

# Chromebook Handbook

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## Chromebook Procedures and Information for Students and Parents

The mission of the 1:1 program in the Deer Creek-Mackinaw CUSD 701 is to help propel our personalized learning initiatives and establish the foundation for a seamless program that supports individualized instruction in our classrooms. It supports anytime access to online resources for learning by providing portable devices for each student in the high school for use at school and possibly at home at the discretion of school administration. This ensures that students can access educational resources throughout the school day. Every student has a device that provides real-time data to a reporting dashboard providing an interactive interface for students where they can access tools and resources, post their current work, track their progress, and interact with teachers and other students around their projects.

Deer Creek-Mackinaw CUSD 701 prepares students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school. Deer Creek-Mackinaw CUSD 701 schools demonstrate that with a rigorous, high-quality program and the right social and emotional supports in place, all students, regardless of racial or economic background, can achieve outstanding results. Deer Creek-Mackinaw CUSD 701 is implementing the 1:1 Chromebook initiative to further personalize the way each student uses time, receives support to master essential skills, and deepens understanding of content.

## Deer Creek-Mackinaw CUSD 701 Chromebook Handbook

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### Ownership of the Chromebook

Deer Creek-Mackinaw CUSD 701 retains sole right of possession of the Chromebook. Deer Creek-Mackinaw CUSD 701 lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Deer Creek-Mackinaw CUSD 701 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

## **Receiving Your Chromebook**

All parents/guardians and students are required to sign the Student/Parent Device agreement prior to picking up a Chromebook. This form can be found on your Family Access portal.

### **Transfer/New Student Distribution**

All parents/guardians and students are required to sign the Student/Parent Device agreement prior to picking up a Chromebook. This form can be found on your Family Access portal.

## **Returning Your Chromebook**

### **End of Year**

\*\*The Chromebook must be returned by the conclusion of the spring semester exam. At this time, students will turn in their Chromebooks and all peripherals and accessories. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

### **Transferring/Withdrawing Students**

Students who transfer out of or withdraw from Deer Creek-Mackinaw CUSD 701 must turn in their Chromebooks and peripherals and accessories to campus office personnel on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Deer Creek-Mackinaw CUSD 701 may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

## **Educational Use**

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Technology Acceptable Use Policy and all of its corresponding administrative procedures at all times.

## **Using Your Chromebook At School**

Students are expected to bring their Chromebooks to all classes each day unless specifically advised not to do so by their teacher. If student leaves their Chromebook at home, repeat offenders face a Level 1 consequence as detailed in the Student Code of Conduct.

### **Loaner Chromebooks Availability**

- Depending on availability, loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair only.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.

- Chromebooks on loan to students having their devices repaired may not be taken home, unless permitted by the school administration.
- Loaner chromebooks will not be available for students who forget their Chromebook at home.

### **Charging Chromebooks**

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- An uncharged Chromebook is in violation of this agreement.

### **Backgrounds and Themes**

- Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.

### **Sound**

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used only if the instructional software has an audio component and with teacher permission.
- Students will provide their own personal set of headphones for sanitary reasons.

### **Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/cloud application, students will be able to print directly from their Chromebooks at school.

### **Logging into a Chromebook**

- Students will log into their Chromebooks using their school issued deemack.org email account.
- Students should never share their account passwords with others, unless requested by an administrator.

### **Managing and Saving Your Digital Work With a Chromebook**

- 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.
- Students should always remember to save frequently when working on digital media.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

## Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks 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. Students are bound by the Deer Creek-Mackinaw CUSD 701 Technology Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

## Chromebook Care

### Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so that they can be taken care of properly. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker.

### General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Disconnect all connected cords, USB memory and any adapters before putting your Chromebook into a carrying case, bag or slot in a mobile cart.

### Carrying Chromebooks

- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.

### Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### **Asset Tags and Logos**

- All Chromebooks will be labeled with a school asset tag and Deer Creek-Mackinaw CUSD 701 logo.
- Asset tags and logos may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag or logo.

### **Chromebooks left unattended**

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offences will result in disciplinary action.

### **Warranty and Insurance**

The School will repair or replace damaged equipment resulting from normal use and accidents. Abuse or neglect may result in damages that are the responsibility of the student to pay for. The School will make its best attempt to purchase replacement parts at the best possible price. In case of theft, vandalism, or other criminal acts, a police report MUST be filed with the local police department and a copy submitted to the office of the campus where the students attends.

## **Proper Care and Handling of Chromebooks in the Classroom**

### **Heat**

- Always place your Chromebook on a flat, stable surface.
- Do not place it on top of stacks of paper, blanket, upholstery, or anything else that is an insulator.
- The bottom of your Chromebook is a cooling surface. Excessive heat buildup will lead to premature failure.

The computer needs proper airflow to operate correctly.

### **Authorized users**

- The school Chromebook is assigned to you for your use alone. Please don't allow others to use your device while in use. Remember you are responsible for any damage or misuse.

### **Keep your Chromebook secure**

- Please keep Chromebook in a secure area when not in use. Do not leave your Chromebook sitting in an empty classroom or any other area without adult supervision. If using Chromebook cart, once is used place the Chromebook back to the assigned slot.

## Stay out of the inside

● Under no circumstances should you open (or attempt to open) your school computer's case. Touching the wrong components may not only damage the computer, it may seriously hurt you. Report the failure to the Teacher or IT person in your school. Let a district technician handle any repairs that require the case to be opened.

## Chromebook Agreement

By signing the below, the student and their parent/guardian agree to follow and accept:

- Technology Acceptable Use Policy
- This Chromebook Agreement in its entirety
- The Website and Social Media Guidelines (below)
- That Deer Creek-Mackinaw CUSD 701 owns the Chromebook, software and issued peripherals
- If the student ceases to be enrolled in Deer Creek-Mackinaw CUSD 701, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the computer. In addition, the student must also return both the Chromebook charger and any other purchased peripherals. Students may be charged for any piece that is not returned.
- In no event shall Deer Creek-Mackinaw CUSD 701 be held liable to any claim of damage, negligence, or breach of duty.