

Chromebook Guidelines for Students and Parents

This document provides detailed information to parents and students about how to care for the technology being entrusted to them.

1. Receiving a Chromebook

a. Student Signature

- Students will sign a form accepting a Chromebook, and by signing, agree to the terms of use at Camp Ernst Middle School. Chromebooks will stay at school. They are not to be taken home.

b. Student Distribution

- Chromebooks will be assigned to students in homeroom.
- Each student will be assigned a specific number/serial number. They will be responsible for this device until it is turned in at the end of the year.

2. Returning the Chromebook

a. End of Year

- At the end of the school year, students will make sure Chromebook is replaced in homeroom cart.
- The homeroom teacher will take inventory on all devices turned in and make necessary reports regarding damage to school STC.
- STC/ITA will make contact with parents regarding damage.

b. Transferring/Withdrawing Students

- Students that transfer out of or withdraw from CEMS must turn in their Chromebooks to assigned homeroom teacher. Failure to turn in the Chromebook will result in the student being charged the full replacement cost for each missing asset. CEMS may also file a report of stolen property with the local law enforcement agency.

3. Taking Care of the Chromebook

- Students are responsible for the general care of the Chromebook they have been issued by the school. Students with Chromebooks that are broken or fail to work properly must take the device to STC/ITA as soon as possible so that they can be taken care of properly. Students should never leave their Chromebooks unattended except when locked in their hallway locker or core class.
- All Chromebooks are the property of Boone County Schools/Camp Ernst Middle and as such may be inspected at any time.
- Students may purchase cover to protect the outside of assigned Chromebook. The cases can be found at this link through Amazon. Please note cases are not mandatory and if purchased will be the sole responsibility of the student. At this time, this is the only case we recommend. <http://www.amazon.com/iPearl-mCover-Lenovo->

[Chromebook-Laptop/dp/B010F1G0PM/ref=sr_1_4?ie=UTF8&qid=1456432039&sr=8-4&keywords=lenovo+21+chromebook+covers](https://www.lenovo.com/us/en/p/B010F1G0PM/ref=sr_1_4?ie=UTF8&qid=1456432039&sr=8-4&keywords=lenovo+21+chromebook+covers) It is available in 3 colors.



- CEMS will not be liable for any damage to personal property (purchased cover or headsets).

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into appropriate port on the Chromebooks.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be loaned to another student or individual during the school day or otherwise.
- No stickers or other like items are to be placed on Chromebooks. Failure to follow this will result in a replacement fee for the total cost of a new Chromebook.

b. Carrying Chromebooks

- Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
- Students should hold the Chromebooks (cover closed) with two hands if they need to carry the Chromebook anywhere inside or outside of the classroom during instructional time.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

c. Opening the Chromebook

- Open the Chromebook only when it is resting on a flat surface such as a table or desk.
- To open the Chromebook, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position. (Figure 1. Opening a Chromebook.)
- The hinge of the screen will only allow the screen to be open to a slight angle. Do not attempt to open the screen beyond this stopping point as the screen will break if forced.

d. Closing the Chromebook

- Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device. Obstacles on the keyboard could cause broken screens or damaged hinges.

- Close the screen only when the Chromebook is resting on a flat surface such as a table or desk.
- Close the Chromebook using two hands--one at either corner of the screen
- Close the screen gently.

e. 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.
- 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).
- Never lift the Chromebook by the screen.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

f. Asset Tags

- All Chromebooks will be labeled with a tag. The tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook and/ or disciplinary action for tampering with tag or turning in a Chromebook without a tag.

4. Using Chromebooks

a. Media

- Inappropriate media (pictures, music, movies, etc.) may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- Inappropriate media (images, videos, etc.) may not be stored on or accessed on the Chromebook. The presence of such media will result in disciplinary action.

b. Audio

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones or earbuds are strongly encouraged to be brought along with Chromebooks. The use of them will be at the teacher's discretion.
- Students will be required to provide their own personal headphones and/or ear buds (for sanitary reasons) and are expected to bring them every day. CEMS is not liable for any damaged or loss.

c. 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.

d. Network Access and Security

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

e. Managing and Saving 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 from most mobile Internet devices.
- No files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media (although many cloud-based applications, including Google Docs, automatically save work).
- The district will not be responsible for the loss of any student work.

