



1:1 CHROMEBOOK HANDBOOK



For Parents/Guardians and Students

Mesa County Valley District 51

This handbook is a guideline for the productive and responsible use of devices as a primary learning resource

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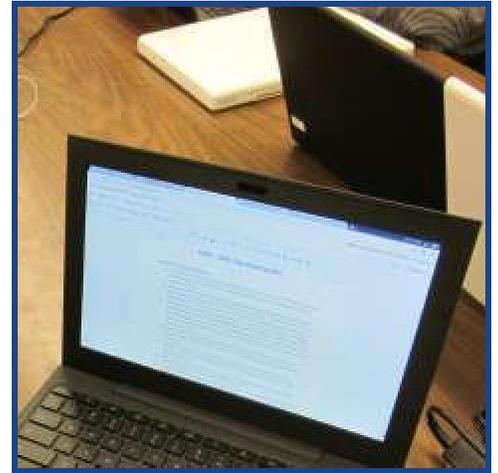
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PURPOSE:

District 51 strives to create an environment where every learner has the power to meet the challenges of today's world with confidence. Chromebooks support this environment in many ways. These devices break down classroom walls and provide both educators and students with the ability to access more educational resources than ever before. Chromebooks encourage collaboration and allow learning opportunities to be anywhere at any time. This tool will permit teachers to utilize mobile and social technologies in their everyday instruction, encouraging a habit of lifelong learning in their students, and continue to meet the ever-changing challenges of college and career readiness.

This handbook may be updated, changed and modified at the sole discretion of District 51 administration. We will provide advance notice of any changes through regular school communication. Any changes to the policy will be effective for the next school year.

Students and their parents/guardians are reminded that use of school technology is a privilege and not a right and that everything done on any school owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of school technology will result in loss of computer privileges, removal from class, loss of credit, failing grade and/or legal action as stated in the parent and student handbook.



This document is intended to help students and parents/guardians navigate policies and procedures having to do with the 1:1 initiative.

OBJECTIVES:

The Mesa County Valley School District's 1:1 Chromebook initiative will integrate technology in the classroom to:

- Promote student engagement and enthusiasm for learning.
- Make resources available 24/7 for learning.
- Encourage collaboration among students and teachers.
- Allow students access to information, along with the opportunity to connect it to their learning in a meaningful manner.
- Reduce the use of printed textbooks, worksheets, and workbooks.
- Nurture a sense of responsibility and digital citizenship.
- Prepare students for success after graduation from High School.

DEVICE DISTRIBUTION PROCEDURE:

- Students and parents complete the D51 One to One Chromebook Handbook.
- On distribution day,
 - At designated time, students arrive at the distribution location.
 - Students have School Identification available.
 - Students receive a Chromebook and School Identification tag is recorded in the student's record.
 - Student powers on Chromebook and logs in.



OWNERSHIP:

District retains sole right of possession of the Chromebook. The District lends Chromebooks to the students for educational purposes only, during the academic year.

Additionally, District 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.

Students should not share their Chromebook with another student or leave the Chromebook unattended.

Only district provided devices will be allowed on the district network.

CHROMEBOOK IDENTIFICATION RECORDS:

- The school will maintain a log of all Chromebooks including: Chromebook serial number, name and ID number of the student assigned to the device.
- Each student will be assigned the same Chromebook for the duration of his/her time within the District / school. They will be collected at the end of each school year.
- 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.
- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not manually update their Chromebooks.

Student Responsibility & Care of Your Chromebook

Students are responsible for the general care of the school-issued Chromebook. Chromebooks that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so it can be resolved. District-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.

- Students are expected to bring their assigned Chromebook to each class every day unless specifically advised not to do so by their teacher.
- It is the sole responsibility of the student to have the Chromebook fully charged at the beginning of each school day.



GENERAL PRECAUTIONS:

- No food or drink is allowed near to your Chromebooks while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Power cords should be kept at home and devices should be charged at home each night.
- Do not use the power cord to charge any device other than your district issued Chromebook.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- 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 temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

CARRYING THE CHROMEBOOK:

Any cost for repairs not covered by the warranty or insurance will be the responsibility of the student.

- 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 a backpack 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 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. These are very convenient and relatively inexpensive.

