# School District of Tomahawk 1:1 Chromebook Procedures and Information

# Tomahawk 1:1 Chromebook Program

*The mission of the 1-to-1 program in the Tomahawk 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 and lifelong learners. 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.*

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## 1. RECEIVING YOUR COMPUTER:
Chromebooks will be distributed within the first two weeks of each school year. Parents/Guardians and students MUST sign and return the AUP 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 for the Tomahawk School District. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at THS.

### 1a: Probationary Student Privileges
To protect the assets of the Tomahawk School District, some students will be required to turn in their Chromebooks to the LMC Help Desk at the end of each day for a period to be determined unless otherwise specified in the Acceptable Use Policy. The Help Desk will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.

Students who will be included as probationary will be the following:
- Students who have violated the Acceptable Use Policy during the current or previous semester

### 1b: Student Purchased–Electronic Devices
- Students who choose to purchase their own device do not rescind the District's right to inspect the device at any time while on school district property.

## 2. RETURNING YOUR CHROMEBOOK:
All district owned Chromebooks must be returned following the guidelines posted in respective buildings.
- **Students Leaving the District must return district owned Chromebooks to an ADULT AT THE MEDIA CENTER HELP DESK**
- Any Chromebook not returned will be considered 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 they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the LMC 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.***

## 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 UNLESS the Chromebook is protected with removable skin. An identification label with the student's name is acceptable on the Chromebooks.
- Vents **CANNOT** be covered. Chromebooks must have a Tomahawk School District asset tag on them at all times and this tag must not be removed or altered in any way. If 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.
- For screen adjustment do not grasp screen by wrapping hand around screen, your thumbs will shatter the screen.

## 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.
- Case use is encouraged.

## 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 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, 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 water dampened towel or a highly diluted solvent.

## 4. USING YOUR CHROMEBOOK AT SCHOOL
- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, Haiku, 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.

### 4a: Chromebooks left at home
- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student will have the opportunity to use a replacement Chromebook from the LMC if one is available.
- Repeat violations of this policy will result in disciplinary action.

### 4b: Chromebooks under repair
- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the LMC.
- 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.

### 4c: Charging your Chromebook
- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy will result in disciplinary action.
- Charging carts will be available in the LMC with the ability to temporarily exchange your chromebook for a charged chromebook while yours charges.

### 4d: Backgrounds and Password
- 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 password. Do not share your password.

### 4e: 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.

## 4f: Printing

- Students may use network printers with teacher's permission during class or breaks.
- It is highly encouraged to use the digital printing options available on your Chromebook whenever possible to reduce the printing expenses.
- Printing is done through Google Cloud Print. More information on printing can be attained here: http://support.google.com/cloudprint/?hl=en

## 4g: Account Access

- Students will only be able to login using the **myhatchets.org** account.
- Students should always use the Chromebook with their own account.
- Make sure you are not in guest mode or you will not be able access your Chrome extensions.

## 5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Docs is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files -- all online.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere in the world.
- All items will be stored online in 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 latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging.

### 6b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- And since files are stored in the cloud, there's no need to worry about lost homework.

### 6c: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the LMC.

### 6d: Software Installation

- Chromebooks can seamlessly access Google Apps for Education suite of

productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web.

## 7. ACCEPTABLE USE GUIDELINES

### 7a: General Guidelines

- 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 Tomahawk School District.
- Students are responsible for their ethical and educational use of the technology resources of the Tomahawk School District.
- Access to the Tomahawk 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 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.

### 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 Tomahawk School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.

### 7c: 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, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

## 7d: E-mail 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.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at anytime.

## 7e: Consequences
- The student in whose name, system account, and 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 Use of the Internet/TSD AUP, 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 Wisconsin 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 a case or protected backpack.

## 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
  - Individual user account name and password
- Chromebooks are the responsibility of the student.  This device will be yours for the duration of your time at TSD.  *Take good care of it!*

### 8b: Account Security

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

## 8c: Storing Your Chromebook
- When students are not using their Chromebook, they should store them in their locked locker.
- 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.

## 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, LMC, 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

- The equipment vendor has a one year hardware warranty on the Chromebook.
- 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, accidents or Chromebook viruses.
- Please report all Chromebook problems to the Technology Help Desk.
- Hardware failure will be fixed by the district
- Please see the district AUP for damaged chromebook coverage.

## 10. CHROMEBOOK TECHNICAL SUPPORT
Technical support will be available in the LMC.

Services provided include the following:
- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- <u>ALL REPAIRS must be completed by the LMC STAFF</u>

## 11. 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 track pad, all-day battery life, light weight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for any time, 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 millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

### Q. How are these web-based applications managed?
A. Each Chromebook we provide to students will be a managed device. Members of Tomahawk School District's Information & Instructional Technology Dept. will maintain devices through our 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 (see **supported file systems**)
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones

### Q. Can the Chromebook be used anywhere at anytime?
A. Yes, if you have a WiFi signal to access the web all features of Chrome are available. There are a limited number of Google apps and Chrome web apps that work offline but that number is growing everyday.

### Q. Will our Chromebook have 3G?
A. No. The district Chromebooks will not have 3G broadband.

**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.


Resources:

**Fond Du Lac School District. (2012). Fond du Lac School District 1:1 Chromebook Procedures and Information. Board Policy. Fond du Lac School District, Fond du Lac.**