

Fonda-Fultonville CSD

1:1 Student Device Handbook

Purpose of this Handbook

The purpose of this guide is to provide parents and students with a thorough explanation of how the district will manage its 1:1 Chromebook program. The information in this handbook outlines each party's responsibilities and will assist students and parents in meeting these expectations. Any questions that you may have after reading this handbook can be referenced on our FAQ page on the district website.

The success of this initiative will be strongly tied to the responsibility, ownership, and pride that our participating students have when they receive their device. The general rules and policies of the school are guidelines for good decision making. Using technology during the school day is critical to student success. Having the device to take home from school is a privilege and should not be taken lightly.

Rules and Guidelines

In addition to this handbook students must abide by the following Policies and Guidelines which can be found on our District website <https://www.fondafultonvilleschools.org/>:

- [Loss or Destruction of District Property or Resources | Policy 7311](#)
- [Acceptable Use Policy for Students | Policy 7314](#)
- [Loan of District Property | Policy 3281](#)

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1. RECEIVING YOUR CHROMEBOOK:

Chromebooks will be distributed at the start of the school year in 2019. Parents/Guardians and students **MUST** sign and return the Student Acceptable Use Policy and this Handbook before the Chromebook can be issued to the student.

Chromebooks will be collected at the end of each school year and students will retain their original Chromebook and case each year. All students who receive Chromebooks are expected to use a school-issued Chromebook during the school day. Its use will vary based on subject area.

High School students will be permitted to take their Chromebooks home, and are expected to do so to charge their Chromebook for the next day of school.

2. RETURNING YOUR CHROMEBOOK:

Chromebooks (with originally supplied charger and case) will be returned during the final week of school to a designated area so they can be inventoried and stored for the summer months. Students will not be permitted to take their Chromebook home for the summer.

If a student transfers or is expelled out of the school district during the school year, the Chromebook (with originally supplied charger and case) will be returned at that time or on the date of termination.

If a student fails to return the Chromebook (with originally supplied charger and case) at the end of the school year or upon termination of enrollment at the school district, the student will pay the replacement cost of the Chromebook and/or accessories. Failure to return the Chromebook will result in a theft report being filed with the proper authorities. If the Chromebook or any accessories are returned in damaged or otherwise unsatisfactory condition, a fee will be assessed to cover the repair or replacement of the device(s).

3. OWNERSHIP AND RESPONSIBILITIES

All Chromebooks and accessories provided by the district are the property of the school district.

Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.
 - CommonSense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>
- Ensure that siblings and other family members are not using the device for personal use.

School Responsibilities are to:

- Provide Internet filtering and blocking of inappropriate materials as able.
- Chromebooks will be treated similar to the policy surrounding school lockers. The school district reserves the right to review, monitor, and restrict information stored on or transmitted via school district owned equipment and to investigate inappropriate use of resources.

- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

4. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook they have been issued by the school district. Chromebooks that are broken, or fail to work properly, must be reported 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.**

4a: General Precautions

- Do not share your password.
- If supplied, do not remove the Chromebook from the protected carrying case provided unless instructed by a teacher or administrator.
- No food or drink is allowed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- Always support a Chromebook from its bottom with lid closed.
- Never store your Chromebook in your carry case or backpack while plugged in.
- Students should never carry their Chromebooks by the screen.
- Chromebooks and carrying cases must remain free of any writing, drawing, or stickers that are not the property of the school district.
- Never remove or alter approved FFCSD or factory labels.
- Heavy objects should never be placed on top of your Chromebook.
- Chromebooks should never be left in a car, unlocked locker, any unsupervised area or in extreme temperatures.
- You are responsible for bringing completely charged Chromebooks to school every day.
- If your device is in need of repair, report the problem to your teacher and 1:1 Chromebook Repair Form as soon as possible. This form can be found from the home page that loads when students sign in.

4b: Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Please use the provided protective sleeve when carrying the Chromebook.
- **Never move a Chromebook by lifting from the screen.** Always support a Chromebook from its bottom with lid closed.

4c: Screen Care

- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure.
- 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 put the Chromebook in a backpack or bag without using the protective sleeve.
- 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 papers).
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.

5. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day.

- Students will keep their Chromebooks in the protected carrying case provided.
- Students will use their @s.ffcsd.org account to log in.
- Chromebooks should be opened and closed on teachers' command.
- Chromebooks should be muted unless directed by the teacher.
- 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 advised not to do so by their teacher.
- When students are not using their Chromebook, they must store them in a secure location, such as their locker. If students have their Chromebook during physical education classes, it must be locked in a locker room locker.

5a: Chromebooks left at home

- If a Chromebook is left at home, the student will have the opportunity to use a loaner Chromebook. Borrowed Chromebooks must be returned before leaving school at the end of the day.
- Repeat violations of this policy may result in disciplinary action.

5b: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the loaner device. Students who have paid for device coverage will have damage protection extended to the loaner device. Student will pay full replacement cost if it is lost or stolen.

5c: 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.

5d: 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.

5e: Sound, Music, Games

- 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, staff member or administrator.
- All apps/music/games must be district approved and/or educationally appropriate.

5f: Printing

- Printing at home can be done through Google Cloud Print. More information on printing can be obtained here: <http://support.google.com/cloudprint>
- At school we encourage students and teachers to share files via Google Drive. If a student needs to print, they may use printer stations with teacher's permission during class or breaks.

5g: Account Access

- Students will only be able to login to the Chromebook using the @s.ffcsd.org Google Apps for Education account.
- Students must always use the Chromebook with their **own** account.

5h: Using the Built-In Chromebook Camera

- Students may not use the camera and video capabilities including audio recording on the Chromebook without the subject's permission.
- Cameras or audio recording may never be used in a locker room or restroom.

6. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Students will be provided with an overview of how to log into the device and access education resources as part of their regular classroom instruction. Supporting resources will be available online for students to refer to when needed.
- Google Apps offers a suite of office productivity software (Docs, Slides, Drawings, Sheets, Forms, and more) 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 and accessible through any device connected to the Internet.
- All file types can be stored online in Google Drive.
- Offline access to your Google Drive files is possible, but you must set it up to allow offline access, <http://goo.gl/dlgCb>

7. OPERATING SYSTEM ON YOUR CHROMEBOOK

Proper care and maintenance of the Chromebook will help keep the device in good working condition.

7a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system.
- There is no need for installs, updates, or re-imaging; however you must restart your Chromebook in order for updates to occur.
- Chromebooks have built in virus protection.
- Additional functionality and improvements to the Chrome OS will continue to occur through automatic updates.

7b: Virus Protections & Additional Software

- The Chromebook is built with layers of protection against malware and security attacks.
- There is no need to download and install virus protection software, it is built into the Chrome operating system and automatically updates to the latest security patches.
- Files are stored in the cloud, so there is no need to worry about finding your files.

7c. Procedures for Restoring your Chromebook

- If your Chromebook needs technical support, all support will be handled by the District Technology Department.
- You must fill out the 1:1 Chromebook Repair Form if your Chromebook needs attention. This form can be found from the home page that loads when students sign in.

- The school does not accept responsibility for the loss of any software / extensions or documents deleted due to reformatting and reimaging due to technical issues or issue resulting from inappropriate use.

7d. Apps and Extensions

- Mandatory apps/extension will be automatically added by the school district Technology Department.
- Some web apps will be available to use when the Chromebook is not connected to the Internet, including Google Drive apps (Docs, Sheets, Slides, etc.) but you must set it up to allow offline access, <http://goo.gl/dlgCb>

8. AT-HOME USE

- The use of Chromebooks at home by high school students is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.
- Students may not log into personal Google accounts and are restricted to signing into the @s.ffcsd.org account only.
- Students are allowed to connect to a wireless network when using their Chromebook away from school. Student use of the Chromebook will be subject to school district website filtering software, even when accessing materials on a home connection. All activity on the school district issued Chromebook can be archived and searched, if need be.
- A WiFi Internet connection is required for much of Chromebook use; however, many applications can be used while not connected to the Internet, including Google Drive, Docs, Sheets, Slides, and others as long as they are accessed before leaving school.
- Parents / guardians are still responsible for monitoring their student's use of the Chromebook, including Internet browsing at home or in any other location where a student is able to access a wireless network outside of school.

