Levy County School District
Chromebook Procedures and Information for Students and Parents

1) *Receiving Your Chromebook*

A) Chromebook Distribution—The Chromebooks shall be distributed by your school according to need.
B) Responsibility for the Chromebook begins at the time the student receives the device.
C) New Student Distribution —The school's Data Entry Clerk will email MIS/Technology when a new student enrolls. When the Chromebook arrives, students will pick up their Chromebook from the school technician and sign the Chromebook Guidelines.

2) Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by Levy County School District. Chromebooks that are broken or fail to work properly must be taken to administration as soon as possible so that they can be repaired in a timely manner. District-owned Chromebooks should never be taken to any outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended.

A) General Precautions

- No food or drink should be next to Chromebook.

- Cords, cables, and removable storage devices must be inserted carefully into Chromebook.

- Chromebook should not be used or stored near pets.

- Chromebook should not be used with the power cord plugged in when the cord may be a tripping hazard.

- Chromebook must remain free of ==any writing, drawing, stickers and labels==.

- Heavy objects should never be placed on top of Chromebook.

B) Carrying Chromebooks

- ***Always transport Chromebook with care.***

- Never lift the Chromebook by the screen.

- Never carry a Chromebook with the screen open.

C) Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screen is 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 your backpack that will press against the cover of Chromebook.

- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.)

- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth (like for a cell phone).

D) Asset Tag / Label

- All Chromebooks are etched with a District asset tag/label.

- Asset tags are not to 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 District asset tag/label or turning in a Chromebook without a District asset tag/label.

3) Using Your Chromebook At School
Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teachers.

A) Charging Chromebooks

- Chromebooks should be brought to school each day with a full charge.

- Students should charge their Chromebook at home every evening.

- *Charging cords will not be available in the rooms*.

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.

C) Sound

- Sound must be muted at all times unless permission is obtained from a teacher.

- Headphones/earbuds may be used at the discretion of the teacher.

- Students should have their own personal set of headphones/earbuds for sanitary reasons.

D) Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

- Printing will be only provided through shared documents to the teacher. A teacher will print any required documents for students through their access.

E) Logging into a Chromebook

- Students will log into their Chromebooks using their district-issued Google Apps for Education account.

- Students should never share their account passwords with others.

F) Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications (Google Docs) and can be accessed from any computer with an Internet connection and most mobile Internet devices.

- Some files may be stored on the Chromebook's hard drive.

- Students should always remember to save frequently when working on digital media.

- The school district will not be responsible for the loss of any student work.

- Students are encouraged to maintain backups of their important work on a portable storage device (flash drive, removable hard drive) or by having multiple copies stored in different Internet storage solutions.

4) Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for some Chromebook functionality; and some applications can be used while not connected to the Internet. Students are bound by the Levy County School District's Acceptable Use Policy, Telecommunications, Networks & Internet Terms and Conditions and all other guidelines in this document wherever they use their district-issued Chromebooks.

5) Operating System and Security

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

A) Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

- Virus Protection

- Chromebooks are 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.

6) Content Filter

The Levy County School 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 school district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, student needs to contact their teachers to request the site to be unblocked.

7) Software

A) Google Apps for Education

- Chromebooks integrate with the Google Apps for 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 allowed to install Chrome web apps from the Levy County School District's Chrome Web Store.
- Some web apps will be available to use when the Chromebook is not connected to the Internet. (i.e. graphing calculator)

8) Chromebook Identification

A) Records: The school will maintain an inventory of all Chromebooks that includes the serial number, asset label ID, student name, and student ID number for each device.

9) Repairing / Replacing Your Chromebook

A) Tech Support Area

- All Chromebooks in need of repair should be brought to the Administration as soon as possible.
- A tech support area representative will analyze and if possible, fix the Chromebook. If not easily repairable, they can and pass on the issues they cannot fix to the technology department.

B) Estimated Costs (subject to change without further notice)

The following are estimated costs of the Chromebook parts and replacement:

- Total replacement of Chromebook--$ 280.00
- Replacement Screen -- $ 65.00
- Replacement Battery -- $ 57.00
- Replacement Touchpad--$ 27.00
- Replacement Keyboard -- $ 68.00
- Replacement Charger -- $ 45.00
- Replacement Hinge (Left & Right) -- $ 33.00
- Replacement Top Cover -- $ 45.00
- Replacement Bezel --$ 45.00

10) No Expectation of Privacy

Students should have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason

related to the operation of the school district. By using a district-issued Chromebook, students agree to such access, monitoring, and recording of their use.

A) Monitoring Software
- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student-issued Chromebooks.

11) Appropriate Uses and Digital Citizenship

District-issued Chromebooks should be used for educational purposes. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1) **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2) **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3) **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4) **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5) **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information.

6) **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.