CHROMEBOOK USAGE & REPAIRS

The focus of the Chromebook Program in the Lukfata Public School District (District) is to prepare students for their futures in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology, including access to the Internet, be readily available and seamlessly integrated throughout the educational process. A key learning tool of these 21st century students in Lukfata Public School is the Chromebook, a web-oriented device that provides the opportunity to connect student learning to all the resources and information available online, anywhere, at any time. The individual use of Chromebooks is a way to empower students to learn at their full potential, to communicate and collaborate on analytical thinking and problem solving, and to prepare them for the real world of college and the work place. Technology immersion does not diminish the vital role of the teacher. To the contrary, teachers are critical to the effective use of technology in the learning process. To facilitate that, we have put in place the support structure to enable our teachers to learn about, implement, and enhance the integration of technology in instruction. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Together, we will reach our goal of using technology and applications to further enhance our instruction; provide project and problem-based learning; infuse critical thinking skills; ask "non-Google-able" questions; and capture those teachable moments in real time.

The policies, procedures, and information contained in this document apply to Chromebooks and all other technology devices used by users within Lukfata Public School. Administrators and teachers may enact additional requirements for computer use in the classroom. **The Chromebook, and other district-owned devices, email/Google accounts, etc., are the property of the Lukfata Public School District. As a result, these are subject to inspection at any time. The user has no explicit or implicit expectation of privacy of materials found on a Chromebook, their Google account, school computers, or their school network account. Supplied devices are educational tools and are not intended for gaming, social networking, or high-end computing.**

GENERAL INFORMATION/GETTING STARTED

Originally Installed Software – G Suite For Education (GSFE)

- All Chromebooks are supplied with the latest version of the Google Chrome Operating System (Chrome OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is restarted. There is no need for virus protection with the Chrome OS. Google provides multiple layers of protection against viruses, malware, and ransomware, including data encryption and verified/secure boot.
- Chromebooks seamlessly integrate with the GSFE suite of productivity and collaboration tools. This suite includes Google Mail, Calendar, Docs, Sheets, Slides, Sites, and Classroom. The District will provide GSFE accounts for all teachers, support and administrative staff, and students. Grade level apps are installed remotely onto Chromebooks and managed by Lukfata Public School Technology Department.
- Students will create and save their school-related files on Google Drive, which is stored in the cloud. Students can access their Google Drive not only from the Chromebook, but from any web-enabled device. Students will understand their GSFE account is monitored and should not contain any personal or confidential files.
- Students are assigned a district email as part of GSFE. Students will be able to communicate with other students and staff within the District using the district-issued email address. All email is monitored and subject to filtering for inappropriate content. Students are expected to adhere to the rules and regulations as outlined in the signed Lukfata Public School Acceptable Use and Internet Safety Policy ("AUP"). (Adopted November, 13, 2017).

CHROMEBOOK USAGE & REPAIRS (Cont.)

Additional Apps, Add-Ons, and Extensions

- Chrome Web Apps are advanced websites that are similar to other types of programs that are installed on a computer. The main difference from other types of programs is that apps can be used within the web browser rather than being installed on the device. Some Web Apps (for example, Google Docs) are available for use when the Chromebook is not connected to the Internet.
- Extensions and Add-Ons are custom features that you can add to Google Chrome to enhance the functionality of apps. The District will install additional apps, extensions, and add-ons as they are recommended and approved by teachers and administrators for a particular course.

CHROMEBOOK CARE: PROTECTING & STORING THE CHROMEBOOK

Students are responsible for the general care of the district-owned Chromebook. Chromebooks that are broken, or fail to work properly, must be immediately reported to a classroom teacher or the school office as soon as possible. If a spare Chromebook is available, one may be provided to the student until their class-assigned Chromebook can be repaired (subject to availability). Students may be selected at random by teachers or administrators to provide their assigned Chromebook for inspection for damage or misuse.

General Care and Precautions

- Chromebook battery must be fully charged before the start of each school day.
- Vents are not to be obscured.
- Cords, cables, and removable devices must be carefully inserted into the Chromebook.
- Chromebooks should be kept away from food and drinks.
- Do not bump the Chromebook into or against lockers, walls, floors, desks, etc.
- Chromebooks must never be left in an unsupervised area. Unsupervised areas include, but are not limited to, school grounds, cafeteria, bathrooms, computer labs, library, unlocked classrooms, and hallways. If a Chromebook is found in an unsupervised area, it should immediately be returned to the school office.

