

Tri-Village Local School District

1:1 CHROMEBOOK GUIDELINES & PROCEDURES

Tri-Village 1:1 Chromebook

The goal for the Tri-Village 1:1 Chromebook Initiative is to inspire a collaborative and safe learning environment for both students and staff in grades K-12. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities, based on integrated professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

Device Purpose

Tri-Village Local School District is supplying students and staff with a Chromebook device. This device is the property of the Tri-Village Local School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to G-Suite, educational web-based tools, as well as many other useful sites. It is primarily an educational tool.

The enclosed guidelines and procedures will be updated annually after a thorough review of the program and will be available on the school website.

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RECEIVING YOUR CHROMEBOOK

District Owned/Issued Chromebooks

- For students in grades 7-12, Chromebooks will be distributed within the first two weeks of each school year.
- Parents/Guardians and students **MUST** sign and return the [Tri-Village Local School District Responsible Use Agreement](#) and [Acceptable Use Policy](#) form before the Chromebook can be issued to any student.
- This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Districts Chromebook investment.
- Chromebooks will be collected at the end of each school year. Students will retain their original Chromebook each year while enrolled at Tri-Village Local School District.

RETURNING THE CHROMEBOOK:

- All district-owned Chromebooks must be returned at the end of the school year.
- Students leaving the district must return district-owned Chromebooks to the classroom teacher. (A buyout option may be available for eligible high school students.)
- Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.

TAKING CARE OF YOUR CHROMEBOOK:

- Students are responsible for the general care of the Chromebook they have been assigned by the district.
- Chromebooks that are broken, or fail to work properly, must be reported to a classroom teacher or Technology Director as soon as possible so that they can be taken care of properly.
- Do not take district-owned Chromebooks to an outside computer service for

any type of repairs or maintenance.

- The district recommends families purchase a case to be used for the safe transportation of chromebooks throughout the school day.

General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook. Improper use will result in damage.
- Never transport your Chromebook with the power cord plugged in.
- Never transport your Chromebook while the screen is open. Chromebook lids should always be closed and tightly secured when moving.
- Chromebooks must remain free of any writing, drawing, and stickers. An identification label with the student's name will be placed on Chromebooks. This tag must not be removed or altered in any way.
- Vents CANNOT be covered. Allow proper ventilation to flow under the Chromebook.
- Chromebooks should never be left in any unsupervised areas.
- The 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 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, headphones, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents. Some individuals may have allergic reactions to chemicals in cleaning solvents, and some solvents can even damage the screen. Try to always use a water-dampened towel or a highly diluted solvent.

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 must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks should be stored in the assigned area designated by the TVLSD when not in use.

Chromebooks under repair

- If available, a loaner Chromebook will be issued while your device is getting repaired.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it's lost or stolen.

Charging your Chromebook

- Students need to charge their Chromebooks each evening in the area assigned by the TVLSD.
- Repeat violations of this policy will result in disciplinary action.

Backgrounds and Passwords

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- Take care to protect your passwords. Do not share your passwords.

Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

Printing

- Digital sharing of documents is encouraged; printing is discouraged.
- All printing at school will be at the discretion of a TVLSD staff member. Unauthorized printing is prohibited.

Account Access

- Students will only be able to login using their Tri-Villageschools.org Google account.

MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- G-Suite is a suite of products which includes mail, calendar, sites, word processing , presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, 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 will want to use [Google Takeout](#) to transfer any work to a personal google account.
- If your device needs repairs, it may require a reload of the operating system which will delete all locally-stored files on your Chromebook. Be sure to re-save all files in Google Drive.

OPERATING SYSTEM ON YOUR CHROMEBOOK

Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.
- Google has confirmed that they will support updates to the device for five years; after that you may continue to use the device as long as it continues to function.

Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.

- All files should be stored in Google drive, so there's 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 by the TVLSD technology department.

ACCEPTABLE USE GUIDELINES

General Guidelines

- Responsible Technology Use Guidelines -
- Student Network and Internet Acceptable Use and Safety Agreement
- 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 Tri-Village Local School District.
- Students are responsible for the ethical and educational use of the technology resources of the Tri-Village Local School District.
- Access to the Tri-Village Local School District 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, threatening or obscene material, and Chromebook viruses.
- 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 Director of Information Technology, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies. See Tri-Village Local School District board policy 7540.03. 7540.04 & 7540A

Privacy and Safety

- 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 yourself or other people online.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Tri-Village Local School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.

Legal Property

- 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 parent.
- 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, computer crimes, will result in criminal prosecution or disciplinary action by the District.

Email and 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 e-mails, chain letters or SPAM.
- Email & communications sent / received should be related to educational needs.
- Email & communications are subject to inspection by proper school authorities 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 Technology Use Guidelines and 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 Ohio Open Records Act; proper authorities will be given access to their content.

PROTECTING & STORING YOUR CHROMEBOOK

Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school.
- Chromebooks can be identified in several ways:
 - Record of district asset tag
 - Serial number
 - Student information label

Account Security

- Students are required to use their stu.tri-village.k12.oh.us domain 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 the assigned area designated by the TVLSD.
- Nothing should be placed on top of the Chromebook when stored.

Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the cafeteria, computer labs, unlocked classrooms 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/REPLACING YOUR CHROMEBOOK

Vendor Warranty:

- The equipment vendor has a one year hardware warranty on new Chromebooks.
- The vendor warrants 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 the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- Please report all Chromebook problems to the TVLSD Technology Department as soon as possible.

Chromebook Repair Costs

- All devices will be maintained by the Tri-Village Local School District.

Repair Costs <i>Students are responsible for cost of repairs only if damage was proven to be deliberate..</i>	Broken Screen	Keyboard Repair	Power adapter + cord	Battery Replacement	Lost Device
	\$75	\$105	\$65	\$120	\$260

- Much like textbooks, the district reserves the right to charge for the entire replacement cost if negligence is determined on the handling of the device.
- A loaner device will be issued while the student's device is being repaired.

CHROMEBOOK TECHNICAL SUPPORT

Technical support will be handled through the TVLSD Technology Department.

Services provided include the following:

- Hardware maintenance and repairs
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by the Tri-Village Local School District Technology Department

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 the Google G-Suite of Apps

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Assigned staff from the Tri-Village Local School District Technology Department will maintain devices through our G-Suite 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)
- SD cards if needed
- External monitors and projectors
- Headsets, earsets, microphones
- Chromecast

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. Battery life?

- A. Chromebooks have a rated battery life of 10 hours. Staff members will be responsible for charging them each day after school to ensure maximum performance.