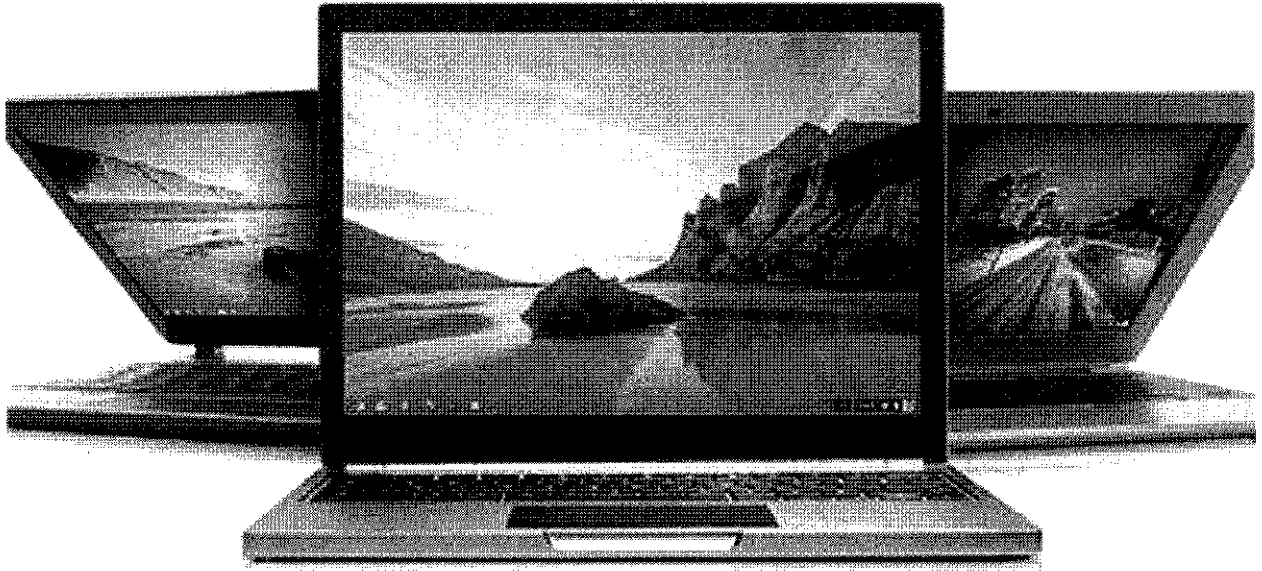


# Drexel R-IV School District Chromebook Policy Handbook

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**The policies, procedures, and information within this document apply to all Chromebooks used at Drexel R-IV 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 classrooms.



## Receiving Your Chromebook

Chromebooks will be distributed during Technology Orientation Night upon the collection of the yearly technology fee. Students who currently have outstanding balances, fines, or fees will not be issued a Chromebook until the debts have been resolved. Parents and 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 and returned during student registration.

### Yearly Technology Fee:

Drexel R-IV School District requires that a technology fee be paid prior to deployment of the Chromebook to your child. The yearly fee will be \$20 per device and must be paid during the student registration (Students may bring the fee to the office following registration). There will be a sliding scale for multiple children in the district. This fee is for Chromebook usage and accidental damage to the device. If you are unable to pay the fee, your child will be allowed to check out a Chromebook device daily during the school day only.

**Yearly Fee Sliding Scale**

1 Child	2 Children	3 Children	4 or more Children
\$20	\$40	\$50	\$60

### Training:

Students will be trained on how to use the Chromebook by their teachers. Students are also encouraged to practice appropriate skills at home to maximize use of the device.

### Return:

Student Chromebooks and accessories (charger and carrying case) will be collected at the end of each school year for maintenance and examined for damages. Students will retain their original Chromebook each year when possible.

Any student who no longer attends Drexel R-IV will be required to return their Chromebook and accessories. If a 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 and reported as stolen property of Drexel R-IV.***

## Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school office. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced.

## **General Precautions:**

- Food or drink is not recommended near your Chromebook
- Cords, cables, and removable storage devices must be inserted carefully into Chromebook case.
- Students should never carry their Chromebook while the screen is open.
- 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 temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperatures 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. Students must carry the Chromebook in the case provided by Drexel R-IV School District. This case is only for the Chromebook.

## **Screen Care:**

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

- 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 and press the screen.
- Do not place anything on the keyboard before closing the lid.
- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do NOT use window cleaner or any type of liquid or water on the Chromebook. You can purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen.

## **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 Chromebooks. Students are responsible for bringing their charged Chromebook to all classes, unless specifically advised not to do so by an individual teacher.