Chromebook Screen Care

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and/or excessive pressure. Protect the Chromebook screen by following these rules.

- Do not lift Chromebooks by the screen. When moving a Chromebook, support it from the bottom with the lid closed.
- Clean the screen only with a soft, dry anti-static or micro-fiber cloth. Do not use any type of liquid to clean the screen.
- Do not leave or place anything on top of the Chromebook. This includes placing the Chromebook under items in lockers, on desks, or stacking them on top of each other.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks, hands).
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case, if equiped, that will press against the cover.
- Do not poke the screen or touch it with sharp objects, such as pens, pencils, paper clips, etc.
- For screen adjustments, do not grasp the screen by wrapping your hand around the screen; your thumbs can crack the screen.

CHROMEBOOK USAGE & REPAIRS (Cont.)

Carrying Chromebooks

- Students may carry Chromebooks in carrying cases designed for the protection and use of Chromebooks. Backpacks, bags, purses, notebooks, etc. not specifically designed for protection and use with Chromebooks are not allowed.
- Never carry the Chromebook while the screen is open.
- Do not transport a Chromebook with the power cord attached.

Storing Chromebooks

- Chromebooks should never be shoved into a locker, placed on the bottom of a pile, or wedged into a book bag, as this may damage the screen.
- Chromebooks should be returned to the appropriate cart during assigned times and at the end of the school day.
- Students who leave school early are to return their Chromebook before leaving the classroom.
- Students are responsible for carefully putting their Chromebook into their assigned position in the appropriate cart and properly inserting the power adapter to allow for overnight charging.

USING YOUR CHROMEBOOK

Student Responsibilities and Legal Propriety

- Always treat your Chromebook with the utmost care and respect.
- Follow each teacher's rules and expectations regarding Chromebook use in the classroom.
- Do not loan your Chromebook to anyone or leave it unattended.
- Do not modify District settings or remove any District identification tags or barcodes from any District-assigned devices.
- Follow all Internet safety guidelines in accordance with the Lukfata Public School Acceptable Use and Internet Safety Policy (AUP) and any other district policy.
- Keep all personal information and identity secure and private. Never reveal your full name, phone number, home address, Social Security Number, credit card or bank account numbers, or usernames and passwords of yourself or others.
- Obey general school rules concerning behavior and communication that apply to technology use. Do not send anonymous or misleading communications for any purpose.
- 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, and text.
- Use the District's network, services, devices or equipment in a manner that is not disruptive to others, such as disseminating inappropriate content, spam/viruses, transferring large amounts of data across the network, or attempting to hack into other networks or online systems. Do not attempt to bypass district network security measures or attempt to gain access or use/change another person's accounts, files, or data.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of any applicable local, state, or federal law will result in criminal prosecution or disciplinary action by the District.

CHROMEBOOK USAGE & REPAIRS (Cont.)

- Students must not use the school's Internet/email accounts for financial or commercial gain, or for any illegal activity including bullying, harassment, credit card fraud, electronic forgery, or other forms of illegal behavior.

Managing Your Files and Saving Your Work

- Students will be logged into the LPS GSFE domain and will save documents to Google Drive via the Chromebook or any device that has Internet access.
- Storage space on the Chromebook is limited. Therefore, storage space is to be used for educational apps, add-ons, and extensions only. Personal files are not to be stored on the Chromebooks.
- Chromebooks are not and will not be backed up by the District. It is the student's responsibility to ensure their work is backed up and therefore not lost due to mechanical failure, accidental deletion, or deletion by District staff for purposes of re-imaging or resetting the device.
- If technical difficulties occur and cannot be repaired, the Chromebook may need to be restored to factory defaults. All student created files stored on an external media or Google Drive will remain intact after the Chrome OS is restored. However, *all other data stored on local internal memory of the Chromebook will not be restored or recovered.* Chromebook malfunctions are not an acceptable excuse for failure to submit assignments.

Photos, Screensavers, and Backgrounds

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, and gang-related symbols or pictures will result in disciplinary actions.
- Photos and videos require a large amount of storage space on the device. Only photos which will be used for educational purposes should be saved to the device, and then only temporarily for the assignment currently being worked on. All other photos or videos should not be taken or stored.

Sound, Music, Games, and Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should have their own personal set of headphones or earbuds, which may be used in the classroom at the discretion of teachers.
- Data storage on the Chromebooks is limited and should be managed by the teachers so that the full educational potential of the Chromebook is available. Any instance of downloading apps that are not approved by the District is carefully monitored. Teachers may be directed by school personnel to remove apps, add-ons, or extensions if the storage of instructional materials becomes compromised.

