



## CRIVITZ SCHOOL DISTRICT

### Parent/Guardian and Student 1:1 Chromebook Handbook 2021-2022

**It is the mission of the Crivitz School District that all students K-12 be college and career ready. To accomplish this goal, each student will be provided a Chromebook to:**

- write, revise and be producers of information
- access information (research, teacher web pages, online resources, online textbooks, online databases, video instructions)
- gather and analyze data using spreadsheets
- present information visually
- capture, create and communicate through images
- take notes
- manage personal time (calendar, assignment notebook)
- access student records, grades and assignments
- communicate (email, blog, submit assignments electronically)
- collaborate (connect with experts, Google docs)
- participate in web-based curriculum software

#### **DEVICE**

Students in grades 7-12 will be allowed to take their assigned Chromebooks home. Students in grades K-6 will still be assigned a Chromebook; however, they will not be able to take the device home - the device will remain at school and will be kept in the classroom. This device is the property of the Crivitz School District.

#### **FEES**

Families will be responsible for any damage, repairs, replacement asset or name identification labels, cosmetic modifications (e.g. scratches, stickers, etc.), or other non-manufacturer alterations of the device. Chromebook damages will fall into one of two categories when outside the scope of daily wear-and-tear use:

1. If the damaged component(s) prevents use of the Chromebook in any way, the component will need to be replaced immediately at full cost.
2. If the damage does not prevent use of the Chromebook, and the Chromebook can still be used, the parent/guardian will incur a 25% bad condition fee that will become effective at the end of the 4-year rotation cycle. The bad condition fee amount will be 25% of the full cost of the replacement part(s) needed to remedy the damage. If the damaged component(s) fail(s) or becomes unusable prior to the end of the cycle, the fee will be charged immediately.

#### **RECEIVING YOUR CHROMEBOOK**

- Parents/Guardians and students **MUST** sign and return the **CSD Parent/Guardian and Student 1:1 Agreement** before the Chromebook will be issued.
- The Chromebooks will be distributed within the first few days of school for 7-12 grade students.
- All students will receive training on proper care of their Chromebooks at the time of distribution.
- Each student will receive an assigned Chromebook, assigned charger, and assigned cloth carrying bag.

## **RETURNING YOUR CHROMEBOOK**

- All district-owned Chromebooks must be returned to the secretary or school principal in the office when a student leaves the district.
- Chromebooks will be collected at the end of each school year. Families will be charged the full replacement price of the Chromebook if the device is not returned by the designated date.
- Any Chromebook that is not returned will be considered stolen property and law enforcement agencies may be notified.
- All equipment (i.e. chromebook, charger, cloth carrying bag) is assigned to each individual student at the beginning of each school year. The student/family is responsible for the assigned equipment and it must be that equipment which is returned at the end of each school year.
- Students will not be issued a new chromebook, charger, or case until their originally issued equipment is returned in good working order or is paid for in full if lost or damaged.

## **TAKING CARE OF YOUR CHROMEBOOK**

Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are broken or fail to work properly, must be taken to the school's office as soon as the student notices an issue. Students should not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance.

### **a: General Care**

- No food or drink is allowed next to a Chromebook.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook and must be removed before transporting the Chromebook.
- Chromebooks must remain free of any writing, drawing or stickers including removable skins.
- Vents should not be covered - this will cause the device to overheat.
- Identification tags, labels and barcodes **MUST REMAIN** on Chromebooks at all times. These tags must not be removed or altered in any way. If a tag is removed or defaced, disciplinary action may result.
- Chromebooks should never be left in a vehicle or any unsupervised area.
- Students are responsible for bringing their completely charged Chromebooks to school for use each school day.

### **b: Carrying Chromebooks**

- Never transport a Chromebook with the power cord plugged in. Never store a Chromebook in a backpack while plugged in.
- Transport Chromebooks with care at all times.
- Chromebook lids should always be closed and tightly secured when moving. Always support a Chromebook from its bottom with the lid closed.

### **c: Screen Care**

- The Chromebook screens are particularly sensitive to damage from excessive pressure on the screen.
  - Do not lean or put pressure on the Chromebook.
  - Do not store the Chromebook with the screen in the open position.
  - Do not poke or touch the screen.
  - 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.

### **d: Cleaning Your Chromebook**

- Inform the office when the Chromebook requires cleaning - do not attempt to clean it, or use any type of cleaning agent. The office has specialized cleaners that will not damage the device.

## **USING YOUR CHROMEBOOK AT SCHOOL**

Chromebooks are intended for use at school each day and are required to be taken to all classes. Instructors shall have final authority as to the time and method of Chromebook use in the classroom. Failure to comply with instructor expectations may result in a referral to administration. It is **strongly** recommended to store the Chromebook in a locked locker when not in use.

