



# Triad Local School District

## 1:1 CHROMEBOOK GUIDELINES & PROCEDURES

### Triad 1:1 Chromebook

The goal for the Triad 1:1 Chromebook Program is to inspire a collaborative and safe learning environment for both students and staff in grades 5th through 12th. 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 life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. This program will help enhance the classroom environment by implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

### Device Purpose

Triad Local School District is supplying students with a Chromebook device. This device is property of the Triad Local School District until students graduate high school. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. It is primarily an educational tool but can be used for personal web browsing, gaming, and social networking during permitted times or outside the district.

### Social Networks

Please be advised that most if not all social networks have age restrictions and the school is not permitted to allow underage students access with district owned devices. The district will also assist the authorities as well as social networks to provide an accurate age and login information if requested.

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# RECEIVING YOUR CHROMEBOOK

## District Owned/Issued Chromebooks

- Chromebooks will be distributed at open house and within the first two weeks of each school year.
- Parents/Guardians and students **MUST** sign the [Triad Responsible Use Agreement](#) form in FinalForms before the Chromebook can be issued to any student.
- This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Triad Local School District.
- Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at Triad Local School District.
- Each Chromebook will come with a protective shell already attached. This protective shell will remain on the Chromebook at all times. Removal of the assigned shell will void support services from the district, may result in disciplinary actions from the Principal, as well as possible removal from the 1:1 Program.

## Student Owned (Non-District Purchased) Chromebooks

- Student owned Chromebooks will not be supported by the district.

## **Fees associated with Chromebooks**

- There is no fee associated with the chromebooks.
- At the end of a students senior year, the ownership of the device will be transferred to the student.
- Google officially supports updates on the device for six years. At the end of the six years it can continue to be used as a web browsing device, but not all of the sites and resources on the internet are guaranteed to work.

## **Probationary Student Privileges**

- To protect the assets of the Triad Local School District, students receiving disciplinary action for inappropriate use will be required to turn in their Chromebook and charger to their first period teacher at the end of each day for a period of two weeks unless otherwise specified in the [Acceptable Use Policy](#). The designated representative will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.

## **Students are considered probationary when:**

- Students have poor attendance records
- Students have violated the Acceptable Use Policy during the current or previous semester.

## **RETURNING THE CHROMEBOOK:**

- All district owned Chromebooks must be returned at the end of the school year unless the chromebook is assigned to a graduating senior.
- Students attending summer classes will be given their assigned Chromebook at the beginning of the class. Once the summer class is complete Chromebooks must be returned.
- Students Leaving the District must return district owned Chromebooks to the classroom teacher.
- Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.

# TAKING CARE OF YOUR CHROMEBOOK:

- Students are responsible for the general care of the Chromebook they have been assigned by the district.
- Chromebooks that are broken, or fail to work properly, must be reported to a classroom teacher or Tech Department 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.
- Each Chromebook was issued a protective shell, this needs to be kept on the device at all times.

## 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, improper use will result in damage.
- Never transport your Chromebook with the power cord plugged in.
- Never transport your Chromebook while the screen is open, Chromebook lids should always be closed and tightly secured when moving.
- Always unplug the Chromebook charger when not charging the device.
- Chromebooks and protective shells must remain free of any writing, drawing, or stickers. An identification label with the student's name is acceptable on the Chromebooks, this tag must not be removed or altered in any way.
- Vents CANNOT be covered, allow proper ventilation to flow under the Chromebook.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- 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 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 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 (e.g. pens, pencils, headphones, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent.

## **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 teacher.
- Chromebooks should be locked in lockers when not in use.

### **Chromebooks left at home**

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student will have the opportunity to use a replacement Chromebook from the library if one is available.
- Repeat violations of this policy will result in disciplinary action.

### **Chromebooks under repair**

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with their classroom teacher or the Tech Department.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Students will pay full replacement cost if it's lost or stolen.

### **Charging your Chromebook**

- Chromebooks must be brought to school each day fully charged.

- Students will not have the option to charge their Chromebook in class unless there is a special circumstance.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy will result in disciplinary action.

## **Backgrounds and Passwords**

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your passwords. Do not share your passwords.

## **Sound**

- 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.

