School District of Lodi
Chromebook Policies and Procedures

School District of Lodi 1:1
Chromebook Program Grades 6-12

The mission of the School District of Lodi, a strong partnership of families, community and educators, is to inspire students to become lifelong learners who seek new understanding and skill to assume the role of responsible and contributing members of society by creating a world-class, innovative learning environment that stimulates academic and personal excellence.

Table of Contents

Background Information

The focus of providing Chromebooks in the School District of Lodi is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential and one of the most economical learning tools is a Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential. Individual Chromebook use will also prepare our students for postsecondary education and the modern workplace. According to studies and school reports, students who use a computing device in 1:1 education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Chromebook is a "next generation" device that makes learning more engaging and accessible.

Higher level learning results from the continuous interaction between students, educators, parents/guardians, and the extended community. Chromebooks and Google Apps for Education (GAFE) facilitate collaborative learning across all barriers. Technology immersion transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime and anywhere.

Why teach and learn in a 1:1 environment and put technology in the hands of every student?
- To access the vast amounts of digital content anytime and anywhere while stretching our students' learning beyond the classroom
- To transform learning by allowing students to collaborate, create, and personalize their learning
- To engage students with the resources, skills, and knowledge that improve student learning
- To prepare students for college, career, and life experiences in a digital world
- To retain and attract students and employees
- To give our students a competitive edge for jobs by providing similar educational experiences as other districts
- To guarantee equity of access to online tools for all students
- To model digital citizenship and 21st century technology skills
- To increase communication between students, parents, and school
- To provide options for global communication and learning within the classroom

Why use Chromebooks?
1. Chromebooks need little, if any routine maintenance. They are completely web-based so there is no need for downloading or installing programs.
2. Chromebooks are less expensive than other devices (iPads, Laptops, …).
3. Chromebooks are an engaging device which could transform the way teachers teach and the way young people learn.
4. Chromebooks have long lasting batteries and connect to the internet within seconds.
5. Chromebooks save automatically to the Google Cloud eliminating lost or forgotten school work.
6. Chromebooks are an "anytime and anywhere " learning device. This makes it ideal for projects and learning which take place out of the classroom.

7. Chromebooks can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

Receiving and Returning a Chromebook

<u>Receiving a Chromebook</u>
1. Chromebooks will be distributed to students within the first few days of each school year.
2. Each student will receive a Chromebook and an AC charger.
3. Padded protective Chromebook cases are optional, but highly recommended. The School District of Lodi will have appropriate quality cases available for purchase at registration and throughout the school year as long as supplies last. Any case for an 11.6" Chromebook may be used.
4. Optional Chromebook Protection will be available at registration. Chromebook Protection covers accidental damages to the student Chromebook.
5. Parents/guardians and students must sign and return the User Agreement before a Chromebook is issued to the student.
6. If no Chromebook User Agreement is signed, your child will be responsible for checking in and out his/her Chromebook through the LMC each morning and afternoon.
7. Chromebooks will be labeled by the School District of Lodi and this will be linked to the serial number.
8. If a Chromebook is uncharged or damaged, it should be taken to the LMC. Staff in the LMC will check in your Chromebook and check out a loaner Chromebook to you until your Chromebook is ready.
9. The Chromebook and district issued email account are the property of the School District of Lodi and as a result may be subject to inspection at any time. Students should have **NO** expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.

<u>Returning a Chromebook</u>
1. Chromebooks and the AC chargers will be returned during the final week of school so they can be checked, cleaned, and serviced if needed.
2. Chromebook cases owned by the student should remain with the student.
3. Chromebooks must be returned immediately when a student transfers out of or is removed from the School District of Lodi.
4. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook. Failure to return the Chromebook will result in a theft report filed with the Lodi Police Department.

<u>Free and Reduced Lunch</u>
Students that receive free or reduced lunch are eligible for a free Chromebook protection plan and a free Chromebook protective case upon request. Please communicate with a staff member for more details.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the School District of Lodi. Chromebooks that are broken or fail to work properly must be taken to the LMC for evaluation. Chromebooks are the property of the School District of Lodi and all users will follow the procedures below.