Network Security

- Lukfata Public School will be responsible for providing network access and content filtering at school.
- Lukfata Public School makes no guarantee their network will be available 100% of the time. In the rare instances the network is unavailable, Lukfata Public School will not be responsible for any lost or missing data.
- Students will not be penalized if the network is unavailable and a completed assignment cannot be accessed for class projects, presentations, etc., as this type of outage will affect all students and staff in the school building.

CHROMEBOOK USAGE & REPAIRS (Cont.)

- The District utilizes a hardware Internet content filter that is physically placed between the Internet and the user. This type of application ensures users cannot change settings to bypass the content filter accidentally. Additionally, it is required for the school district's participation in the E-Rate program and is federally mandated by the Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity logged, filtered, and monitored by the District. If any educationally valuable site is blocked, teachers should contact their administrators to request the site be unblocked.

Privacy

- All files stored on a Lukfata Public School GSFE account, or the network, are property of the District and are subject to regular review and monitoring for responsible use. Internet history and email checks may occur at the discretion of District Administration. *Users have no expectation of confidentiality or privacy, neither implicit nor explicit, with respect to the usage of a District issued Chromebook or computer, regardless of whether that use be for district-related or personal purposes, other than explicitly specified by law.*

IMPORTANT REMINDER:

All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students. (Acceptable Use & Internet Safety Policy)

DAMAGE, REPAIRS, AND FEES

Chromebook Repairs

- Any Chromebook which is damaged or fails to work properly must be taken immediately to a classroom teacher or the school office. This includes, but is not limited to: Chrome OS, battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- If deemed necessary, a replacement will be issued if one is available.
- The Technology Department will document the issue and collect the device for repair.
- If a repair is required as a result of abuse or neglect, there may be a required fee for any necessary repairs, not to exceed the cost of the Chromebook per incident. The school may also refuse to provide a loaner or reassign a Chromebook in certain circumstances.

Fees/Fines

- Any hardware/software repairs not due to misuse or intentional damage will be covered by the original manufacturer warranty (1 year from District purchase date). However, any intentional damage to the device may incur a fee.
- Fines may be imposed as the circumstances may warrant at the discretion of the District.
- Multiple incidents of accidental damage may cause the students to lose the privilege of using a device and may also result in disciplinary action.
- Intentional or malicious damage to any Chromebook will result in the student losing the privilege of being assigned a machine in addition to disciplinary action as determined by District Administration. Intentional or malicious damage may also result in the student being held responsible for the cost of the repair, not to exceed the replacement cost of the Chromebook per incident. All damage to screens, as well as detached keys, will be considered intentional damage due to failure to follow proper care guidelines as addressed above.

CHROMEBOOK USAGE & REPAIRS (Cont.)

Student Electronic Mail Accounts

Please carefully read the following:

- All student electronic mail (email) accounts are property of Lukfata Public School. Email activities must comply with all Lukfata Public School policies. The user accepts all responsibility to understand the policy. Each user is responsible for his or her own communication and the consequences thereof.
- Student email use is limited to only the lukfata.org domain and/or other approved educational domains.
- Students in Lukfata Public School may be provided with a lukfata.org email address.
- Teachers may require students to use email for school work.
- The student's account will be removed from the system after graduation, leaving the school district, or for any infraction of this or other Lukfata Public School policy.
- The primary purpose of the student email system is for students to communicate with school staff and fellow students to collaborate on school activities. Email accounts cannot be used for commercial purposes.
- Use of the District's email system is a privilege. If necessary, Lukfata Public School may close accounts at any time.
- Intentional distribution of viruses, worms, defects, Trojan horses, corrupted files, hoaxes, or any other items of a destructive or deceptive nature is strictly prohibited.
- Use of the District's email system will align with the school's code of conduct and the code will be used for disciplinary purposes. Communication through the District's email system will exhibit common sense and civility. It will abide by the District's Acceptable Use Policy. Students are responsible for messages sent from their accounts. Students should never share their passwords.
- Messages posted on the District's email system cannot cause disruption to the school environment or normal and acceptable school operations.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, or any other inappropriate communications. Students should not forward chain letters, jokes, or any other non-educational materials.
- Email sent or received by the District system is not confidential. Although Lukfata Public School does not make a practice of monitoring electronic mail, the Administration reserves the right to retrieve the content of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts, or to recover from system failure.
- Email will be stored and archived in compliance with all federal and state laws.
- Any data transmitted over the Lukfata Public School computer network will be subject to interception and inspection by district technology personnel at any time. As with any other district-owned device, including the computer network infrastructure, any user utilizing district resources (tangible or intangible, i.e. WiFi) has no explicit or implicit right to privacy. This includes any and all data transferred via district computer networks including, but not limited to, email messages. Additionally, the District assumes no responsibility for loss associated with the utilization of its resources.
- When issues arise, the Technology Department will deal directly with the student, school administration, and/or parents and guardians. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.
- The interpretation of appropriate use, and future revisions of this guideline, are the responsibility of the Director of Technology and Lukfata Public School's Administration.