## **Printing**

- Digital sharing of documents is encouraged, printing is discouraged.
- Printing for home use is done through Google Cloud Print. More information on printing can be obtained here: <http://support.google.com/cloudprint/?hl=en>

## **Account Access**

- Students will only be able to login to the Chromebook using their triadk12.org Google account.

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

- Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the

cloud.

- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.
- Prior to leaving the district, or graduating, students will need to save their work by using [Google Takeout](#) to transfer any work to a personal gmail account.
- If your device needs repairs, it may require a reload of the operating system which will delete all locally stored files on your Chromebook. Be sure to save all files in Google Drive.

## **OPERATING SYSTEM ON YOUR CHROMEBOOK**

### **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 anything. No need for time-consuming installs, updates, or re-imaging.
- Google has confirmed that they will support updates to the device for six years, after that you may continue to use the device as long as it continues to function.

### **Virus Protections & Additional Software**

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- All files should be stored in Google drive, so there's no need to worry about lost homework.

### **Procedures for Restoring your Chromebook**

- If your Chromebook needs technical support for the operating system, all support will be handled by the technology department.

## **ACCEPTABLE USE GUIDELINES**

## General Guidelines

- [Responsible Technology Use Guidelines](#) -
- [Student Network and Internet Acceptable Use and Safety Agreement](#)
- Students will have access to all 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 Triad Local School District.
- Students are responsible for their ethical and educational use of the technology resources of the Triad Local School District.
- Access to the Triad Local School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the [Acceptable Use Policy](#).
- 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.
- 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 Director of Information Technology, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies. [7540.03 - STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY](#)

## Privacy and Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people online.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Triad Local School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.
- The Triad Local School District has SPAM filters in place to protect our staff and students, however from time to time messages sent to your email may get through. Please report these messages as SPAM with in the Gmail app, and report it to [techhelp@triadk12.org](mailto:techhelp@triadk12.org) if the problem persists.

## Legal Property

- 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.
- 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.
- 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 Ohio Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

## Email and Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or SPAM.
- Email & communications sent / received should be related to educational needs.
- Email & communications are subject to inspection by the school at anytime.

## 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.
- Non-compliance with the policies of this document or the [Responsible Technology Use Agreement](#), will 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.
- Contents of email and network communications are governed by the Ohio Open Records Act; proper authorities will be given access to their content.

## At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.
- School district supplied filtering will be provided for use with devices outside of school district buildings.

## **PROTECTING & STORING YOUR CHROMEBOOK**

### **Chromebook Identification**

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:

- Record of district asset tag and serial number
- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at TLSD.

### **Account Security**

- Students are required to use their [triadk12.org](http://triadk12.org) domain user ID and password to protect their accounts and are required to keep that password confidential.

### **Storing Your Chromebook**

- When students are not using their Chromebook, they should store them in their **assigned locked locker**.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are required to take their Chromebooks home everyday 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 for security and temperature control measures.

### **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, field house, locker rooms, unlocked classrooms, dressing rooms and hallways.

- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

## REPAIRING/REPLACING YOUR CHROMEBOOK

### Vendor Warranty:

- The equipment vendor has a one year hardware warranty on new Chromebooks.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to the Technology Department ASAP.

### Chromebook Repair Costs

- The devices will be maintained by the TLSD.
- TLSD will take care of any damage for the first accident at no cost. After that the below table indicates the repair costs to the student for the damaged device.

Repair Costs	Broken Screen	Protective Shell	Keyboard Repair	Power adapter + cord	Battery Replacement	Labor	Lost Device
<i>First incident is no cost to the student unless lost, We understand that accidents happen.</i>	\$80	\$20	\$40	\$30	\$60	\$0	\$230

- Optional accidental damage insurance may be offered after the first no cost repair. The cost of this insurance will be \$50 for the current school year.
- The district reserves the right to charge for the entire replacement cost if negligence is determined on the handling of the device.
- If the device is stolen, students are responsible for obtaining a police report.
- A loaner device will be issued while the student's device is being repaired.

# CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available online and will be handled through the Technology Department.

Services provided include the following:

- Hardware maintenance and repairs
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by the TLSD Technology Department

## 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, 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 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. Assigned staff from the TLSD Technology 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](#))
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones
- Chromecast

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

A. Yes, as long as you have a WiFi signal to access the web.

B. Chrome offers the ability through Apps so users can work in an "offline" mode.

**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 10 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.