

**Grand Saline ISD**  
**Chromebook Policy Handbook**  
**2016-2017**



*The goal of Grand Saline ISD's 1:1 program is to provide a collaborative learning environment for its students. Engaging students learning through the use of transformative technology promotes the development of self-directed, responsible lifelong learning.*

**Chromebook Purpose:**

Grand Saline ISD is providing all high school students with a Chromebook device who have signed and returned the **2016-2017 Chromebook Acceptable Use Policy** found on the last page of this document and paid their \$10.00 annual Technology Fee. This device is the property of Grand Saline Independent School District. Chromebooks are to be used for educational purposes only. The use of the device must not violate the existing Acceptable Use Policy that is currently in the Parent / Student Handbook. Engaging in online activities that are inappropriate will result in automatic termination of the student network/Internet privileges in accordance with the Parent / Student handbook. Sending message via school technology with the intent to intimidate, frighten, threaten or bully another person is considered harassment and will have significant consequences per the Parent/Student Handbook.

**Receiving the Chromebook:**

Parents and Students must sign and return the **2016-2017 Chromebook Acceptable Use Policy** before the device will be issued to students. Chromebooks will be distributed each year at the beginning of the school year and returned at the end of the school year. Each year, students will be assigned the same device from the previous year.

**Insurance:**

Grand Saline ISD requires that Chromebook insurance be purchased prior to issuance of the Chromebook to students. Chromebook insurance is included in the \$10.00 annual Technology Fee. Details of this policy are outlined on pages 7-8 of this document.

**Training:**

Students will be trained on how to use the Chromebooks by their teachers. Training documents and videos will be available online for students to reference as needed.

**Return:**

Student Chromebooks and accessories (charger and protective sleeve) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at **Grand Saline ISD**.

Any student who transfers out of Grand Saline ISD will be required to return their Chromebook and accessories. If the Chromebook and all accessories are not returned, the parent/guardian will be held responsible for payment in full.

**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 Media Center located in the library. If a temporary 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 while it is in use.
- 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 laptop.

## **Carrying the Chromebook:**

The exterior 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. While not in use your Chromebook should be stored in its protective case at all times.

## **Screen Care:**

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure. **Grand Saline ISD Chromebooks are not touch screen devices.**

- 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 antistatic, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged premoistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

## **Using Your Chromebook**

### **At School:**

The Chromebook is intended for use at school each and every day. Students are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher in which case they should be securely stored in student lockers.

### **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 students bring personal headphones 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. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

### **Managing Your Files and Saving Your Work:**

Students may save documents to their Google Drive, or they may save to an external memory device such as a SD card or USB flash 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 GSISD Faculty at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Grand Saline ISD acceptable use policy.

### **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 shutdown 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.

### **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 the school.

### **Procedure for Restoring the Chrome OS:**

If the problem cannot be fixed quickly, 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 miniSD 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 unless the student requests that an attempt be made to salvage it.

### **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 Grand Saline ISD asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels. There will be a \$5.00 fee for any Chromebook returned with a damaged or missing asset tag.

### **Storing Your Chromebook:**

When students are not monitoring their Chromebook, they should be stored in their lockers with a padlock securely fastened. Padlocks will be available for purchase in the Media Center located in the Library. 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 left unattended. 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:**

- Students are prohibited from attempting to repair their Chromebooks
- Temporary Chromebooks may be issued to students when they leave their Chromebook for repair with the Media Center located in the High School library.
- If repair is needed due to malicious damage, the school may refuse to provide a temporary 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 cloud drives 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.

### **Accidental Damage or Loss Protection:**

As part of the 1:1 Chromebook initiative at Grand Saline High School, Grand Saline Independent School District is requiring accidental damage insurance that is included in the \$10.00 annual Technology Fee prior to the issuance of the Chromebook. Grand Saline ISD will be the sole provider of this insurance. Under this insurance policy the Chromebooks are protected against accidental damage or loss due to an act of nature. Grand Saline ISD will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This insurance policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Grand Saline ISD 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.**

## **Grand Saline ISD Chromebook Device Insurance**

Grand Saline ISD requires that insurance be purchased prior to the issuance of the Chromebook to your child. The insurance cost is included in the \$10.00 annual Technology Fee. Each claim covered by insurance will be assessed an incremental deductible within the current school year. The first claim deductible will be \$25.00 with the deductible increasing by \$25.00 each time a claim is made within the current school year. If a student withdraws from Grand Saline ISD and then reenrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Insurance will cover the repair of any accidental damage to your child's Chromebook. For example, if a student accidentally drops their Chromebook and the screen is cracked a new screen will be installed with the student paying the \$25 deductible (for a first time insurance claim). Insurance DOES NOT cover the replacement of a lost or intentionally damaged Chromebooks.

Annual Technology Fee (including insurance): **\$10.00 per device**

Deductible Claim #1 - **\$25.00**

Deductible Claim #2 - **\$50.00**

Deductible Claim #3 - **\$75.00**

### **Lost 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 student 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 **\$150**
- Case **\$10**
- AC Adapter & power cord **\$25** (students may opt to replace the charger with a new, unopened AC Adapter, from a list of approved chargers provided by the district in lieu of paying the \$25.00 replacement fee)
- Asset Tag **\$5.00**

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 Media Center located in the Library will be the first point of contact for repair of the Chromebooks. Services provided by the Media Center and/or Technology Department include:

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

### **Temporary ChromeBooks Checked Out From Library: (new for 2016-2017)**

The media center located in the Library will have a limited number of Chromebooks available for checkout when unforeseen circumstances exist. (i.e. lost device, uncharged device, etc.) The following conditions apply.

- Checking out a Chromebook in the event a student doesn't have working device for that device is a privilege and not a right
- Devices must be checked out in the morning before school and checked back in at the end of the day. Under no circumstances can a student keep a temporary Chromebook overnight or take the device off campus.
- The **MAXIMUM** number of consecutive days a temporary device can be checked out by a student is 5. No exceptions.

**2016-2017 Grand Saline ISD Chromebook Acceptable Use Policy**

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 signed and returned to the High School Office.

**Parents/Guardians:**

- \_\_\_ I have read and discussed the Chromebook Acceptable Use Policy 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 including forfeiture of Chromebook.
- \_\_\_ I Understand Chromebook Insurance: Insurance is required and included in the annual \$10.00 Technology Fee. If damaged a deductible of \$25.00 for the first claim, \$50.00 for second claim and \$75.00 for third claim must be paid. Lost Chromebooks or Accessories are the responsibility of the student/family and must be replaced at full value.

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

**Student:**

- \_\_\_ I have read and understand the Chromebook Acceptable Use Policy. I understand that my failure to follow the information and expectations outlined in these documents may result in disciplinary action including forfeiture of Chromebook

Student Name (print) \_\_\_\_\_

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