

ORCHARD PARK CSD

Chromebook Guidelines

Background and Rationale: The New York State Smart Schools Bond Act (SSBA) was approved by referendum in 2014 to provide \$2 billion distributed to schools across the state for educational technology and infrastructure necessary to improve learning and opportunity for all students. Orchard Park Schools chose to use the funds to equip each student with a cost efficient device that enables research, communication with teachers, collaboration between students, and creation and submission of student work whenever a teacher requires or allows the use of digital tools.



The guidelines, procedures, and information within this document apply to all Chromebooks used at Orchard Park Central School District by students, staff, or guests including any other device considered by the Administration to fall under these guidelines.

Teachers may set additional requirements for Chromebook use in their classroom.

Updated: February 2017

Receiving Your Chromebook:

Chromebooks will be distributed each fall during the first weeks of school.

Students must familiarize themselves with these guidelines before receiving their device. Initial Chromebook sign-on each year will constitute understanding of the expectations

Insurance:

Details of the insurance policy are on page 9.

Training:

Training documents and videos will be available online for students to refer to when needed.

Return:

Student Chromebooks, power adaptors, and cases will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at OPCSD.

When asked to do so, students must surrender/return the Chromebook, power adaptor and case to OPCSD. Any student who transfers out of OPCSD will be required to return their Chromebook and accessories. If Chromebook and accessories are not returned, the parent/guardian will be held responsible for the full replacement cost of the device and accessories.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the district. Chromebooks that are broken or fail to work properly must be taken to the designated Chromebook Help Desk in the library. If a loaner Chromebook is needed, one will be issued to the student until their assigned Chromebook can be repaired or replaced.

User Tips and Precautions:

- No food or drink is allowed next to Chromebooks while in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be carried 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.
- Chromebooks should not be exposed to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- DO NOT LEAVE CHROMEBOOK IN A VEHICLE.
- Chromebooks should be brought to room temperature prior to turning 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 bookbag is acceptable provided the backpack or bookbag is handled with care.

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 the carrying case 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.

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 will 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 teachers.

At Home: (This section only applies to students in grades 9-12)

All students are required to take their Chromebook home each night throughout the school year for charging. *Chromebooks must be brought to school each day in a fully charged condition.* Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they may phone parents to bring the Chromebook to school. A few, older style devices may be available for temporary loan from the Library Media Center on an emergency basis. Repeat violations of this policy could result in referral to administration for the student being unprepared to class and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound:

Sound should be muted at all times unless permission is obtained from the teacher for instructional purposes. Personal headphones can be used at teacher discretion.

Printing:

At School: Teachers are encouraged to accept assignments electronically through Google Drive. Chromebooks will not have the ability to print within the school building. If a printed document is necessary, students may sign into a Windows or Apple iOS computer, access their Google Drive from the web, and print to a library or home printer.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. You can connect your "Cloud Ready" and "classic" printers to Google Cloud Print. Cloud Ready printers connect directly to the web. A wireless home network is required for this.

With Classic printers, you need a computer to set up the web connection.

<https://support.google.com/cloudprint/answer/1686197>

Managing Your Files and Saving Your Work:

Students will create and save documents in Google Drive. **Google Drive** is a cloud storage service that allows students to store their documents, photos, videos, and more, online, in one place. From **Google Drive**, students can also access **Google Docs**, where they can create, share, and collaborate on documents, spreadsheets, presentations, and more from anywhere while online. Documents created in Google Drive are automatically stored online and on the Chromebook itself, making the document available when Internet access is not available.

Personalizing Your Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Orchard Park Central School District. Spot checks for compliance will be done throughout the school year.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to review and must follow the Orchard Park Central School District Acceptable Use Policy.

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 available updates when the computer is shutdown 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 will be able to install additional software that has been approved by Orchard Park Central School District on their Chromebook.

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.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

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 OPCSD asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:

When students are not monitoring their Chromebook, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the Chromebook, when stored in the locker.

For students in grades 9-12:

Students need to take their Chromebook home with them every night. We recommend that the Chromebook is not to be stored in lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in a vehicle.

Storing Chromebooks at Co-Curricular Events:

Students are responsible for securely storing their Chromebook during co-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, hallways, bathrooms, co-curricular bus, in a vehicle, or any other entity that is not securely locked or in which there is not direct supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Main office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Chromebook Help Desk.
- If repair is needed due to malicious damage, 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.
- Parents will be billed for Chromebook damage that is a result of **misuse** or **abusive** handling. Parents may be billed for repairs, parts, labor, and/or full replacement.