VIRUS PROTECTION:

- Chromebooks have built in virus protection and therefore do not need any virus protection software installed.
- Student Chromebooks will be configured to use the district web-filter, both in the district and when connected to home or public Wi-Fi.
- The school adheres to the Children's Internet Protection Act (<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>). Students who encounter anything inappropriate should report it to a teacher or building administrator.
- Students are not permitted to factory reset their Chromebook.
- Students are not permitted to install any content that violates the Mesa County Valley School Board Policy JS-E STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES (Responsible/Acceptable Use Policy).
- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school 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 school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

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 a backpack 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 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. These are very convenient and relatively inexpensive.



STORAGE:

- Use a locked locker to store the Chromebook while at school when not in use, including during Physical Education classes. Do not leave your device unlocked or unsupervised in the locker room area.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

Personalizing The Chromebook

Students are **NOT PERMITTED** to adhere stickers, glue, scratch, or markup any surface of the actual Chromebook.

Students are **NOT PERMITTED** to remove or tamper with any district identification tags on the Chromebook or cover. (If a tag accidentally comes off, contact a Chromebook Service Center as soon as possible.)

Students are **NOT PERMITTED** to use inappropriate media as a screensaver or background.

While we encourage freedom of expression, it is with the responsibility of being ever mindful of others who may not share the same life experiences.

Actions not in line with these guidelines will be considered acts of vandalism, and subject to disciplinary action in accordance with the student handbook and other applicable school policies.



How to Use Your Chromebook

CHROMEBOOK LOGIN ACCESS

- Students will only be able to login to the Chromebook using the @d51schools.org district accounts.
- Students should always use their own account when accessing a district issued Chromebook.
- Take care to protect your password. Do not share your password. Change it frequently.

SOFTWARE GOOGLE APPS FOR EDUCATION

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Drive (Documents, Spreadsheets, Presentations, Drawings, and Forms) and Google Classroom.
- All work is stored in the cloud.
- Chrome Web Apps and Extensions: Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store with teacher permission.
- 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. Teachers, school administrators, and the Technology Department staff reserve the right to monitor activity on student Chromebooks via the Google Administrator Dashboard and teacher observation.
- Students are not permitted to un-enroll or attempt to bypass Mesa County Valley 's Enterprise Google Enrollment on their Chromebook.

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 not print

directly from their Chromebooks at school. Printing that needs to be done can be accomplished by accessing their Google Chrome accounts in the school library or printing at home.

MANAGING AND SAVING YOUR DIGITAL WORK

- The majority of student work will be stored in Google Drive or Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Flash drives are only to be used to store school related/approved information.
- Students should always remember to save frequently when working on digital media. Not all Google tools/apps automatically update/save.
- 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 on Google Drive.

Digital Citizenship: Appropriate Uses

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

Respect Yourself: I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

- Protect Yourself: I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- Respect Others: I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
- Protect Others: I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- Respect Intellectual Property: I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- **Protect Intellectual Property:** *I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.*

Digital Citizenship: Inappropriate Digital Use by Student

The school administration will follow district policy on inappropriate use of technology. Inappropriate use of technology could result in the student's loss of a one to one device.

The Four C's



Communication

Sharing thoughts, questions, ideas, and solutions



Collaboration

Working together to reach a goal — putting talent, expertise, and smarts to work



Critical Thinking

Looking at problems in a new way, linking learning across subjects & disciplines



Creativity

Trying new approaches to get things done equals innovation & invention

INSTRUCTIONAL USE

Students are responsible for bringing their Chromebooks to school every day. If students leave their Chromebooks at home, they are still responsible for completing their coursework. Teachers, at their discretion, may give alternate versions of assignments that do not require the use of a Chromebook, or students may be issued a temporary device.

If a teacher determines that a student is not using the device appropriately, they may revoke access to the device during their class and take appropriate disciplinary action.

If a student repeatedly forgets his/her Chromebook at home, he/she may be subject to appropriate disciplinary action.

Students are to bring their Chromebook to school fully charged every day. Students should not bring their power adapters and charging cables to school. Parents and students are financially responsible for the loss of or damage to power adapters and charging cables. It is the student's responsibility to have sufficient battery life for their expected use while at school. Each classroom will have a limited number of spare power adapters for those who are unable to charge their device at home. These will be provided at the teacher's discretion.

