



Chromebook Guide

The policies, procedures, and information within this document apply to all Chromebooks used at USD 263 Mulvane.

Approved by the Board of Education on June 14, 2021



Chromebook Guide

TABLE OF CONTENTS

| | | | |
|---------------------------------|---|--------------------------------------|----|
| Overview | 3 | Qualifications..... | 7 |
| Account Access | 3 | Receiving your Chromebook..... | 8 |
| Apps and Extensions | 3 | Repair, Damages, and Warranty..... | 8 |
| Asset Tag | 3 | Repair and Replacement Costs..... | 9 |
| Care of Your Chromebook | 3 | Repair Procedures..... | 9 |
| Cases | 4 | Returning Your Chromebook..... | 10 |
| Charging | 4 | Saving and Managing your Work..... | 10 |
| Digital Citizenship | 4 | Screen Care..... | 10 |
| Educational Use | 5 | Software and Security..... | 11 |
| Equipment | 5 | Storing Your Chromebook..... | 11 |
| Expectation of Privacy | 5 | Transportation of Your Chromebook... | 12 |
| Filtering and Content | 6 | User Settings and Preferences..... | 12 |
| General Precautions | 6 | Using Chromebook at School..... | 12 |
| Google Apps for Education | 7 | Using Chromebook Outside of School.. | 13 |
| Ownership/Title | 7 | Virus Protection..... | 13 |
| Printing | 7 | Graphic Design Credit..... | 13 |





Chromebook Guide

OVERVIEW

Our mission is to integrate technology as a part of the educational program for our students to improve teaching, learning, and increase our students' engagement in the classroom. Teachers will incorporate technology so students learn to communicate, collaborate, think critically, and be creative in the classroom. These approved regulations may be found on the district website: www.usd263.com || **District Information** || **Technology**

ACCOUNT ACCESS

- ◆ The student will log into the Chromebook using his/her school-issued Google Apps for Education account (District managed G-mail account).
- ◆ The student must never share his/her Google Apps for Education account password with others, unless needed by building administration to address emergency or time-sensitive issues.

APPS AND EXTENSIONS

- ◆ The student is allowed to install District approved Chrome web apps and extensions from the Mulvane Chrome Web Store.
- ◆ Inappropriate material will result in disciplinary action.

ASSET TAG

- ◆ All Chromebooks will be labeled with a District asset tag.
- ◆ Asset tags may not be modified or tampered with in any way.

CARE OF YOUR CHROMEBOOK

- ◆ The student is responsible for the general care of the Chromebook he/she has been issued by the school.
- ◆ A Chromebook that is broken or fails to work properly must be reported to a teacher or administrator as soon as possible so it can be taken care of properly.
- ◆ The Chromebook should NEVER be taken to an outside computer service for any type of repairs or maintenance.



Chromebook Guide

CASES

Each student will be issued a protective case for his/her Chromebook. This case should be used whenever the Chromebook is being transported or not in use. The student must use the District-issued case for their Chromebooks. Personally owned cases are not permitted. 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.

CHARGING

The Chromebook must be brought to school each day in fully charged condition. Each Chromebook will include an AC adapter (charger). This adapter should be used to charge the Chromebooks at home. The student will be permitted to charge Chromebooks in the classroom at the teacher's discretion.

DIGITAL CITIZENSHIP

The Chromebook should be used for educational purposes, and the student must adhere to the USD 263 Acceptable Use Policy as well as related policies and procedures at all times when using a Chromebook, on or off campus. While working in a digital and collaborative environment, the student should always be a good digital citizen by adhering to the following:

Respect Yourself: Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.

Protect Yourself: Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.

Respect Others: Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people.

Protect Others: Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.

Respect Intellectual Property: Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.

Protect Intellectual Property - Do not use pirated software or distribute music or media in a manner that violates license agreements.



Chromebook Guide

EDUCATIONAL USE

- ◆ School-issued Chromebooks should be used for educational purposes only.
- ◆ The student is to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times.

EQUIPMENT

A Chromebook is a personal electronic device running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office that reside on the machine itself. The equipment includes the following items and accessories.

- ◆ Chromebook, Chromebook Case, AC Adapter with Power Cord (charger)
 - ◇ 11.6" screen with 360 degree hinges with touch screen
 - ◇ 32GB storage and 4GB DDR3L memory
 - ◇ 720p HD camera with microphone
 - ◇ Always in case with custom logo

EXPECTATION OF PRIVACY

The student has no expectation of confidentiality or privacy with respect to the usage or content of a District issued Chromebook, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of the student Chromebook at school. Teachers, school administrators and the technology department staff may use monitoring software that allows them to view the screen and activity on the student Chromebook. The Chromebook is subject to confiscation at any time and without prior notice. At no time will webcams be used to monitor a student. By using a Chromebook, the student agrees to such access, monitoring, and recording of their use.



Chromebook Guide

FILTERING CONTENT

The District 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) and Internet connection will have Internet activity filtered. Despite the filter, the District cannot guarantee that all controversial or inappropriate materials will be blocked.