5. Student Responsibilities

a. Following Classroom Guidelines

- Students are responsible for following school and classroom specific guidelines and expectations for use. This means following instructions, guidance, and protocols regarding when and how to use the technology in the instructional setting.
 - CEMS Misuse of Cellphones, Chromebooks and other Electronic Devices
 - Re-Training: Students who are written up for any issue dealing with Chromebooks will attend a session with Instructional Technology Assistant. Students will watch a video and take a test after.
 - Types of Offenses
 - Not returning Chromebook to cart. (Re-Training)
 - No caring for Chromebook. (Re-Training)
 - Damaging Chromebook. (After School Detention/Parent Contact by STC)
 - Not having the device in class will be treated the same as if a student did not bring his textbook or homework to class.
 - Students should indicate to their teacher that they do not have a Chromebook with them.
 - Teachers may direct the student who has forgotten the Chromebook to seek the assistance of another student to view information.
 - Loaners are not available for students who forget their Chromebooks or who have misplaced them.
 - Discipline
 - 1st Offense: Lunch Detention/Attend Re-training
 - 2nd/3rd Offense: Afterschool Detention/Attend Re-training after lunch.
 - All Offenses: Students will have a reprimand and student conference. Parent/Guardian may be contacted. All students will be attending a re-teaching session after lunch.

- Students who miss re-training will be assigned lunch detention or after school detention and possible loss of Chromebook until session attended and/or assessment passed.

c. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when their school-issued Chromebook is being repaired. They will need to see STC/ITA to have Chromebook assigned to them during duration of repair.
- A student borrowing a Chromebook must check out the loaner device and will be responsible for any damage to or loss of the loaned device.
- Loaner devices must be treated with the same respect as any other device as outlined in this document.

d. Charging Carts

- Chromebooks must be replaced at the end of the day in designated carts (homeroom).
- Failure to not return Chromebook could result in loss of use or limited access to device for a specified time as decided by CEMS Administration/Staff.

6. Operating System and Security

- 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.

a. Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

7. Content Filter

- The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks will have all Internet access provided by the district filtered, protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

8. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education (GAFE) suite of productivity and collaboration tools. This includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.

- All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Students will not have the ability to download apps and extensions from the Chrome Web Store.
- Apps are also subject to internet filtering.

9. Chromebook Identification

a. CEMS will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device. Chromebooks will be checked in and out to the students in a very similar way to when library books are checked in and out.

b. Each student will be assigned the same Chromebook for the school year of his/her time at CEMS. Take good care of it!

10. Repairing/Replacing Chromebooks

a. All Chromebooks in need of repair must be brought to STC/ITA as soon as possible.

b. Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

11. 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. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

**CAMP ERNST MIDDLE SCHOOL
STUDENT Chromebook User Agreement**

(This form must be turned into Homeroom teacher before Chromebook is assigned/given to student)

CAMP ERNST MIDDLE SCHOOL has initiated a 1:1 Chromebook program for students and teachers in an effort to embrace 21st Century Skills. Some of our goals for students include:

- To increase productivity and engagement of all learners.
- To make student-centered learning a priority.
- To increase collaboration, creativity, critical thinking and communication in our students.
- To prepare students for a 21st Century environment.

Acceptable Use

Student use of the Chromebook falls under the BOONE COUNTY Student Handbook. While at school, Internet and Chromebook use will be monitored through district level management software. Anyone found violating acceptable use will be subject to disciplinary actions.

Student Agreement

I understand that this Chromebook is designated for educational purposes and therefore my actions may cause for the removal of my Chromebook privileges.

I understand that the Chromebooks are district owned devices and all content stored on the Chromebook is subject to review at any time.

Student Name (Printed)

Student Signature

Homeroom Teacher

Grade

Parent or Guardian Agreement

I understand that this Chromebook is designated for educational purposes and therefore my child's actions may cause for the removal of his/her Chromebook privileges.

I assume financial responsibility should my child be deemed responsible for a lost Chromebook or charger. (Broken Chromebooks that are accidental are covered by insurance.)

I understand that the Chromebooks are district owned devices and all content stored on the Chromebook is subject to review at any time.

As the parent or guardian of this student, I have read and agree to the guidelines in the Chromebook Handbook.

Parent Name (Printed)

Parent Signature

Date: _____