

# **Clearbrook-Gonvick Chromebook Handbook**



The policies, procedures, and information within the document apply to all Chromebooks used at Clearbrook-Gonvick School by students, staff, or guests including any other device considered by the Administration to fall under this policy. Teachers may set additional requirements for Chromebook use in their classroom. Handbook is subject to revisions and alterations periodically.

# Clearbrook-Gonvick Schools

## CHROMEBOOK AGREEMENT

Students at Clearbrook-Gonvick School can be issued Chromebooks for use in school and at home. 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.

Students and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities.

Inappropriate use of the TECHNOLOGY: See Consequences of Technology Misuse:

**Consequences of Technology Misuse:** Result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.

**Ownership of the Chromebook:** Clearbrook-Gonvick School retains sole right of possession of the Chromebook. The Chromebooks are LOANED to the students for educational purposes for the academic year. Moreover, C-G 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, delete installed software or hardware.

**Responsibility for the Chromebook:** Students are solely responsible for the Chromebooks issued to them and must adhere to the following: Students

- must comply with the Chromebook Agreement, C-G Acceptable Use Policy, and all policies of the school district when using their Chromebooks.
- must treat their device with care and never leave it in an unsecured location.
- must keep their device in the protective case handed out by the district when traveling.
- must promptly report any problems with their Chromebook to the tech coordinator, Joe Skjaret at skjaret@clearbrook-gonvick.k12.mn.us
- may NOT remove or interfere with the serial number and other identification.
- may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
- must keep their device clean. No alternating the appearance of chromebooks or cases using stickers or any drawings other than the school ID stickers.
- should not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. The chromebook can be cleaned with a soft, lint free cloth.
- avoid putting pressure on the screen of the Chromebook. Chromebooks should be placed vertically on top of the locker compartment or in a book bag.
- Chromebooks should not be left in a vehicle or location that is not temperature controlled. Extreme heat or cold will have negative effects on the Chromebook.
- Chromebooks must be charged for each school day. THIS IS THE STUDENT'S RESPONSIBILITY and

could negatively affect participation and/or grade.

**Taking Care of Your Chromebook:** Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or tech dept. If a loaner Chromebook is warranted, one will be issued to the student until their Chromebook can be repaired or replaced.

### **General Precautions:**

- No food or drink is allowed next to your Chromebooks while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- 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 temperature 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:** The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

**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 also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

### **Sound, Music, Games:**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students **MUST** provide their own headphones or earbuds.
- Music is only allowed on the Chromebook at the discretion of the teacher
- Headphones may be used with teacher permission.

- Chromebooks are not for use with games without teacher approval.

**Using Your Chromebook At School:** The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

**At Home:** When students are required to take their Chromebook home at any point during the school year, Chromebooks must be brought back to school in a fully charged condition. Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy may result in referral to administration and possible disciplinary action.

**Working offline:** Students without Internet access at home, or students in special situations have several options for working “offline”, including:

- Google Drive (Docs and Sheets) allows students to switch to offline editing functionality, where preloaded documents can still be viewed and edited.
- Students may read and answer email offline, with changes being synchronized back to their online account when the Chromebook is re-connected to an Internet connection.

**Accessing the Internet at Home and Elsewhere:** Students are allowed to connect to wireless networks when their chromebooks are at home, or in other venues where connectivity is offered. Note that Clearbrook-Gonvick School can not provide any assistance, troubleshooting, or advice on such off site connectivity. When connecting from home, students and parents should be aware that a district account is still being used, so website monitoring is still being done. No matter the location, students are always using their account assigned by the school district.

**Managing Your Files and Saving Your Work:** Students may save documents to their Google Drive, or they may save to an external memory device such as a SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

**Personalizing the Chromebook:** Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Clearbrook-Gonvick School . Spot checks for compliance will be done by administration or C-G Tech Dept. at any time.

**Software on Chromebooks:** Originally Installed Software: Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

**Virus Protection:** Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

**Additional Software:** Students are unable to install additional software on their Chromebook other than what has been approved by Clearbrook-Gonvick School.

**Inspection:** Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

**Monitoring of Use:** In compliance with state and federal regulations, the district utilizes CIPA (Children's Internet Protection Act) compliant filtering. The district also uses third party solutions to monitor content for threats, violence, illegal activity, etc. Notifications come to district tech support and administration regarding suspicious activity and, when concerns are identified, disciplinary action and/or parent contact may occur. Students should be aware that there should be no expectation of privacy when using the district network or equipment.

**Protecting & Storing Your Chromebook Chromebook Identification:** Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number and Clearbrook-Gonvick School asset tag
- Individual's Google Account username. **Under no circumstances are students to modify, remove, or destroy identification labels.**

**Chromebooks Left in Unsupervised / Unsecured Areas:** Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, library, locker rooms, gymnasium, dressing rooms, hallways, or any other entity that is not securely locked or in which there is no supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

**Network Connectivity:** Clearbrook-Gonvick School makes no guarantee that their 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.

**Repairing or Replacing Your Chromebook Chromebooks Undergoing Repair:**

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the District Tech Office.