GENERAL PRECAUTIONS

- ◆ The student is expected to use the device and accessories provided in a responsible, ethical, and legal manner.
- ◆ Stickers and other markings on the outside of the device will not be allowed.
- ◆ No food or drink should be near the Chromebook.
- ◆ Cords, cables, removable storage, and headphones should be carefully inserted into the device.
- ◆ The Chromebook should not be used or stored near pets, water or any other liquid, food, potential weather hazards (rain/snow/sun), or left in vehicles where there may be extreme cold and heat.
- ◆ Objects should never be placed on top of your Chromebook.
- ◆ The Chromebook is NOT to be taken inside the restroom or locker room. Leave the device in your classroom or school locker and pick it up after class, practice, games, etc.
- ◆ Never swap or share your Chromebook with another student. You are solely responsible for your assigned device.
- ◆ The student is not allowed to download or install any software or other materials.
- ◆ The Chromebook should only be used while on a flat and stable surface.
- ◆ Keep the Chromebook secured or attended at all times.



Chromebook Guide

GENERAL PRECAUTIONS - continued

- ◆ Charging is done at home unless you have teacher or administrator permission to charge at school. You must remain with your Chromebook while charging.
- ◆ The student is not to record video or audio without the permission of the teacher and when doing so, it must be for educational purposes.

GOOGLE APPS FOR EDUCATION

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.

OWNERSHIP/TITLE

The Mulvane School District is the legal title holder and shall at all times remain as such. Your right, possession, and use of the borrowed device is limited to, and conditioned upon, your full and complete compliance with the expectations detailed in this Chromebook Guide and the Acceptable Use Policy. The device is maintained and loaned by the District so there is no expectation of privacy in use or data stored on a District owned device.

PRINTING

At this time printing, from a Chromebook will not be available at school. Printing will be available from non-Chromebook school computers on a limited basis and subject to classroom requirements. When possible, teachers will facilitate digital assignments.

QUALIFICATIONS

- ◆ Any student who is actively enrolled and who attends classes at Mulvane Grade School, Mulvane Middle School, or Mulvane High School qualifies for the use of a District owned student Chromebook.
- ◆ To use this Chromebook, the student must abide by all of the expectations in the Chromebook Guide and the Acceptable Use Policy.



Chromebook Guide

RECEIVING YOUR CHROMEBOOK AND ACCESSORIES

Every student in grades 3-12 will be issued a Chromebook, power adaptor (charger) and protective case for educational use in school and at home. A Chromebook will be distributed once the student and parents/guardians attend a required Chromebook orientation. Parents/Guardians and the student must attend annual informational sessions. Before receiving the Chromebook, the student and parents/guardians must sign and submit the following forms:

- ◆ USD 263 Chromebook Agreement
- ◆ All fees paid, including the non-refundable technology fee of \$25
- ◆ The parent/guardian must create a parent/guardian Securly Parent Portal account.

⇒<http://bit.ly/usd263>

⇒<https://www.usd263.com/vnews/display.v/SEC/Technology%7CStudent/Parent%20Securly%20Portal>

REPAIR, DAMAGES, AND WARRANTY

- ◆ All Chromebook problems must be reported to the classroom teacher and be submitted to the Help Desk. The District will repair or replace damaged equipment resulting from normal use. The District will make its best attempt to purchase replacement parts at the best possible price.
- ◆ The District maintains a three-year accidental warranty on the Chromebook.
- ◆ This warranty covers normal use, mechanical breakdown or faulty construction, and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- ◆ The warranty does not warrant against damage caused by misuse, abuse, intentional neglect, or issues related to malicious downloads.
- ◆ The student is responsible for any of his/her actions that void the warranty (i.e. taking the Chromebook apart; removing its parts, etc.). The student will be held responsible for the full cost of any parts replaced and associated labor costs due to such actions up to and including the cost of total replacement of the Chromebook (approximately \$355.00).



Chromebook Guide

REPAIR AND REPLACEMENT COSTS

As part of participation in the Chromebook program, the student will pay an annual non-refundable Technology Fee of \$25.00. The District will use the following guidelines for determining costs associated with repairs.

- ◆ In the case of damage, determined by the District to be accidental, the District will charge the student and/or parents/guardians the cost of the repair with a maximum fee of \$25 and a minimum fee of \$5 for each repair.
- ◆ The District will charge the student the full cost of replacing any lost or damaged Chromebooks, bags and chargers.
- ◆ The warranty does NOT provide coverage for the loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse or abuse. If it is determined that damages occurred by intentional misuse or abuse, the student will be charged the full cost of repair or replacement.
- ◆ The Chromebook should NEVER be taken to an outside computer service for any type of repairs or maintenance.

