

Silsbee Independent School District

1:1 Chromebook Handbook



2018

The mission of the technology lending program in the Silsbee Independent School District is to create a collaborative learning environment for all learners. 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 life-long 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 integrative 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. The Board of Education, district staff and community members will all play a key role in the development of effective and high quality educational experiences.

Device Purpose

The Silsbee Independent School District is loaning students a Chromebook device. This device is property of the Silsbee Independent School District, and its function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Skyward, Google Classroom, Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

TABLE OF CONTENTS

- 1. RECEIVING YOUR CHROMEBOOK**
 - a. District Owned
 - b. Student Privileges
- 2. RETURNING YOUR CHROMEBOOK**
- 3. TAKING CARE OF YOUR CHROMEBOOK**
 - a. General Precautions
 - b. Carrying Chromebooks
 - c. Screen Care
- 4. USING YOUR CHROMEBOOK AT SCHOOL**
 - a. Chromebooks left at home
 - b. Chromebooks under repair
 - c. Charging your Chromebook
 - d. Passwords
 - e. Sound
 - f. Printing
 - g. Account Access
- 5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK**
- 6. OPERATING SYSTEM ON YOUR CHROMEBOOK**
 - a. Updating your Chromebook
 - b. Virus Protections & Additional Software
 - c. Procedures for updating the Chromebook
- 7. ACCEPTABLE USE GUIDELINES CHROMEBOOK**
 - a. General Guidelines
 - b. Privacy and Safety
 - c. Legal Property
 - d. E-mail Electronic Communication
 - e. Consequences
 - f. At Home Use
- 8. PROTECTING & STORING YOUR CHROMEBOOK**
 - a. Chromebook Identification
 - b. Account Security
 - c. Storing Your Chromebook
 - d. Chromebooks left in Unsupervised Areas
- 9. REPAIRING/REPLACING YOUR CHROMEBOOK**
 - a. Vendor Warranty
 - b. Chromebook Insurance Options
 - c. Replacement Costs
- 10. CHROMEBOOK TECHNICAL SUPPORT**
- 11. CHROMEBOOK FAQ's**

1. RECEIVING YOUR CHROMEBOOK

District Owned/Issued Chromebooks

- Chromebooks will be distributed to students during registration. Parents/Guardians and students MUST sign and return the SISD Chromebook Agreement document before the Chromebook can be issued to their child. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment of the Silsbee Independent School District. Chromebooks will be collected at the end of each school year.

Student Privilege

- **Chromebooks are a privilege.** Students who do not take care of their Chromebooks, charge Chromebooks daily, **OR** who do not complete their required homework will lose the privilege of using the Chromebooks.

2. RETURNING YOUR CHROMEBOOK

All district owned Chromebooks must be returned following the guidelines.

Students leaving the District must return district owned Chromebooks to the School Administration and the hotspot to the Librarian at the Media Center Help Desk.

- Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.

3. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that fail to work properly must be taken to the campus media center as soon as possible so that they can be repaired. Please fill out the Chromebook Repair Form. ***Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

3a: 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.
- **Never** transport your Chromebook with the power cord plugged in. **Never** store your Chromebook in your carry case or backpack while plugged in.
- ***Students should never carry their Chromebooks while the screen is open.***
- Chromebooks must remain free of any writing, drawing, or stickers except for the district barcodes.
- Vents **CANNOT** be covered. Chromebooks must have a Silsbee Independent School District barcode on them at all times and this tag must not be removed or

altered in any way. If the tag, is removed disciplinary action will result.

- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- Keep Chromebooks away from magnets. Magnets can damage computers.
- If your device is in need of repair, please fill out the Chromebook Repair Form and take the Chromebook to the campus media center as soon as possible.

3b: Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed using two hands.
- Always use the case provided.
- **Do not put your case with the Chromebook inside in your backpack.**

3c: Screen Care

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 near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case that will press against the cover.
- Do not poke the screen with anything (including fingers) that will mark the screen surface or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or flash drives).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Some cleaning solvents can damage the screen.

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 bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

4a: Chromebooks Left at Home

- If students leave their Chromebook at home, they will not be allowed to phone their parent/guardian to bring it to school. A loaner Chromebooks **will not** be issued to students that leave their Chromebook at home.

- Violations of this policy will result in disciplinary action. Please refer to the campus handbook.

4b: Chromebooks under Repair

- Loaner Chromebooks **will** be issued to students when they leave their Chromebook for repair.

4c: Charging your Chromebook

- Chromebooks must be brought to school each day **fully charged**.
- Students will charge the Chromebook each evening even if they have not been used. (Chromebooks will lose their charge even though the device has not been used.)
- Students will leave their **charging cable at home**.
- Repeat violations of this policy will result in disciplinary action.

4d: Password

- Take care to protect your password. Do not share your password.

4e: Sound

- Sound must be muted at all times unless earbuds are being used.
- Personal earbuds may be used at the discretion of the teacher.

4f: Printing

- Digital sharing of documents is encouraged.
- Printing will be available at school on a limited basis.

4g: Account Access

- Students will only be able to login using their ID#@silsbeeisd.org.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets students 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, students can access your documents and files from any Chromebook or Wi-Fi enabled device, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

6a: 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 having to do anything.