Think Pad Warranty:

Lenovo warrants the Chromebook from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date OPCSD takes delivery of the Chromebook. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook. The Lenovo warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the Chromebook Help Desk.

If a Chromebook becomes defective (at no fault of the student) after the Lenovo warranty expires, OPCSD will replace the Chromebook at no charge with a refurbished Chromebook.

Accidental Damage or Loss Protection Insurance:

As part of the 1:1 Chromebook initiative at Orchard Park Central School District, the District will be offering accidental damage insurance prior to the deployment of the Chromebook to children that will be taking the Chromebook home. Orchard Park Central School District will be the sole provider of this insurance.

For Students taking the Chromebooks home:

Under the insurance policy the Chromebooks are protected against direct physical loss caused by accidental damage, theft, burglary, robbery, fire, flood, vandalism, natural disasters and power surge due to lightning. The OPCSD will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school Code of Conduct.

This insurance policy does not cover for loss of the Chromebook and/or its accessories, cosmetic

damage, or damages caused by misuse and abuse. Orchard Park Central School District will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been damaged due to misuse or abuse.**

Orchard Park Central School District Chromebook Device Insurance

Orchard Park Central School District will offer optional insurance that can be purchased prior to the deployment of the Chromebook to your child.

The insurance cost for students in grades 9 through 12 is estimated to be \$32.00 annually to cover their Chromebook. The cost per year is experience rated and may change year to year. Due to the dissemination of Chromebooks this year in March, a prorated amount of \$12 will be assessed.

Lost or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the district.

- Replacement of the Chromebook - \$350
- AC Adapter & power cord - \$55
- Battery - \$98

Chromebook Technical Support:

The Chromebook Help Desk will be the first point of contact for repair of the Chromebooks. Services provided by the Chromebook Help Desk include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

Technology Acceptable Use:

The Orchard Park Electronic Information Resource Policy safeguards the rights and privileges of all users. In exchange for the independent use of Electronic Information Resources, either at school or from home, I understand and agree to the following:

- 1) It is my responsibility to refrain from abusive conduct which would include, but not be limited to, the altering of system software or placing of unlawful information, computer viruses or harmful programs through the system.
- 2) I am accountable for my password. It will not be revealed to anyone and any problems which arise are my own responsibility.
- 3) I will not use the School District's Computer Network to obtain, view, load or download, or otherwise gain or provide access to materials that are unlawful, obscene, pornographic, abusive or otherwise objectionable.
- 4) I will use District computer equipment responsibly.
- 5) I am responsible for good behavior on the School District's Computer Network. General school rules for behavior and communications apply.
- 6) I agree not to install, upload or download materials which infringe the rights of others, including, but not limited to, software programs, music, designs, and all kinds of literary and artistic works. I agree to uphold the copyright law and only use software provided by the Orchard Park Central School District.
- 7) I agree to use Electronic Information Resources for only course-related work or for school authorized/supervised activities.
- 8) I will not provide personal information such as address, telephone number or the name/location of my school for myself, any student or staff member without my teacher's and parent's permission.
- 9) I will report any internet information that makes me uncomfortable to my teacher or other school employee or parent/guardian.
- 10) I will respect the privacy of other computer users.
- 11) I will use chat features for school related activities only.
- 12) I will only use e-mail to send/receive information that is related to and appropriate for school.
- 13) I understand that this policy may change and I will be informed of those changes.

Network accounts are to be used only by the authorized owner of the account. Any user that accesses the school network or a computer resource on the network shall be subject to that network's acceptable use policy.

CHROMEBOOK USE AGREEMENT QUICK REFERENCE

Orchard Park Central School District

Student/Parent Chromebook Use Agreement 2016 - 2017

	<p>TERMS:</p> <ul style="list-style-type: none"> We will comply at all times with the Orchard Park Central School District Chromebook Policy Handbook and its guidelines as well as the OPCSD Technology Acceptable Use Policy. Any failure to comply may terminate our rights of possession effective immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.
	<p>TITLE:</p> <ul style="list-style-type: none"> Legal title to the Chromebook is Orchard Park Central School District and it shall remain with the District. The student's right of possession and use are limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.
	<p>LOSS OR DAMAGE:</p> <ul style="list-style-type: none"> If the property is accidentally damaged or incurs loss due to an act of nature, Orchard Park Central School District 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 the School District by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
	<p>REPOSSESSION:</p> <ul style="list-style-type: none"> 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.
	<p>TERM OF AGREEMENT:</p> <ul style="list-style-type: none"> Our 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 the Orchard Park Central School District.
	<p>APPROPRIATION:</p> <ul style="list-style-type: none"> Our 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.