REPAIR PROCEDURES

- ◆ A student who needs to have the Chromebook repaired or replaced should report the need to the classroom teacher.
- ◆ All Chromebook problems must be reported to the Technology Department VIA the Help Desk.
- ◆ The Technology Department will collect the device for repair.
- ◆ If one is available, a loaner Chromebook will be issued to the student. Care of the loaner Chromebook is the student's responsibility and all Chromebook guidelines apply.
- ◆ If repair is needed due to malicious damage, the school may refuse to provide a loaner or re-issue a Chromebook.
- ◆ The classroom teacher or student will be notified when the Chromebook has been repaired. A repaired Chromebook may need to be restored to its original settings. Locally stored files may not be able to be recovered.



Chromebook Guide

RETURNING YOUR CHROMEBOOK

- ◆ A Chromebook, along with all peripherals and accessories, will be issued to each student grades 3-12. This Chromebook will remain in the possession of the student and remain his/her responsibility during the entire calendar year (full 12 months).
- ◆ Any student who transfers, withdraws or is expelled prior to graduation will be required to return his/her Chromebook, peripherals, and accessories upon termination of enrollment. Failure to turn in the Chromebook to the District on the last day of attendance will result in the student being charged the full replacement cost (approximately \$355.00).

SAVING AND MANAGING YOUR WORK

- ◆ The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- ◆ Some files may be stored on the Chromebook's hard drive.
- ◆ The student should save frequently when working on digital media.
- ◆ The District is not responsible for the loss of any student work.
- ◆ The student is encouraged to maintain backups of important work on a portable storage device or have multiple copies stored in different Internet storage solutions.

SCREEN CARE

- ◆ The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, other liquids, etc. Screens are particularly sensitive to damage from excessive pressure (heavy items on top of the Chromebook, earbuds or a pen or pencil left in the Chromebook, etc.).
- ◆ Do not store the Chromebook with the screen left open (lid up).
- ◆ Do not place anything on the outside that will press against the cover.
- ◆ Make sure there is nothing on the keyboard before closing the lid (e.g. pens, earbuds, etc.).



Chromebook Guide

SCREEN CARE - continued

- ◆ Only clean the screen with soft, dry microfiber cloth or anti-static cloth (you may visit the Technology Department for assistance with cleaning).

SOFTWARE AND SECURITY

- ◆ All Chromebooks are supplied with the latest build of Google Chrome Operating System (Chrome OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the device is shutdown and restarted.
- ◆ The District does employ a centralized management system that is utilized to change security settings, update software, and add or remove applications. The student is prohibited from disabling, modifying, circumventing or altering management settings or content filters.

STORING YOUR CHROMEBOOK

- ◆ The Chromebook must not be used in the cafeteria during lunch. It should be locked in the classroom or your school locker.
- ◆ A student attending or participating in physical education class and/or extra curricular activities should leave the Chromebook in the locked classroom or school locker (unless requested by the teacher to have the Chromebook in class). A student attending or participating in activities outside of school should exercise extreme caution to protect the Chromebook from harm.
- ◆ When the student is not monitoring the Chromebook, it should be stored in the locked classroom or secured locker. Nothing should be placed on top of the Chromebook when stored in the locker.
- ◆ The Chromebook should never be stored in a vehicle.
- ◆ Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas might include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, in a car, or any other area that is not securely locked



Chromebook Guide

STORING YOUR CHROMEBOOK - continued

- ◆ An unsupervised Chromebook will be taken to the Principal's office.
- ◆ The District is not responsible for the safekeeping and protection of the Chromebook.

TRANSPORTATION OF YOUR CHROMEBOOK

- ◆ Do not leave headphones plugged in and inside the Chromebook when closing it as this may cause the screen to break.
- ◆ Never pick up the Chromebook with the screen open.
- ◆ Never leave the Chromebook in your car.
- ◆ The student is liable for all damages and theft.

USER SETTINGS AND PREFERENCES

- ◆ Inappropriate media may not be used as Chromebook backgrounds or themes. Examples of inappropriate media include, but are not limited to, the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures. The use of any inappropriate media will result in disciplinary action.
- ◆ Sound must be muted at all times unless permission is obtained from a teacher.
- ◆ Headphones may be used at the discretion of the teachers.
- ◆ The students should have his/her personal set of headphones for sanitary reasons.

USING YOUR CHROMEBOOK AT SCHOOL

The Chromebook is intended for use at school every day. In addition to teacher expectations for Chromebook use, a student may be asked to access school messages, announcements, calendars, handbooks and grades using their Chromebook. A student is expected to bring a fully charged Chromebook to school every day and bring the Chromebook to all classes unless specifically advised not to do so by the teacher. A student who fails to bring the Chromebook to school is responsible for getting the coursework completed as if the Chromebook were present.



Chromebook Guide

USING YOUR CHROMEBOOK OUTSIDE OF SCHOOL

The student may use the Chromebook 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. The student is bound by the USD 263 Acceptable Use Policy, administrative procedures, state and federal laws and all other guidelines in this document wherever and whenever they use the Chromebooks.

VIRUS PROTECTION

Because virus protection is built into the Chrome OS, additional virus protection software is unnecessary.

CHROMEBOOK GUIDE GRAPHICS DESIGNED BY MADISON SWANSON—APRIL 2018