6b: 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 work.

6c: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the Silsbee ISD Technology Staff.

7. ACCEPTABLE USE GUIDELINES

7a: General Guidelines

- See *Acceptable Use Policy*
- 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 Silsbee Independent School District.
- Students are responsible for their ethical and educational use of the technology resources of the Silsbee Independent School District.
- Access to the Silsbee Independent 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.
- 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 director, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- Cyberbullying will not be tolerated and appropriate disciplinary action will be taken immediately by the campus principal or designee.
- Filming of students and/or teachers without their permission is unacceptable and appropriate disciplinary action will be taken immediately by the campus principal or designee.

7b: 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 Silsbee Independent School

District.

- If the student inadvertently accesses a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately, notify the teacher and the student will not be disciplined for breaking the Acceptable Use Agreement and the Student Code of Conduct. This is not a request – it is a responsibility.
- Student use of the Internet on the school network is filtered per local school policy, state, and federal requirements. Outside of school – Parents are responsible for monitoring internet content.

7c: Legal Propriety

- Students must 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 will result in criminal prosecution or disciplinary action by the District.

7d: E-mail Electronic Communication

- E-mails and documents on school owned equipment are part of the public domain, NOT private and are subject to inspection.
- 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.
- E-mail & communications sent/received should be related to educational needs.
- Students should maintain high integrity with regard to email content.

7e: 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 Acceptable Use Policy, 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 Texas Open Records Act; proper authorities will be given access to their content.

7f: 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 care section.
- Transport your Chromebook in the protective case provided and **not** in your backpack.
- Silsbee ISD is not responsible for filtering any internet content or applications off campus. Parent/Guardians will have the responsibility to ensure safe use of this device when away from school. **School district filtering will NOT be provided for use with devices outside of school district buildings.**
- The school is not responsible legally, financially, or morally for any abuse of the device when off campus.
- Hotspots with a CIPA compliant filter are available for check out through the campus media center.

8. PROTECTING & STORING YOUR CHROMEBOOK

8a: 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 and serial number (DO NOT REMOVE)
- Individual user account name and password
- Chromebooks are the responsibility of the student. *Take good care of it!*

8b: Account Security

- Students are required to use their domain user ID and password to protect their accounts and are required to keep that password confidential.

8c: Storing Your Chromebook

- Nothing should be placed on top of the Chromebook.
- Students must take their Chromebooks home from school every day to be charged, regardless of whether or not they are needed for homework.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

8d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, field house, locker rooms, unlocked classrooms, dressing rooms 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.**

9. REPAIRING/REPLACING YOUR CHROMEBOOK

9a: 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, and accidents.**
- Please report all Chromebook problems by filling out the Chromebook Repair Form and submitting the form to the Designated Campus Representative for the Technology Department.

9b: Chromebook Repair Insurance

- Student will, at Student's own expense, maintain liability and fire insurance and such other insurance as necessary for Student's protection and protection of the Equipment. Failure to carry such insurance will not relieve Student of liability.
- Parents will have the option of purchasing school insurance within the first week of ownership. Insurance covers accidental damage (including cracked screen and liquid spills, fire/flood damage, Natural Disasters, power surge due to lightning and theft (a police report must be filed for theft)
- The district reserves the right to charge for the entire replacement cost if negligence is determined on the handling of a device that is not covered by insurance.

9c: Replacement Costs

- Chromebook \$240
- Power Module/Cord \$50
- Case \$38
- Strap \$5

10. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available from the SISD Technology Department.

Services provided include the following:

- Hardware maintenance and repairs

- Password resets
- User account support
- Coordination and completion of warranty repairs
- ALL REPAIRS must be completed by the Technology Department by filling out a Chromebook Repair Form and submitting the form to the Designated Campus Representative for the Technology Department.

11. CHROMEBOOK FAQ's

Q. What is a Chromebook?

A. Chromebooks are mobile devices designed specifically for people who live on the web. A Chromebook is lightweight, has a comfortable, full-sized keyboard, a large display, a clickable trackpad, an all-day battery life, 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.

Q. What kind of software does a Chromebook run?

A. Chromebooks run millions of web-based applications, or web apps, that open right in the browser.

Q. How are these web-based applications managed?

A. Each Chromebook will be a managed device. Members of Silsbee Independent School District's Information & Instructional Technology Department will maintain devices through the Google Apps for Education 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
- Headsets, ear sets, microphones
- Chromecast

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a Wi-Fi signal to access the web.
B. Chrome offers the ability through Apps so users can work in an "offline" mode.

Q. Will the Chromebook have 4G?

A. No. A "hotspot" can be checked out from the campus media center.

Q. How much data do the Chromebooks have?

A. Each Chromebook has 2 G of data. Do not stream movies, videos, listen to music, or play games that will consume your data allowance. Data is only used when away from school.

Q. Do Chromebooks come with Internet Filtering Software?

A. No. Chromebooks do not come with internet filtering software. However, while in district, Chromebooks will use the School's Wi-Fi to access the internet which is filtered to remain CIPA compliant. Hotspots checked out from the campus media center are filtered and CIPA compliant.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. Battery life?

A. Chromebooks have a rated battery life of 6.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

Chromebooks will lose charge even though the device is not used.