9. PROTECTING & STORING YOUR CHROMEBOOK

9a: Chromebook Identification

Chromebooks can be identified in several ways:

- Record of district asset tag/barcode
- Serial number
- Chromebooks are the responsibility of the student. This same device will be issued annually. Take good care of your Chromebook.

9b: Account Security

- Students are required to use their @s.ffcsd.org domain user ID and password to protect their accounts and are required to keep that password confidential.
- If the password has been compromised, a teacher must be notified immediately so that the password can be reset.

9c: Storing Your Chromebook

- When students are not using their Chromebook, they must store them in a secure location, such as their locker. If students have their Chromebook during physical education classes, it must be locked in a locker room locker.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- High School 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.
- To keep the Chromebook protected, Chromebooks should remain in the protected carrying case provided by the district.

9d: 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, library, computer labs, locker rooms, unlocked classrooms, dressing rooms and hallways.
- 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.

9e: Chromebook Theft or Loss

- Parents/Guardians are responsible for replacement costs due to loss or theft of Chromebooks. Loss or theft is not covered by the optional coverage offered by the district.

10. REPAIRING/REPLACING YOUR CHROMEBOOK

Just like textbooks, team uniforms, and other school property issued to students for school purposes, there is a responsibility to care for and return the property in the same condition as it was received. However, accidents or loss may happen, even when students are doing their best to take care of their device. In these cases, district policies require a fine be assessed to cover, repair or replace district property. In recognition of this, the school district offers an optional and inexpensive protection plan for parents/guardians to lessen the financial burden should an incident occur.

Accidental Damage vs. Negligence

Accidents do happen. However, there is a difference between an accident and negligence. Accidental damage includes damage despite following all guidelines for care and handling of the laptop. Leaving the laptop unattended, failing to secure it per school recommendations, leaving it in an unlocked car, leaving it on the bus, etc. do NOT qualify as a legitimate claim for unavoidable theft, loss, or damage.

Negligence is defined as failure to exercise proper care and/or take appropriate precautions, as described in the student handbook, resulting in damage or loss of equipment. If a device is damaged due to willful or negligent actions, students will be subject to discipline and be responsible for the cost of repair or replacement. Repeated instances of negligence may result in the revocation of device take-home privileges.

The district recognizes that Chromebooks are a consumable device, and expects as Chromebooks age, they will show signs of wear and be more prone to technical failure.

10a: Vendor Warranty:

- The equipment vendor has a hardware warranty on the Chromebook.
- This limited warranty covers normal use 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, or accidents.
- Chromebook issues that are defects, and covered by the vendor warranty, will not result in a fee being charged.

10b: Chromebook Repair Costs

- In the event that damage occurs to the chromebook that is not covered by the vendor warranty, a fee will be charged. In order to make these fees predictable, the district has developed the fee schedule below.

Additionally, the district is offering coverage at a cost of \$25 that will cover 2 damage claims over the course of 4 years. Families that receive reduced-cost meals, can sign up for this coverage at a reduced rate of \$10. Families that receive free meals can be enrolled in this coverage at no cost.

	Cost Without Coverage	Cost With Coverage
1st Damage Claim	\$30	\$0
2nd Damage Claim	\$50	\$0
3rd & Subsequent Damage Claims	\$100	\$100
Chromebook Theft, Loss, or Damaged beyond repair due to negligence	Total Cost of Device: \$300	Total Cost of Device: \$300
Charger Lost	\$30	\$30

- If a Chromebook and/or AC power adaptor has been defaced or damaged beyond the normal wear of a computer which has been handled safely and responsibly, families may be fined for repairs or replacements.
- Families may also be charged for replacements if Chromebooks are lost or stolen due to students leaving them unattended or unsecured. We understand that damage may occur accidentally and that theft is possible even under a watchful eye; in either case, students should notify administration as soon as possible so an investigation may take place.
- If a student requires more than 2 repairs in one school year to a Chromebook due to accidental damage, he/she may lose privileges to bring the device home and/or face disciplinary action.
- Lack of payment will result in loss of privilege to take the device home.