**At Home:**

All students who have paid their TECH FEE 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 state.* Students need to charge their Chromebooks each evening. The school will NOT provide extra cords to charge and cannot guarantee time to charge in class. If fully charged at home, the battery should last throughout the day.

**Sound:**

Sounds must be muted at all times unless permission is obtained from the teacher for instructional purposes.

**Printing:**

**At School:** Printing functionality will be available on a limited basis at school and subject to classroom requirements. Printing will be allowed in labs or library as needed. Teachers will utilize digital copies in most instances.

**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 a clean external memory device such as a mini SD or USB Flash drives. Saving to Google Drive will make the file accessible from any computer or device with internet access. It will be the responsibility of the student to maintain the integrity of their files and to keep proper backups. Students will be trained on proper file management procedures.

**Originally Installed Software:**

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. The software originally installed on the Chromebook must remain on the Chromebook in usable conditions and be easily accessible at all times.

From time to time the school may add software or apps 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 end of the school year as well.

**Additional Software:**

Students are prohibited from installing additional software on their Chromebook, unless instructed by their teacher or administration.

### **Virus Protection:**

Virus protection is unnecessary on the Chromebook due to the unique nature of its design and OS.

### **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. Inappropriate use or content will be subject to disciplinary action.

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

If technical difficulties occur, the device may be restored to the factory settings. All data saved and synced on Google Drive will be intact after the factory reset.

Students may add appropriate music, photos, and videos to their Chromebook with permission from the teachers. Personalized media are subject to inspection and must follow the Drexel R-IV School District Acceptable Use Policy.

## **Protecting & Storing Your Chromebook:**

### **Chromebook Identification:**

Chromebooks will be labeled in the manner specified by the school district. Chromebooks can be identified in the following ways:

- Record of serial number and Drexel R-IV asset tag
- Individual Google Account Username
- Under no circumstance are students to modify, remove, or destroy ID labels.

### **Storing Your Chromebook:**

When students are not monitoring their Chromebooks, it should be stored in their lockers with the locked securely fastened. Nothing should be placed on top of the Chromebook, when stored in the locker. Students that have paid their tech fee need to take their Chromebook home with them every night. The Chromebook is not to be stored in lockers or anywhere else at school outside of school hours. The Chromebook should be fully charged each night at the student's home. Chromebooks should never be stored in a vehicle for an extended period of time, especially during times of extreme temperatures. Do not leave them lying in the locker rooms!

**Storing Chromebooks at Extracurricular Events:**

Students are responsible for securely storing their Chromebooks during extra-curricular events. A locked locker is suggested for storage.

**Chromebooks Left 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, 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 may 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 who have paid the cost of the repair when they leave their Chromebook for repair at the school office.
- If repair is needed due to malicious damage, the school will refuse to provide a loaner Chromebook, unless full replacement cost has been rendered prior.
- Repaired Chromebooks will end up with the original factory images as first received. It is important that students keep their school data synced to the cloud drive so documents and data will not be lost.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

**HP Warranty:**

This product has a three year limited warranty which includes a warranty upgrade. This product is entitled to parts and labor and to Depot support. This machine is also entitled to Accidental Damage Protection Service

**Accidental Damage or Loss Prevention:**

As part of the 1:1 Chromebook initiative, the Drexel R-IV School District is requiring a tech fee prior to deployment of the Chromebook to your child. The fee will cover accidental damage or loss due to an act of nature. The Drexel R-IV School District will require that a police report be submitted in case of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student

making a false report will also be subjected to disciplinary action as outlined by the school discipline code.

This tech fee does not cover loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Drexel R-IV School District will assess Chromebook damages and repair or replace the device if the damage is determined to be 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 loss.

## Chromebook Device Fee

Drexel R-IV School District requires that a technology fee be paid prior to the deployment of the Chromebook to your child. The fee is \$20 yearly for each Chromebook. In the event that a Chromebook is damaged due to misuse, abuse, or neglect, the student may be charged an additional repair fee; as is reflected in the table below.

If a student withdraws from Drexel R-IV School District and then re-enrolls later in the current year, the prior fee paid at the student's initial registration will be reinstated along with the number of claims made prior to the withdrawal.

<b>Annual Technology Fee Due at Registration</b>	<b>First Repair</b>	<b>Second Repair</b>	<b>Third Repair</b>
\$20 per device	Up to \$50	Up to \$100	Up to \$235

### 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 the property. It will be the discretion of Drexel-RIV administration of fault. 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.