- If repair is needed due to malicious damage or any other misuse, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for original Chromebook parts and labor.

**Responsibility for Electronic Data:** The students are solely responsible for any apps or extensions on their Chromebook that are not installed by a member of the school staff. Students are responsible for backing up their data to protect from loss. Users of school 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. **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 Acceptable Use Policy.

**Damage and Repair:** The school will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for. The school 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 cost of replacement cost to purchase a new device. (approximately \$300)

## FREQUENTLY ASKED QUESTIONS/HINTS & TIPS FOR PARENTS

**1. What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?** Clearbrook-Gonvick School will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is damaged, stolen, or lost, the student/parent/guardian is responsible for the repair or replacement. The School regards the Chromebook as all other materials that are checked out to a student (e.g. library materials, sports equipment, etc.)

**2. What are the replacement costs of the Chromebook and accessories?**

Chromebook - \$300    AC Cord - \$20    Screen-\$100

**3. As a parent/guardian, how do I monitor my student's use of the internet?** Please see the attached document entitled "Parents' Guide to Safe and Responsible Student Internet Use" for suggestions on monitoring your student's use of the internet.

**4. What if we don't have Wi-Fi at home?** A Chromebook's use is maximized with Wi-Fi, but it can be used in an offline mode should Wi-Fi not be available. It will automatically connect to Wi-Fi and upload work upon entering the CG campus.

**5. What if a student forgets to charge the Chromebook?** There will be a number of limited power outlets in the classrooms. Students who consistently (three times or more) come to class unprepared without a charge will be required to leave their chromebook at school for overnight charging.

**6. Will students keep the Chromebook for the summer?** Chromebooks and all CG accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year. Returning students will be reissued a Chromebook the following year.

Please contact the Technology Coordinator, Joe Skjaret at 776-3112 ext. 303 with any questions regarding student use of Chromebooks.

## **Parent's Guide for Safe and Responsible Internet Use.**

Please note: Clearbrook-Gonvick Public School provides internet filtering on the district's network. It is the family's responsibility to assist the district in monitoring the student's use of the internet outside of the school setting and to take necessary precautions to filter at home.

The Clearbrook-Gonvick Public School District recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Chromebook.

1. Take extra steps to protect your child. Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen, or family room, so that you can monitor what your child is doing online. Use the internet with your child to help develop safe surfing habits. Children often model adult behavior.
2. Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there and help teach him/her how to act as s/he works and socializes online.
3. Review your child's friend list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
4. Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
5. Limit the time your student is on the Chromebook. The Chromebook is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
6. Report unwelcome or malicious online threats. Report in a timely fashion to the school any online interactions that can be considered threatening.
7. Help your child develop a routine. Many parents have found success by helping create a routine for their children's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
8. Take a look at the apps or programs. It is to the advantage of the students, parents and the school that the parents have a working understanding of the programs and student work found on the Chromebook.
9. Read and share with your child the Clearbrook-Gonvick Public School Chromebook Procedures and Information Handbook. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

### **General Tips for Parents for Internet Safety:**

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on the use of all media sources such as television, phones, movies, and music.
- Monitor your child's computer use. Know their passwords, profiles, and blogs. When the Chromebooks are taken home by a student, it is strongly recommended that it will always be used in a common family location.
- Let the children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

## **Clearbrook-Gonvick School- Chromebook Handbook Signatures and Student Pledge**

- I will take good care of my Chromebook at all times.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebooks' battery to full capacity..
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Clearbrook-Gonvick School .
- I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger, and carrying case in good working condition at the



end of each school year.

Student Name: \_\_\_\_\_ (Please print)

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Clearbrook-Gonvick School STUDENT/PARENT Chromebook SIGNATURE PAGE

### **Student Information**

Grade \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

### **Parent Information**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Student Agreement:** Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by the Clearbrook-Gonvick School Acceptable Use Policy Guidelines as stated in this document.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/Guardian Agreement:** In consideration of the privileges and opportunities afforded by the use of the Clearbrook-Gonvick School technology and computer resources, I hereby release the Clearbrook-Gonvick School and its agents from any and all claims of any nature arising from my student's use or inability to use the Clearbrook-Gonvick School technology and computer resources.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Clearbrook-Gonvick School Student/Parent Chromebook Use Agreement**

In this agreement, "Chromebook" means Chromebook and all its components, software, battery, and charger.

### **Terms:**

You will comply at all times with the Clearbrook-Gonvick Chromebook Policy 'Handbook and its guidelines as well as the Clearbrook-Gonvick Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned a single individual and are not to be shared.

### **Title:**

- Legal title to the Chromebook is Clearbrook-Gonvick School and it shall remain the possession of Clearbrook-Gonvick School. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.

**LOSS OR DAMAGE:** If the property is accidentally damaged or incurs loss due to an act of nature, Clearbrook-Gonvick School will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to Clearbrook-Gonvick School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.

### **REPOSSESSION:**

- Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.

### **TERM OF AGREEMENT:**

- Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School District or upon student withdrawal from Clearbrook-Gonvick School.

**APPROPRIATION:** Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property