CHROMEBOOK USAGE & REPAIRS (Cont.)

APPENDIX A: ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences, such as, but not limited to, lunch detentions, after school detentions, In-School Suspensions (ISS), and Out-of-School Suspensions (OSS), in addition to monetary fines.

Examples of conduct warranting disciplinary action include, but are not limited to, the following:

- Leaving a Chromebook unattended or in an unsupervised area
- Inadequate care for a Chromebook, case, charger, and/or other peripherals
- Multiple damage instances caused by abuse or neglect of Chromebooks and/or peripherals
- Resetting a Chromebook to factory defaults
- Placing a Chromebook in developer mode
- Removal of district asset tags
- Downloading inappropriate apps and/or media
- Adjusting settings on someone else's Chromebook
- Deleting school-installed settings from a Chromebook
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps
- Failure to properly plug in the Chromebook for charging; lack of preparation for classes
- Taking a Chromebook out of its assigned classroom without teacher permission
- Loaning of class-assigned device to other students
- Logging in under personal Google account to download purchased apps for yourself or another student(s)
- Attempting to bypass district network security, including, but not limited to, web and content filtering
- Attempting to gain access to other students' accounts
- Illegal installation or transmission of copyrighted materials
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Non-compliance to Lukfata Public School's acceptable use policies and/or any other applicable Lukfata Public School policy.

Failure to comply with the guidelines listed in this handbook, or repeated occurrences of Chromebook damages caused by neglect or abuse, may result in further disciplinary action, fees, and/or the loss of use privileges.

LUKFATA PUBLIC SCHOOL
CHROMEBOOK HANDBOOK AGREEMENT FORM

Student Name: Grade:

At Lukfata Public School, we believe that technology can be a powerful tool to enhance learning, enabling students to access information and collaborate with others across the school, community, and the Internet. We believe that all students, staff, and parents must be good digital citizens by following standards of acceptable use when using school-owned technology (software, hardware, school network, Internet) for school purposes while enrolled in the Lukfata Public School District. Lukfata Public School's Chromebook Handbook outlines these standards for acceptable use of Chromebooks as a part of Lukfata Public School's Chromebook program. Once signed, it will act as an agreement between Lukfata Public School and

Student's Name   Parent/Guardian's Name

This declaration must be reviewed and signed by both the student and their parent/guardian in order for any student to use a school Chromebook, software, network, or the Internet. By signing this declaration, you agree that you have read and understand the policies contained within this handbook. Students will not be assigned a Chromebook until this form has been signed and returned.

Student Declaration:
I have read and understand the policies contained within this handbook including LPS Acceptable Use and Internet Safety Policy, Chromebook, and electronic mail policies. I understand that failing to adhere to all of the policies and procedures in this handbook, the District student handbook, Lukfata Board of Education policy book, and state and/or federal laws, will result in a loss of privileges, possible disciplinary action, and/or replacement of equipment. I understand that I am to use only the Chromebook assigned to me and will not use another student's Chromebook or login credentials under any circumstances.

 Student Signature   Date

Parent/Guardian Declaration:
I have read and understand the policies contained within this handbook including Acceptable Use and Internet Safety Policy, Chromebook, and electronic mail policies. I understand that if my student fails to adhere to all of the policies and procedures in this handbook, the student handbook, Lukfata Board of Education policy book, and state and/or federal laws, they are subject to a loss of privileges, possible disciplinary action, and/or replacement of equipment.

 Parent/Guardian Signature   Date

PLEASE REMOVE THIS PAGE FROM THE CHROMEBOOK HANDBOOK AND RETURN IT TO SCHOOL OFFICE.

STUDENTS WILL NOT BE ASSIGNED A CHROMEBOOK UNTIL THIS AGREEMENT HAS BEEN SIGNED AND RETURNED.