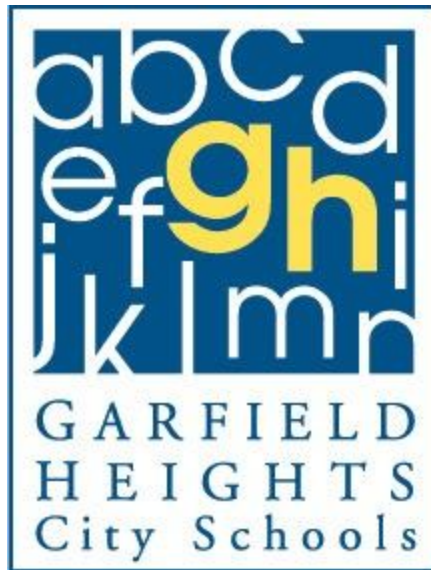


Garfield Heights City Schools



Chromebook Care and Use Policy Guide

A Resource for Students and
Parents/Guardians

2020-2021 School Year

1. Receiving Your Chromebook

a. Distribution of Chromebooks

Chromebooks will be issued to all students during each school's distribution meetings. Parents need to sign this agreement prior to their child being given their Chromebook to use.

b. New Student Distribution

All new students will be assigned a chromebook once their parent/guardian has signed this agreement.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly. If you are having a problem with your chromebook, please let one of your teachers know as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their locker.

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks must remain free of any writing, drawing, or non-removable stickers. Static-cling decals that peel off easily are permitted.
- Heavy objects should never be placed on top of Chromebooks.

b. Cases

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

c. Carrying Chromebooks

- Always transport Chromebooks in a case (if provided).
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- Never run in the hallways with your chromebook.

d. 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.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Asset Tags

- All Chromebooks will be labeled with a Garfield Heights City Schools asset tag. The asset tag indicates the Chromebook is property of the Garfield Heights Schools and provides information that allows us to determine the name of the student to which the specific Chromebook has been assigned.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with an asset tag or turning in a Chromebook without an asset tag.

4. Using Your Chromebook

a. Plug in your chromebook in your at the end of the day.

b. Chromebooks being repaired

- Loaner Chromebooks may be available if the students assigned device needs to be repaired.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Students will be contacted when their devices are repaired and available to be picked up.

b. Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

e. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students will be able to print from their Chromebooks to a designated printer in the library using **Papercut**. There will be a quota set on the number of copies each student can print in any given year.

g. Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued Google Apps for Education account.
- Students should never share their account passwords with others, including faculty and staff.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

a. Updates

- The Chromebook operating system, ChromeOS, 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, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers or a member of the Technology staff to request that the site be unblocked.

8. Software

a. G-Suite for Education

- Chromebooks seamlessly integrate with the G-Suite Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Students are only allowed to install approved apps from the Chrome app store.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. Chromebook Identification

a. Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag number, and name and ID number of the student assigned to the device.

b. Users

- Each student will be assigned the same Chromebook for the duration of his/her time at Garfield Heights Middle School. *Take good care of it!*

10. Repairing/Replacing Your Chromebook

a. Garfield Heights Middle School

- Students will generate a ticket if they are having a problem with their Chromebook and they need for someone to look at it.

b. Vendor Warranty

- Chromebooks include a three-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.
- All repair work must be reported. Please let one of your teachers know so they can let the technology department know about the issue.

B. Estimated Costs (subject to change)

The following are approximate costs of Chromebook parts and replacements:

- Replacement - \$200
- Screen - \$40.00
- Keyboard/touchpad - \$30.00
- Power cord - \$18.00

Insurance for the chromebook will be offered for \$18.00. Additional information will be provided as to what the insurance covers.

11. Privacy Expectations

School-issued Chromebooks have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines.

a. Chromebook Use

1. When a student is using a Chromebook, staff will have access to a third party application called GoGuardian Teacher that allows teachers to have a 'birds-eye' view of their students' Chromebooks. In addition to providing for a way for teachers to make sure that students stay on task, it also offers a number of efficiency benefits such as the ability to open up a webpage on everyone's Chromebook with just a few clicks.
2. As mentioned in Section 7 (Content Filter), all devices on the school network go through a content filter that prevents students from accessing harmful content. This filter also logs user activity, including those websites accessed by the end user. The filtering policies are a requirement of the Children's Internet Protection Act (CIPA).

12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the GHCS Acceptable Use Policy and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following responsible use guidelines:

CLEAR: **C**onsiderate, **L**egal & **E**thical, **A**ppropriate and **R**esponsible

Considerate: People in our community reflect a diverse set of customs, values and points of view. Digital communication should be respectful, polite and considerate of others.

Legal & **E**thical: Respect copyright laws by copying media including text, music and videos only with permission and by crediting and citing the source where the information was found. Respect the privacy of others, ask permission before taking photographs, video or audio recordings. Illegally copied or downloaded software, files, pictures, music or games may not be used on WPS computers. (it is a good general practice to link to others' work rather than reproduce it)

Appropriate: School technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate material are viewed or

received, it is the responsibility of the recipient to delete them.

Responsible: Ensure that care is taken with all hardware, software, shared resources (printers, scanners) and use of the school network, so as to prevent damage or misuse whether intentional or not; your actions should not inhibit the work of others. Personal information and passwords will be kept private.

If you see someone not being **CLEAR** report the abuse/misuse to a responsible adult.

Garfield Heights City Schools Chromebook Use Agreement 2019-2020

Student Responsibilities

- Be responsible for any loss or damage to the Chromebook.
- Chromebooks are to be closed unless they are on a desk/table surface or in the lap. NO ONE IS TO CARRY A CHROMEBOOK WHILE THE CHROMEBOOK IS OPEN.
- Follow the Garfield Heights City Schools' Administrative Guidelines for District Laptops Issued to Students, Acceptable Use Policy, student code of conduct and all local, state, and federal laws.
- Charge the Chromebook every night..
- Not change any of the security settings on the Chromebook.

Parent Responsibilities

- Acknowledge that I am responsible for any loss or damage to the Chromebook at the full replacement cost.¹ Fines may also accrue for late return of any equipment.
- Will familiarize myself with the Garfield Heights City Schools Acceptable Use Policy.
- Acknowledge that the Chromebooks will have filtered access when you are at home.

Signatures

By signing this form, the student and the student's parent/guardian certify they have read, understand, and accept its terms. The student and parent/guardian also certify they will comply with these terms at all times while the Chromebook is in their possession or under their control. I understand that I must **return the chromebook** the day that school resumes in the district school buildings or on a specified date

Student's Printed Name

Parent's Printed Name

Student's Signature

Parent's Signature

Asset Tag #

Date