General Precautions

1. Chromebooks do not respond well to liquids. Avoid applying cleaning solutions of any kind to the Chromebook. The Chromebook can be cleaned with a soft, lint free cloth. Never use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
2. Do not attempt to gain access to the internal electronics or repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the LMC.
3. There is no "jail breaking" of this device
4. Never throw or slide a Chromebook.
5. Your Chromebook must remain free of any permanent writing, stickers, or labels that are not the property of the School district of Lodi..
6. Chromebooks have the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the User Agreement and grounds for disciplinary action.
7. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
8. Chromebooks must never be left on top of a locker, in an unlocked car, or in any unsupervised area.
9. Chromebooks should be placed in the top locker compartment to avoid putting any pressure on the screen.
10. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
11. Chromebooks must be charged for school each day. This is the student's responsibility!
12. Chromebooks are assigned to individual students and they are responsible for the care of that Chromebook. Students should not lend their Chromebooks to another person.
13. Please do not attempt to contact the Chromebook manufacturer directly for repair questions. Please contact the School District of Lodi technology department.
14. No food or drink is allowed next to your Chromebook while it is in use.
15. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook to avoid damage.
16. Students are responsible for keeping track of their AC power adaptor. Every Chromebook must be returned with an appropriate and functional AC power adaptor.
17. Never transport your Chromebook with the power cord plugged in.
18. Students should never carry their Chromebooks while the screen is open.

Screen Care

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.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or memory).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

<u>Carrying and Transporting Chromebooks</u>
The School District of Lodi has high quality affordable cases available for purchase at any time. These cases have sufficient padding to protect the Chromebook from accidental drops and normal treatment. Our cases are designed to stay on the Chromebook at all times. Ultimately, case selection is up the the student/guardian.
- Transport Chromebooks with 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.

Using Your Chromebook at School

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

<u>Chromebooks left at home</u>
If a student leaves their Chromebook at home, the student is responsible for checking out a loaner Chromebook from the LMC before their first class begins. The loaner Chromebook must be returned to the LMC immediately after school.

<u>Chromebook needing repair</u>
If a Chromebook is not functioning correctly, please take your Chromebook to the LMC. A staff member will determine if your Chromebook can be fixed immediately or if it must be sent out to be repaired. If the Chromebook needs to be repaired, a loaner Chromebook may be issued. A limited number of "loaner" devices are available so having a "loaner" is not guaranteed. Extensive repairs may take several days.

<u>Chromebook needing a charge</u>
1. Chromebooks must be brought to school each day fully charged. An AC charger will be issued to the student for charging at home.
2. There will be a limited number of self service charging stations available in the LMC. These stations will be available before school and throughout the day.
3. If a charged Chromebook is needed immediately, students may check out a loaner Chromebook from the LMC. Excess use of loaner Chromebooks may result in disciplinary consequences. Please be responsible and charge your Chromebook every night.

<u>Screensavers/Background photos</u>
While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and

subject to disciplinary action.

<u>Sound, Music, Video, and Apps</u>
1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Students should provide their own headsets/earbuds.
3. Music is only allowed on the Chromebook at the discretion of the teacher. If music is allowed, use Pandora or similar music station. Do not use Youtube for music.
4. You may use video streaming subscriptions such as Netflix on your Chromebook outside of normal school hours with parental permission.
5. All Google apps must be district approved. You will have limited access to the Chrome Web Store.

<u>Printing</u>
● Digital sharing of documents is encouraged, printing is discouraged.
● Students may use network printers with teacher's permission during class or breaks.
● Printing is done through Google Cloud Print. More information on printing can be attained here: http://support.google.com/cloudprint/?hl=en

Managing Your Chromebook and Google Account

<u>Using the Chromebook Camera</u>
The Chromebook comes equipped with both camera and video capabilities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. In addition, notify the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.

