

Chromebook Checkout Procedure Handbook

This procedure 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. This program enhances classroom environments 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. The School Board, district staff and community members will all play a key role in the development of effective and high quality educational experiences.

Device Purpose

This device is property of the Goldendale School District. 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. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at Goldendale School District by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

Receiving Your Chromebook:

Parents & Students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child.

This document will need to be signed during student registration.

Training:

Students will be trained on how to use the Chromebook by their homeroom teacher. Training documents and videos will be available online for student reference when needed.

Return:

Student Chromebooks and accessories (charger and or **hotspot**) will be collected at the end of each school year for maintenance over summer vacation.

Any student who transfers out of GSD will be required to return their Chromebook and accessories. If the Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Tech Office located in the Primary School. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded bookbag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

Screen Care:

The Chromebook screen 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 top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static or microfiber cloth. Do not use window cleaner, water or any type of liquid on the Chromebook.

Using Your Chromebook

At School: The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home: All students are required to take their Chromebook home each night throughout the school year for charging. *Chromebooks must be brought to school each day in a fully charged condition.* Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that student bring personal headset or 'earbuds' for any audio projects they work on.

Printing:

At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

At Home: The Chromebook will not support a physical printer connection.

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin. An identification label with the student's name is acceptable on the Chromebooks. Spot checks for compliance will be done by administration or GSD Technicians at any time.

Software on Chromebooks:

Originally Installed Software: Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection: Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software: Students are unable to install additional software on their Chromebook other than what has been approved by Goldendale School District.

Inspection: Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into school.

Procedure for Restoring the Chrome OS: If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external mini SD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored.

Protecting & Storing Your Chromebook:

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number and GSD asset tag
- Individual’s Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:

When students are not monitoring their Chromebook, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student’s home. Chromebooks should never be stored in a vehicle.

Storing Chromebooks at Extra-Curricular Events: Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas: Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other

entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Tech Office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to Google Drive so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for Samsung parts and labor.

Please report all Chromebook problems to the Tech Office.

If a Chromebook becomes defective (at no fault of the student) GSD will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

Goldendale Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Goldendale School District Chromebook Device Repair Fines

Each claim for damage will be assessed and charged according to the end of year check in chart.

GSD DOES NOT cover the replacement of a lost, stolen or intentionally damaged Chromebook.

Lost, Stolen or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss

of property. The replacement costs are listed below. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Chromebook - \$200
- AC Adapter & power cord - \$35

Failure of the parent, legal guardian or student over the age of 18 to pay any fees from an intentionally damaged, lost or stolen Chromebook will be turned over to a collection agency.

Chromebook Technical Support:

The Tech Office will be the first point of contact for repair of the Chromebooks. Services provided by the Tech Office include:

- Password Identification
- User account support
- Coordination of repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

Goldendale School District

Acceptable Use & Digital Citizenship Policy

Digital Citizenship

1. Current filtering methods

Goldendale School District complies with all federal regulations regarding filtering as specified under the Children's Internet Protection Act (CIPA). This law specifies that each school:

- “certify that they have an Internet safety policy and technology protection measures in place. An Internet safety policy must include technology protection measures to block or filter Internet access to pictures that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors, for computers that are accessed by minors”
- “adopt and enforce a policy to monitor online activities of minors”
- “adopt and implement a policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called “hacking,” and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors’ access to materials harmful to them.”

Goldendale Schools employ the following methods to enforce each of these requirements:

- The District uses an internet filter (Securly) to block sexual content, gambling, games, as well as many sites specifically identified by teachers and staff. Our email system is filtered by Google Postini services to help filter out inappropriate content & junk email.
- The Information Technology Director reviews the student and staff Internet access logs on a regular basis to find attempts to circumvent blocked content. These logs are also backed up for the purpose of holding an archived record for investigations for discipline reasons or illegal activity.
- The District has a Network/Internet Agreement form addressing inappropriate acts which must be signed with the Student Handbook by all students and parents. When students violate these guidelines, they are addressed by the District's principals, in cooperation with information provided by the Information Systems staff. These offenses follow the same disciplinary policy as other discipline at Eureka Public Schools. For more information about the District's Network/Internet Agreement form, please see section 2 below, labeled Acceptable Use Policy (AUP).

2. Acceptable Use Policy: Technology Code of Conduct

It is the intent of the Goldendale School District to advance and promote education by assisting in the collaboration and exchange of information. Successful operation of Internet and other related technological service requires that all users regard the system as a shared resource. Users must cooperate

to form a community of diverse interests with common purpose of advancing education. It is, therefore, imperative that all users conduct themselves in a responsible, ethical, and polite manner.

General Network Use

The network is provided for students to conduct research, complete assignments, publish their work, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply, and users must comply with District standards and honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas are similar to school lockers. Network administrators may review files and communications to maintain system integrity and ensure that the system is used responsibly. Users should not expect that files stored on District servers will always be private.