CHROMEBOOK REPAIR AND SERVICE

When damage occurs or technology issues arise:

- Students must report problems immediately to the classroom teacher and the assistant principal.
- A call to the Help desk will be made and sent to the appropriate people

Damage protection notice:

Each Chromebook has a limited warranty that covers normal use, mechanical breakdown or faulty construction. This plan does not warrant against damage caused by misuse, abuse, or accidents.

Your Chromebook may be covered by an optional accidental damage protection that affords coverage for certain accidental damages. The student will be fiscally responsible for the cost of any repairs not covered by the accidental damage protection plan.

STUDENT AND PARENT RESPONSIBILITIES

Students will:

- Follow the expectations outlined in all Mesa County Valley School District policies including the Responsible/Acceptable Use policy.
- Agree to handle the Chromebook with care, not adhere stickers, remove/damage any district tags, and/or mark up the device surface.
- Agree to bring their completely charged Chromebook to school each day.
- Agree to immediately return the Chromebook and peripherals in good working condition upon request or withdrawal from the school district.
- Assume full responsibility for their issued Chromebook at all times.
- Report any Chromebooks that are damaged, lost, stolen or fail to work properly.
- Acknowledge that this handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by students.

Parents will:

- Be responsible for the cost to repair or replace the Chromebook if damage is caused by negligence or intent to destroy district property.
- Acknowledge that their student and they are to follow the expectations in the student handbook, and all Mesa County Valley School District policies including the Responsible/Acceptable Use policy, and any violation of these guidelines could result in the student facing disciplinary action.
- Be responsible for monitoring their child's use of the Internet and apps when he/she is not at school.
- Agree to immediately return the Chromebook and peripherals in good working condition upon request or withdrawal from the school district.
- Acknowledge that this handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.

FEES

The District will repair or replace damaged equipment resulting from normal use. All other breakage costs and charges will be the responsibility of the student and their parent/guardian. The District will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full **replacement cost to purchase a new device (Chromebook) which currently ranges from \$375.00 to \$400.00 depending on device. The replacement cost of a T-9 Mobile Hotspot is \$85.** If the parent/student opts to leave the Chromebook in school provided storage each night the student must coordinate that with their advisor. If a device is stolen from this in-school storage location the student is not responsible for replacement cost unless the advisor was not made aware.

“What Do I Do?” Scenarios:



I forgot my Chromebook at home.

Loaner PC laptops may be available in each classroom. There will be a limited number available so we strongly recommend that you try to remember to bring your device to class each day. Teachers may also deduct employability points when you arrive unprepared for class.

My Chromebook is under repair.

Loaner Chromebooks will be issued to students when they leave their Chromebook for repair with the school Chromebook Service Center. (Same guidelines apply.)

I came to school without charging my Chromebook.

Chromebooks must be brought to school each day fully charged. Students are responsible for fully charging their Chromebooks before arriving at school. While your classroom may have options for charging this is an exception to the rule.

Should I use the sound while at school?

Sound must be muted at all times unless otherwise directed by the teacher. Headphones may be used at the discretion of the teacher or in permitted areas such as study halls, library, cafeteria, etc.

I forgot my password and cannot login.

You may contact the District Help Desk or ask your teacher to provide instructions for password resets and recovery. Change your password regularly.

I left my Chromebook in an unsupervised area.

Students are responsible for direct supervision of their assigned Chromebook. If an unsupervised Chromebook is found, notify a teacher immediately.

Someone stole my Chromebook.

You should report the stolen Chromebook to your teacher and building principal if the theft occurred at school. You should always notify the school resource officer or local police. The District Department of Technology Services should be notified immediately as it may be possible to locate the unit electronically. If a Chromebook is stolen from somewhere other than the school, you should contact the local police.

Can I play music or visit non-academic sites at home?

Your device will be filtered at home as well as at school. Allowable sites will be determined by IT and district administrators in order to comply with the appropriate use policy.

What do I pay to fix it?

If you have opted to pay for accidental damage insurance, there will be no charge for any damages that are incurred that meet the definition of “accidental”. If damage is intentional or if your device is not covered by accidental damage insurance, a price quote will be provided by the insurance company prior to the completion of the repair work.

What if I can't connect to the wireless network?

GSuite applications can be used in off-line mode which means that you do not need to be connected to the Internet to work on your documents. Files will synchronize the next time your device is connected to the network.