<u>Network Connectivity</u>
The School District of Lodi makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

<u>Managing and saving your work on a Chromebook</u>
● G-Suite or Google Apps for Education (GAFE) is a suite of programs which includes every productivity tool needed for your coursework. GAFE also allows students and staff to collaborate online at any time.
● With a wireless Internet connection, you can access your documents and files from any device, anywhere, at any time, no matter where you are.
● All items will be stored online in the Google Cloud environment.
● Prior to leaving the district, or graduating, students may want to save their Google files by using Google Takeout. Student Google accounts will be deleted after they leave the school district.
● If your Chromebook needs repairs, it may require a reload of the operating system which will delete all locally stored files. Be sure to save all files in Google Drive.

<u>Updating your Chromebook</u>

- When a Chromebook starts up it updates automatically. It will always have the most recent version of the Chrome operating system as long as you shut it down occasionally. No need for time-consuming installs, updates, or re-imaging.

Virus Protection and Additional Software
- Chromebooks are built with layers of protection against malware and security attacks.
- All files should be stored in Google drive, so there is no need to worry about lost homework.

Procedures for Restoring your Chromebook
- If your Chromebook needs technical support for the operating system, all support will be handled within the technology department.

Acceptable Use Guidelines for Using a Chromebook

General Guidelines
- Read the Chromebook User Agreement within your registration materials.
- 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 School District of Lodi.
- Students are responsible for their ethical and educational use of the technology resources of the School District of Lodi.
- Access to the School District of Lodi technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- 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, and threatening or obscene material.
- 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.

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 School District of Lodi.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and report it to your teacher or the technology department.

Legal Propriety
1. 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 administrator.

2. 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.

3. 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.

Email 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 emails, chain letters, or spam.
- Email & communications sent / received should be related to educational needs.
- Email & communications are subject to inspection by the school at anytime.

Consequences
- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or the Responsible Use Policy / SDL 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.

At Home Use
- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.
- Transport your chromebook in a case or protected backpack.
- Chromebooks will be filtered off site by the School District of Lodi.

Protecting and Storing Your Chromebook

Chromebook Identification
- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
    1. District asset tag
    2. Serial number
    3. Individual user account name and password
- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at the School District of Lodi. *Take good care of it!*

Account Security
- Students are required to use their School District of Lodi user ID and password to protect their accounts and are required to keep that password confidential.

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.
- Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- Chromebooks should **not** be stored in a vehicle at school or at home for security and temperature control measures.

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 commons, cafetorium, computer labs, gymnasium, 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.**

Repairing or Replacing Your Chromebook

Manufacturer Warranty
- The Chromebook manufacturer has a one year hardware warranty on new Chromebooks.
- The vendor warranties the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair or replace the Chromebook.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- Please report all Chromebook problems to the LMC Technology Help Desk.

Insurance Policy(Optional)
- The School District of Lodi offers an optional $20 per year Chromebook Protection plan. Under the Chromebook Protection plan the first repair is free. **All subsequent repairs require a $5 deductible.**
- The Chromebook protection plan and deductible will fully cover all costs associated with repairing that device.
- **The policy does not cover loss or theft.**
- **The policy does not cover loaner Chromebooks.**
- You can sign up for this policy through the school district.

Chromebook Technical Support

Technical support will be available in the LMC
Services provided include the following:
- Hardware maintenance and repairs
- Google Apps for Education questions
- General Chromebook questions and support
- Password resets
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks

All repairs must be completed in the LMC

Chromebook FAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of the School District of Lodi's Information & Instructional Technology Department will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:
- USB storage, mice and keyboards (see **supported file systems**)
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones
- Chromecast
- Wireless printers

Q. Can the Chromebook be used anywhere at anytime?

A. Yes, as long as you have a WiFi signal to access the web.

B. Chrome offers the ability through Apps so users can work in an "offline" mode.

Q. Will our Chromebook have 3G/4G?

    A. No. The district Chromebooks will not have 3G/4G broadband.

Q. Do Chromebooks come with Internet Filtering Software?

    A. Yes. Each Chromebook is filtered both on and off school campus.

Q. Is there antivirus built into it?

    A. It is not necessary to have antivirus software on Chromebooks because there are not running programs for viruses to infect.

Q. Battery life?

    A. Chromebooks have a rated battery life of 8-10 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

Q. Can I use my Chromebook at lunch?

    A. Yes, you may use your Chromebook at lunch any time at the high school and during inside recess at the middle school.