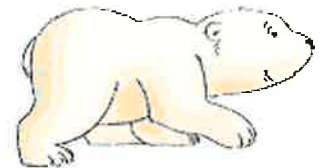


# Webster Public Schools

Bartlett High School

Webster Middle School

Park Ave Elementary



## Chromebook Care and Use Policy Guide

A Resource for Students and  
Parents/Guardians

For the 2016 - 2017 School Year



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## Chromebook Agreement

### 1. RECEIVING YOUR CHROMEBOOK:

**Parent/Guardian Orientation** - All parents/guardians are required to attend an orientation and sign the *Webster Public Schools Chromebook Agreement* before a Chromebook will be issued to their student. Orientations will be held in the fall semester.

**Transfer/New Student Distribution** - All transfers/new students must read the Chromebook Care and Use Policy Guide and sign the *Webster Public Schools Chromebook Agreement* prior to picking up a Chromebook.

### 2. RETURNING YOUR CHROMEBOOK:

**At the end of the school year** - Students will turn in their Chromebooks. Failure to turn in a Chromebook will result in the student being charged the full \$190.00 replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

**Rights and Responsibilities** - The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Webster Public Schools. 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. Any student who transfers out of WPS will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over **for a collection process**.

### 3. 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 must be reported to a teacher or administrator as soon as possible so that they can be taken care of properly. School-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.

#### **General Precautions:**

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

#### **Carrying Chromebooks:**

- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

**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, heat, and light.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- 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.

**Logos:**

- All Chromebooks will be labeled with a Webster Public School logo.
- Logos 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 a Webster Public School logo or turning in a Chromebook without a Webster Public School logo.

**Chromebooks left unattended:**

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, locker rooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offences will result in disciplinary action.

**4. 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 instructed not to do so by their teacher.

**Chromebooks Left at Home**

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.

**Chromebook Undergoing Repair**

- Replacement Chromebooks may be used by students when they leave their Chromebooks for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- Replacement Chromebooks must remain in the classroom.
- Replacement Chromebooks will only be issued for use in school until all cost of replacement have been paid.

**Charging Your Chromebook's Battery**

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- Repeat violations (minimum of three days, not consecutively) of this policy will result in detention(s). Additional offenses will result in phone calls home and referrals to school administration.

### **Photo Library/Screensavers/Background photos**

- Inappropriate media should not be on the device and may not be used as background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.

### **Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Data storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored.
- Students may be directed by school personnel to remove apps, music, videos if the storage of instructional materials is compromised.

## **5. USING YOUR CHROMEBOOK AT HOME:**

Students will use Google Drive to save their work. Each classroom teacher will instruct their class how to submit their work. Chromebooks do not have the capability to save work to the actual device.

## **6. REPAIRING/REPLACING YOUR CHROMEBOOK:**

### **Chromebooks Undergoing Repair:**

- **Loaner Chromebooks may be issued** to students when they leave their Chromebook for repair.
- **If repair is needed** due to malicious damage, the school may refuse to provide a loaner Chromebooks.
- **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.

## **7. 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.
- **Additional Extensions:** With defense in-depth technology, the Chromebook is built with layers of protection against security attacks.
- **Procedures for Restoring your Chromebook:** If your Chromebook needs technical support for the operating system, all support will be handled in the Library Media Center.

## 8. ACCEPTABLE USE GUIDELINES:

- **General Guidelines:** 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 Webster Public Schools. Students are responsible for their ethical and educational use of the technology resources of the Webster Public Schools. Access to the Webster Public Schools 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 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 Webster Public Schools. 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. 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 Technology Use 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.
- **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 Taking Care of Your Chromebook section. Transport your chromebook in a case or protected backpack. Webster Public School supplied filtering will be provided for use with the Chromebook while at home.

## **9. PROTECTING & STORING YOUR CHROMEBOOK:**

- **Chromebook Identification:** Student Chromebooks will be labeled Webster Public School logo. Chromebooks are the responsibility of the student. This device is for your use during the duration of your time with the Webster Public Schools.
- **Account Security:** Students are required to use their @webster-students.org Google Apps 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 a secure location. 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 student's vehicle at school or at home for security and temperature control measures.

## **10. CHROMEBOOK TECHNICAL SUPPORT:**

**Chromebook Technical Support:** The Technology Department coordinates all aspects of technical support for the Chromebooks.

## **CREDITS:**

1. Shattuck Public Schools, Oklahoma
2. Harmony Public Schools, Texas
3. Westwood Public School, Massachusetts
4. Wilmington Public Schools, Massachusetts
5. Eureka Public School, Montana
6. Colmesneil Isd, Texas
7. Accomack County Public Schools, Virginia
8. Neenah Joint School District, Wisconsin

**Chromebook Agreement Signature Page**

I have read the WPS Acceptable Use Policy included with this agreement and agree to abide by the terms and conditions contained within these documents.

STUDENT NAME: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_ Date : \_\_\_\_\_

Please bring this completed form with you when you come to pick up your Chromebook.

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For office use only

WPS ID # \_\_\_\_\_