Internet / World Wide Web / Email Access

Access to the Internet, and email for educational purposes when appropriate, will enable students to use thousands of libraries and databases and correspondence with experts in their field. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Goldendale School District believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Publishing to the World Wide Web

Student work may be considered for publication on the World Wide Web, specifically on the school's Website or a classroom Website. In the event anyone requests permission for copyright use, those requests will be forwarded to the student's parent/guardian. In general, documents may not include a student's full name, phone number, address or other identifying contact information.

Family Educational Rights and Privacy Act - FERPA

Most student records are open only to teachers, principals, and other staff members who have responsibilities requiring such access. Parents may review student records of their son/daughter; also, students eighteen years and older have access to their own records. Arrangement for such reviews should be made through the school principal.

The federal law, Family Education Rights and Privacy Act of 1974, states that:

1. Parents (or non-dependent students eighteen and older) must give written consent before release of “supplemental” or “confidential” information about their student (or themselves).
2. “Standard” or “regular” school records may be forwarded by the school or school district upon request and without parent/student consent.
3. “Directory information” about a student may be released to the public without parent/non-dependent student consent unless that parent gives the school district written notice to the contrary using [FERPA Student Opt-out Form](#), available from school secretary. Record of completion of this form will be indicated in the Student Information Service (Skyward). “Directory information” includes any one or all of the following: student’s name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, photograph or other digital image, degrees, honors and awards received, date and place of birth, major field of study, dates of attendance, grade level, and most recent educational agency or institution attended.

Goldendale School District does not provide directory information to private parties for commercial use; however, the district does release directory information, upon request, to State and Federal Government agencies. The primary purpose of directory information is to allow the Goldendale School District to include this type of information from your child’s education records in certain school publications. Examples include: the annual yearbook, honor roll or other recognition lists, school, classroom and/or student websites, graduation programs, a playbill showing your student’s role in a drama production or concert, and sports activity sheets. The district also provides directory information to news media on students to be listed on athletic teams or to be honored for outstanding achievement.

Online Safety Awareness

It is our District’s goal to empower our students to make their computer/Internet experiences safe and responsible. To help facilitate this, the District’s handbook includes the Acceptable Use Policy which all students and parents/guardians are required to read, sign, and return to the school principal.

To achieve “Online safety” requires training/professional development and community support. The training goal for our faculty, students, and parents is to learn how to be safe and responsible in their use of the Internet. We want to teach critical thinking about online activities. Understanding how to make decisions while online will keep faculty and students safe from predators, but also improve their media literacy.

Online Safety is integrated across the curriculum. The faculty receives resources and training in order to educate themselves, their students, and parents of their students on how to avoid dangerous, inappropriate, or unlawful online behavior.

Documentation of teacher and student training is collected via an online form submitted by teachers and training presenters, which updates a database of instructional incidents.

Parental resources

Goldendale Schools provides [resources for parents](#) on each school website. See OSPI list of [Internet Safety Resources](#)

Print Student Name

GSD Technology Use Agreement

Beginning of the year - Chromebook Check-out

The following information must be filled out completely prior to obtaining your Chromebook. Failure to complete the following information may delay your Chromebook being issued. One form per student must be filled out.

Parents/Guardians/Student: (initial all below)

- ___ I have read and discussed the [Chromebook Policy Handbook](#) and the Responsible Use of the Internet document with my child. I understand that my child's failure to follow the information and expectations outlined in these documents may result in disciplinary action.

- ___ I Understand Chromebook Damage Policy: If damaged all repairs will be charged at the current part rate. Damaged, lost or stolen Chromebooks or Accessories are the responsibility of the student/family and must be replaced at full value.

Student/Parent

Signature _____ Date _____

Student: (initial below)

- ___ I have read and understand the Chromebook Policy Handbook & Acceptable Use Policy. I understand that my failure to follow the information and expectations outlined in these documents may result in disciplinary action.

Student Signature _____ Date _____

Grade Level: _____

Chromebook Serial Number: _____

Chromebook Barcode Number: _____

End of Year Chromebook Check-In

Name _____ Grade _____

Your Chromebook is being checked back to the school at the end of the school year. Chromebooks will be held throughout the summer and returned to you at the beginning of the school year. You may be given the same device as you have used previously.

Completed by Student:

Check that you have the following items to returned.

_____ Chromebook s/n _____

_____ Charging Unit

Failure to return all items issued will cause you to be charged for each item that is not returned. The fines for each component is as follows:

Completed by technician:

PHYSICAL DAMAGE REPORT: Please check any noticeable breakage, wear, or other problems with the device at check-in. Repairs may be charged at the current actual part cost.

Chromebook (\$200)		Charger (\$35)		Rubber Feet (\$16)		SD Card slot Damage (MB)	
Screen (\$50)		Motherboard (\$120)		Bottom Cover (\$26)		Excessive Scratching Assess	
Front Screen Bezel (\$30)		Key board (\$80)		D/C Jack Damage (MB)		Audio Jack damage (MB)	

Describe any needed details:

Checked in by _____ (initial) Amount Owed _____ Paid on _____