### Estimated Costs of Repairs: (Subject to Change)

- Replacement of the Chromebook (\$235 for devices purchased by Drexel R-IV)
- AC Adapter & Power Cord- \$15
- Battery- \$98
- Protection Case- \$20
- Screen Replacement- \$50
- Top Cover- \$23
- Screen Bezel- \$29
- Keyboard- \$40
- Bottom Case- \$27

- Power Ports- \$12
- LCD Video Cable- \$27

## **Chromebook Technical Support:**

The Library Media Center will be the first point of contact for repair of the Chromebooks.

- Password ID
- User Account Support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Operating System or software support
- Restoring Chromebook to factory default
- System software updates
- Hardware maintenance and repair

## **Technology Acceptable Use:**

### **General Guidelines:**

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at Drexel R-IV School District. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of the Drexel R-IV School District.
- Access to the Drexel R-IV School District technology is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary actions defined by the Drexel R-IV Acceptable Use Policy, Plan of Discipline, or other set policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgement as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will



be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.

- All users of the district's technology resources and/or school network must sign the district Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies that this document (Drexel R-IV School District Chromebook Policy) contains.

### **Privacy and Safety:**

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or other people's passwords.
- Remember that networks storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not a request, but a responsibility.
- Parents are encouraged to monitor their child's internet activity and internet usage periodically.

### **Legal Propriety:**

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the Drexel R-IV School District discipline code. 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.

### **Email:**

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through Google Gmail system managed by the Drexel R-IV School District. The internet is heavily monitored by the district network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.

- Do not use email or any other electronic messaging system to engage in harassment or cyberbullying.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.

**Consequences:**

- Students will be responsible for accounts and/or computer hardware issued to them. Non-compliance with the policies of the Chromebook Policy Handbook or the Drexel R-IV Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user.
- Email, network usage, and all stored files shall not be considered confidential and may be monitor at any time by the network administrator or other school administrators to ensure appropriate use. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

# Drexel R-IV School District Chromebook Policy Handbook and Student Pledge Agreement



- I will take good care of my Chromebook and know that I may be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook battery to full capacity each night and bring it to school daily.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs without a teacher presented and given permission.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Drexel R-IV School District.
- I have read and will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school and outside of school as well.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, and bag & ID tag in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger, ID tag and carrying bag in good working condition at the end of each school year.

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

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

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

## Drexel R-IV School District Chromebook Agreement

### Student/Parent Chromebook Use Agreement

In this agreement, "Chromebook" means Lenovo N22 Chromebook and all its components, software, battery, charger, and accessories (bag, pouch, ID tag, straps).

Parent and Students please initial each section:

<p><b>P:</b></p> <p><b>S:</b></p>	<p><b>Terms:</b></p> <ul style="list-style-type: none"> <li>You agree to pay \$20 yearly device insurance.</li> <li>You will comply at all times with the Drexel R-IV School District's Chromebook Policy Handbook and its guidelines as well as the Drexel R-IV Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.</li> </ul>
<p><b>P:</b></p> <p><b>S:</b></p>	<p><b>Title:</b></p> <ul style="list-style-type: none"> <li>Legal title to the Chromebook is to Drexel R-IV School District, and it shall remain in the School District. The student's right of possession and use is limited to and conditioned upon full and complete compliance with their Agreement and the Chromebook Policy Handbook.</li> </ul>
<p><b>P:</b></p> <p><b>S:</b></p>	<p><b>Loss or Damage:</b></p> <ul style="list-style-type: none"> <li>If the property is accidentally damaged or incurs loss due to an act of nature, Drexel School District will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents or guardians involved in the loss or property. Loss or theft of the property must be reported to the school by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.</li> </ul>
<p><b>P:</b></p> <p><b>S:</b></p>	<p><b>Repossession:</b></p> <ul style="list-style-type: none"> <li>Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default, and authorities may be sent to your place of residence or other location of the Chromebook to take possession.</li> </ul>
<p><b>P:</b></p> <p><b>S:</b></p>	<p><b>Term of Agreement:</b></p> <ul style="list-style-type: none"> <li>Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School District or upon student withdrawal from Drexel R-IV School District.</li> </ul>
<p><b>P:</b></p> <p><b>S:</b></p>	<p><b>Appropriation and Payment of Fees &amp; Fines:</b></p> <ul style="list-style-type: none"> <li>Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property, and you will be turned into collections for the full replacement cost of the device, charger, and bag.</li> <li>All fees and fines must be paid on a yearly basis on or prior to the registration date.</li> </ul>