooks. Lenovo Warranty/ Accidental Damage Protection DOES NOT cover intentional damage to Chromebooks.

Student Name: \_\_\_\_\_ (Please Print)

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Student pledge for Chromebook use

1. I agree that this Chromebook will not leave campus until the necessary paperwork has been completed and returned by myself and my guardian.
2. I will take good care of my Chromebook and know that the district will attempt to issue the same Chromebook to me each year.
3. I will never leave the Chromebook unattended.
4. I will never loan out my Chromebook to other individuals.
5. I will know where my Chromebook is at all times.
6. I will charge my Chromebook's battery daily.
7. I will keep food and beverages away from my Chromebook since they may cause damage to the computer.
8. I will not disassemble any part of my Chromebook or attempt any repairs.
9. I will use my Chromebook in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on my Chromebook.
11. I understand that my Chromebook and accounts are subject to inspection at any time without notice and remain the property of Freeman School District 33-1.
12. I understand there may be consequences for the inappropriate use of my Chromebook.
13. I will follow the policies outlined in the Chromebook Handbook and Acceptable Use Policy while at school, as well as at home.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power adapter in the event it is stolen or lost.
16. I agree to return the Chromebook and all accessories in good working condition.
17. I will not reveal my own or anyone else's personal address or phone number.
18. I agree to abide by all copyright and license agreements.
19. I understand that access to the Internet will be allowed, as well as, the possibility of student work and photos being published on the Internet.
20. I understand that my Chromebook is an educational tool and is the property of Freeman School District 33-1.

**Student signature** \_\_\_\_\_