10c: Optional Device Repair Coverage

- The district is offering coverage at a cost specified in section 10b that will cover 2 damage claims.
- Families that receive reduced cost lunch, can sign up for this coverage at a reduced rate.
- Families that receive free lunch, can be enrolled in this coverage at no cost.

10d: Lost or stolen Chromebook and accessories

- Lost or stolen Chromebooks must be reported to district technology staff within 24 hours of the incident.
- Student must pay the associated charges to replace the lost or stolen Chromebook and accessories. The coverage available from the district does not cover lost or stolen Chromebooks.

11. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available through the 1:1 Chromebook Repair Form. This form can be found on the home page that loads when students sign in. Services provided include the following:

- Hardware maintenance and repairs

- User account support
- Coordination and completion of warranty repairs
- ALL REPAIRS must be completed by the School District Technical Department

12. DIGITAL CITIZENSHIP AND HEALTHY MEDIA USE

The School District is committed to ensuring its students use technology to become lifelong learners and engaged citizens capable of using technology to create, collaborate, communicate and solve problems. Much like the physical world, children need to be taught and mentored on how to effectively use technology and appropriately act online.

The following is a framework for student online behavior as well as parent tips on how to foster healthy media use within their child. Students and Digital Citizenship While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the four following principles:

- Show respect for yourself through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider what personal information about your life, experiences, or relationships you post. Do not be obscene and act with integrity.
- Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact information or a schedule of your activities. Report any attacks or inappropriate behavior directed towards you while online. Protect passwords, accounts, and resources.
- Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people. Show respect for other people in your choice of websites: do not visit sites that are degrading to others, pornographic, racist, or inappropriate. Do not enter other people's private spaces or areas.
- Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.

Healthy Media Use Tips for Parents/Guardians

Today's children are growing up immersed in digital media, which can be enriching when balanced with their physical life. Media use should be safe and not disrupt other activities, such as play, study, in-person interaction and sleep. It is important that the adults in your child's life act as a media mentor, teaching and demonstrating a healthy use of digital media.

Here are some suggestions to keep your child safe and healthy as they grow their digital media competency.

- Talk to your children about the values and standards you expect your children to follow as they use the internet, similar to the standards discussed for television, telephone, movies, and music use.
- Investigate and apply parental controls available through your internet service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home.
- Place consistent limits on the time spent using media, and the types of media, and make sure media does not take the place of adequate sleep, physical activity and other behaviors essential to health.
- Designate media-free times together, such as dinner or driving, as well as media-free locations at home, such as bedrooms.
- Model good behavior. Show children how to be polite and respectful, and let them know that is the behavior you expect when they are interacting in the digital realm.
- Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request to see their work often.

- Communicate expectations for the types of resources your student accesses online and for interacting with others online in a kind, respectful, and safe manner.
- Put all electronic devices “to bed” for the night at a designated time and in a designated location. This is a great way to ensure the laptop is charged nightly, as well.
- Turn off your home WiFi at appropriate times. Many of the laptop features require an Internet connection to function. Turning off your home WiFi at night can prevent late night activities that disrupt the student’s sleep and health.
- Monitor activity on your child’s account and view your child’s internet history by pressing (CTRL) + (H)
- Understand the technology. Open a personal email account yourself and/or get your whole family connected. If your child views the program as a way of staying in touch with family, there might be less risk of misuse with friends.
- Consider creating a Family Media Plan to ensure that media use within your home is purposeful and healthy.

For additional information on healthy digital media habits, consider [Common Sense Media](https://www.commonsensemedia.org/) (<https://www.commonsensemedia.org/>). Common Sense is a leading nonprofit organization dedicated to improving the lives of kids and families by providing the trustworthy information and education on 21st century topics.

13. AGREEMENT

By Signing below, Parent/Guardian and Student agree that they have read this handbook and agree to its terms.

Parent/Guardian (print) : _____

Parent/Guardian (sign): _____ Date:_____

Student (print) : _____

Student (sign) : _____ Date:_____

rev. 1.6

Fonda-Fultonville CSD - 1:1 Student Device Handbook - Sign and return to IT Department