1:1 Chromebook Device Use and Fees and Agreement

Participating schools will issue registered students a District owned Chromebook for their use both at school and at home when authorized. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen. This document also specifies the

Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that everything done on any District-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.

To understand the expectations of Mesa County Valley School District 51 (District 51), students and their parents/guardians are responsible for reviewing the District's Student Use of the Information Technology Resources Responsible Use Agreement (JS -E) and corresponding Student Use of Information Technology Resources (JS and JS-R).

Ownership of the Chromebook

District 51 retains sole right of possession of the Chromebook. The Chromebooks assigned to the students of the pilot school for educational purposes only for the academic year. Moreover, District 51 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. District Chromebooks will only operate with a district account.

Responsibility for the Chromebook and T9 -Mobile Hotspots

In consideration of the use of the computing device at home, parent and student agree that:

1. The student will use the tool according to instructors' instructions while outside of school.
2. The student will refrain from using the tool in organizations not under the supervision of District 51 Schools.
3. Parent acknowledges that while the District makes every effort to ensure security of the device, students may be able to access unsecured and unfiltered networks outside of the control of District 51 Schools. Responsible use of network resources is the sole responsibility of the student and parent.
4. The parent and student will be personally responsible for any intentional or unintentional damage to the computing device while in the student's care (on or off of school property). Students will be provided the option of completing community service at the school as an alternative to cash payment if the student qualifies for reduced fees and/or free or reduced
5. lunch services. Any alternative agreement will be made with a school administrator and provided to the participating parties, in writing, no later than 48 hours after the claim is made.
6. If the device is lost or damaged beyond repair, the parent and student will reimburse the district the cost of replacing the device with one of the same make or of equal quality. Students will be provided the option of completing community service at the school as an alternative to cash payment if the student qualifies for reduced fees and/or free or reduced lunch services. Any alternative agreement will be made with a school administrator and provided to the participating parties, in writing, no later than 48 hours after the claim is made.
7. The parent and student will return the device upon request in the same condition as it was

- received, taking into account normal wear and use.
8. Students will not loan their device to other students or allow it to be used by anyone else.
 9. Students will maintain possession of the device at all times.
 10. Students will not eat or drink while using the device.
 11. Students will not install music, video, or additional software onto the device without specific approval from a school representative.
 12. Device is property of Mesa County Valley School District 51 as is any installed software. As such, the district can monitor its use remotely and any violations of District 51 Schools' policy can result in discipline in line with district policy.
 13. Devices may be erased as part of maintenance or repair. Backup of student-owned data is solely the responsibility of the student and neither the school nor the district is responsible for loss of stored files, music, video or software.
 14. Students will keep the device clean and in proper working condition. Students will notify a school representative immediately if the device does not work as expected or shows unusual wear.
 15. Any text, imagery, or audio that is illegal according to local, state, or federal law (e.g., threats, hate speech, obscene or sexual images or text) will be immediately reported to the appropriate law enforcement agency.
 16. It is understood that the intentional failure to return the computing device to the school under some circumstances may constitute theft of district property. Any reported sale or transfer of the device for profit will be reported to the district attorney for prosecution. This agreement ends on the last day of the present school year, upon the student's withdrawal from current school, or upon the request of the school principal or other school representative, whichever occurs first.

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the District 51 technology staff. Students are responsible for backing up their data to protect from loss. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.

4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist or inappropriate.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Use of Technology policy.

Spare Equipment and Lending

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result in failure to bring a fully charged Chromebook to school.

Warranty and Repair

The District will repair or replace damaged equipment resulting from normal use. All other breakage costs and charges will be the responsibility of the student and their parent/guardian. The District will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device (Chromebook) which currently ranges from \$375.00 to \$400.00 depending on device. The cost for a replacement T9 - Mobile Hotspot is \$85. If the parent/student opts to leave the Chromebook in school provided storage each night the student must coordinate that with their advisor. If a device is stolen from this in-school storage location the student is not responsible for replacement cost unless the advisor was not made aware.

This agreement is between District 51 Schools, in the county of Mesa, in the state of Colorado and participating students and their parents/guardians.

The parent and student request the student be allowed to use it and the school district agrees to allow the use of the following computing device, which is property of the school district 51.