



Durand-Arkansaw School District Chromebook Policy Handbook

The Durand-Arkansaw School District is dedicated to creating a collaborative learning environment for all learners. Through a learning environment that includes exposure to technology resources, students and teachers will be able to implement transformative uses of technology and enhance student engagement with content. The goal remains to promote self-directed, lifelong learners.

Our students will transition from consumers of information to creative producers and owners of knowledge. To prepare them, our team will establish collaborative professional learning communities based on integrative professional development for teachers. This program enhances classroom environments by providing high-quality instruction, assessment and learning through the integration of technology and curriculum.

Technology immersion enables teachers to continue to be a vital role by transforming the teacher from a director of learning to a facilitator of learning. The Board of Education, district staff and community members all play a key role in the development of effective and high quality educational experiences.

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1. RECEIVING YOUR CHROMEBOOK

Chromebooks will be distributed during registration week of each school year. All Parents/Guardians are required to attend and sign the Durand-Arkansaw School District Chromebook Agreement document before the Chromebook can be issued to their child. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Durand-Arkansaw School District. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at Durand Middle/High School.

All transfer/new students will participate in school orientation and will be able to pick up their Chromebook from the IT Department. New students that transfer in during the year must stop by the IT Department to complete paperwork. Both students and their parents/guardians must sign the Durand-Arkansaw School District Chromebook Agreement prior to picking up a Chromebook.

There will be a Chromebook technology fee of \$40.00 per year. Students that qualify for free and reduced lunch will be required to pay \$20.00 per year just for the technology fee. Families with 3 or more students will pay a maximum of \$100.00 per year or \$50 per year for families that qualify for free and reduced lunch for the technology fee. Students that attend Durand Middle/High School all seven years and pay the technology fee will get to keep their Chromebook. Parents may also elect to purchase a Chromebook for their child/children from the school for-\$250 during the first year. The following scale will be used for students that attend less than seven years to pay an additional fee to keep their Chromebooks (if they chose):

Purchase after one year	\$210.00
Purchase after two years	\$170.00
Purchase after three years	\$130.00

Students will be held responsible for ALL damage done to their Chromebook not covered by warranty including, but not limited to: broken screens, cracked pieces, inoperability, etc. Students will not be held responsible for general computer problems that do not result due to negligence i.e. corrupt system files, defective hardware, etc. Administration will investigate all avenues to determine if damage was due to negligence or faulty equipment/software.

1a: No Expectation of Privacy

- Students have no expectation of confidentiality or privacy with respect to any usage of a 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 student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

2. RETURNING YOUR CHROMEBOOK:

- End of Year: At the end of the school year, students will turn in their Chromebooks and cases. Failure to turn in a Chromebook will result in the students being charged the full \$250 replacement cost. The District may also file a report of stolen property with the local law enforcement agency.
- Transferring/Withdrawing Students: Students that transfer out of or withdraw from the School District of Durand-Arkansaw must turn in their Chromebook and cases to the high school office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$250 replacement cost. The District may also file a report of stolen property with the local law enforcement agency.

3. 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 taken to the Chromebook Central in the LMC as soon as possible so that they can be taken care of properly. ***Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

3a: 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.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or back pack while plugged in.
- Students should never carry their Chromebooks while the screen is open.
- Vents **CANNOT** be covered. Chromebooks must have a Durand-Arkansaw School District AV tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result. Student name shall remain on the device at all times.
- Chromebooks should never be left in a car or any unsupervised area.
- Students should never leave their Chromebooks unattended unless locked in their hallway locker.
- Chromebooks should not be used or stored near pets.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Students are responsible for bringing completely charged Chromebooks for use each school day.

3b: Carrying Chromebooks and Case Care

- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Always transport Chromebooks with care and in school issued protective cases. Failure to do so may result in disciplinary action.

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use. However, students may not personalize the outside of the Chromebook or case.
- 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.

3c: Screen Care

The Chromebook screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent.

4. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- In addition to the teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

4a: Chromebooks Left at Home or Not Charged

- Student will have the opportunity to use a replacement Chromebook from Chromebook Central if one is available. The student will be responsible for any damage to or loss of the issued device.
- Repeated violations of this policy will result in disciplinary action.

4b: Chromebooks Under Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at Chromebook Central.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it's lost or stolen.
- Chromebooks on loan to students having their devices repaired may be taken home.

4c: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- There will be a charging station in the library.
- Repeated violations of this policy will result in disciplinary action.

4d: Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

4e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones/ear buds may be used at the discretion of the teacher.

4f: Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students will still be able to print from desktop computers in the Writing Lab, Library, and other locations, however, students will not be able to print directly from their Chromebooks at school. As students and teachers become more accustomed to cloud-based storage, printing needs may change or fade.

4g: Account Access

- Students will only be able to login into their Chromebook using their school issued Google Apps for Education account.
- Students should always use the Chromebook with their own account.
- Students should never share their account passwords with others, unless requested by an administrator.

5. USING YOUR CHROMEBOOK OUTSIDE OF SCHOOL

Students are encouraged to use their Chromebook for school work 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 Durand-Arkansaw School District Responsible Use of Technology Agreement, and all other guidelines in this document wherever they use their Chromebook. Parents/guardians will be provided their child's login name and password.

6. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Docs is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files.
- Students should always remember to save frequently when working on digital media.
- The district 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.
- With Internet connection, you can access your documents and files from any Chromebook, anywhere in the world using Google Apps.
- All items will be stored online in Google Cloud environment and on their Chromebooks.

7. OPERATING SYSTEM ON YOUR CHROMEBOOK

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

7a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging.

7b: Virus Protections and Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.

7c: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the Chromebook Central.

7d: Software Installation and Chrome Web Apps for Education

- Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web.
- All work is stored in the cloud, on-line.
- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.

- Some web apps will be available to use when the Chromebook is not connected to the Internet.

8. RESPONSIBLE USE GUIDELINES

8a: General Guidelines

- Responsible Use of Technology Agreement
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Durand-Arkansaw School District.
- Students are responsible for their ethical and educational use of the technology resources of the Durand-Arkansaw School District.
- Access to the Durand-Arkansaw School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Responsible Use of Technology Agreement.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- Students and parents/guardians understand that the Durand-Arkansaw School District does not have control over information found on the Internet. Every attempt is made to block access from inappropriate material while the student is at school. Random checks will be done, and students with inappropriate material will be disciplined accordingly. The District is not able to control student usage of the device while at home. It is the parent/guardian's responsibility to supervise information that a student is accessing from the Internet while at home.

8b: Privacy and Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Durand-Arkansaw School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify your teacher or paraprofessional.

8c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of

the law is not immunity. If you are unsure, ask a teacher or parent.

- Plagiarism is a violation of the student policy. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

8d: E-mail Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at any time.

8e: Consequences

- Students are responsible for the appropriate use of accounts and equipment issued to them.
- Non-compliance with the policies of this document or the Responsible Use of Technology Agreement will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

9. PROTECTING & STORING YOUR CHROMEBOOK

9a: Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
 - Record of district asset tag and serial number
 - Individual user account name and password
- Chromebooks are the responsibility of the student. This device will be yours for the duration of your time at Durand. *Take good care of it!*

9b: Account Security

- Students are required to use their Google Apps for Education user ID and password to protect their accounts and are required to keep that password confidential.

9c: Storing Your Chromebook

- When students are not using their Chromebook, they should store them in their locked locker.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Chromebooks should be hung by the handles on their case from the middle hooks in their locker.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

9d: Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, field house, locker rooms, LMC, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

10. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the LMC through the student Chromebook Central. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by Chromebook Central Staff