### **a: Chromebooks left at home**

- If a student leaves his/her Chromebook at home, he/she will be allowed to contact a parent/guardian to bring it to school.
- Repeated failure to bring the Chromebook to school will not only negatively impact the student's education, but will also result in a referral to administration for possible disciplinary action. (May include detention or other disciplinary action.)

### **b: Chromebooks Out for Service/Repair**

- A loaner Chromebook will be issued to a student when he/she submits his/her Chromebook for repair.
- A student using a loaner Chromebook will be responsible for any damages or loss of device incurred while in possession of the device just as he/she would be responsible if damage occurred with a normally assigned device.

### **c: Charging your Chromebook**

- Chromebooks must be brought to school each day fully charged.
- Repeated failure to bring a Chromebook fully charged to school will not only negatively impact a student's education, but may result in a referral to administration for disciplinary action.

### **d: Substitute Chromebooks**

- If a student repeatedly requires a loaner device for scenarios including, but not limited to, a damaged device, failure to charge a device, failure to bring a device to school, etc., administration will investigate and take appropriate action to determine appropriate consequences.

### **e: Backgrounds and Screensavers**

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures may result in disciplinary action.

### **f: Sound**

- Sound must be muted at all times unless permission is obtained from a teacher for instructional purposes.
- Headphones may be used at the discretion of a teacher.

### **g: Account Access & Password**

- Students will only be able to login to a Chromebook using their crivitzsd.us accounts.
- Students must take care to protect their passwords. Students must never share their passwords.
- Students are responsible for all information and media found on their Chromebook.

## **MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK**

Digital work on a Chromebook will be saved to the Cloud. This will provide access to digital work from any device with Internet or WiFi access.

- Each student will have unlimited free storage associated with his/her G Suite account. This storage is for G Suite products including email, calendar, web sites, word processing, presentations, drawings,

spreadsheets and forms for school-related purposes. Google Drive can also be used to store videos and non-cloud based file types.

- It is each student's responsibility to ensure his/her work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for failure to submit work.
- Prior to leaving the district or graduating, students who want to save any work stored in their Crivitz School District G Suite account will need to use [Google Takeout](#) to transfer their work to a personal gmail account.

## **CHROMEBOOK DEVICE UPDATES AND MAINTENANCE**

### **a: Updating your Chromebook**

- Chromebooks auto-update without user intervention.

### **b: Virus, Malware and Security**

- With defense-in-depth technology, each Chromebook is built with layers of protection against malware and security attacks. No virus specific software is installed on the device.

### **c: Procedures for Restoring your Chromebook**

- If a Chromebook needs technical support, please contact the student's respective school office.

## **RESPONSIBLE USE GUIDELINES**

### **a: General Guidelines**

- Students and parents must read the **Technology Acceptable Use Policy** and sign the **CSD Parent/Guardian and Student 1:1 Agreement** indicating acceptance of the policy - the agreement forms will be completed via Skyward Online Registration.
- Every Chromebook is dedicated and assigned to each individual student. A student's dedicated Chromebook is to be used ONLY by the assigned student. In addition, any individual who is not the assigned student is prohibited from using any district-owned device. The assigned student and/or family will be held responsible for all activity and any misuse that occurs on the Chromebook.
- Students are responsible for their ethical and educational use of the technology resources of the Crivitz School District.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to, confidential information, copyrighted material, threatening or obscene material and viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the Technology Coordinator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- Staff may randomly select students' devices for inspection.

### **b: Privacy and Safety**

- Students should not enter chat rooms without permission for a specific classroom project. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Students should not open, use or change files that do not belong to them.
- Students should not reveal their names, phone numbers, home addresses, social security numbers, credit card numbers, passwords or the passwords of other people.
- Storage is not guaranteed to be private or confidential, as all Chromebook equipment is the property of the Crivitz School District.
- Students should have no expectation of privacy for material on Chromebooks.
- If a student inadvertently accesses a website that contains obscene, pornographic or otherwise offensive material, the student should exit the site immediately and notify his/her teacher.
- Students must report any suspicious or malicious activity (i.e. email, files, etc.) that contains

inappropriate images, language or questionable subject matter to a teacher or school administrator.

#### **c: Legal Property**

- Students should comply with trademark regulations, copyright laws and all licensing agreements. Ignorance of the law is not immunity. If a student is unsure, he/she should ask a teacher.
- Plagiarism is a violation of the student policy. Students should appropriately cite all sources, 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 and/or Computer Crimes, may result in criminal prosecution or disciplinary action by the District.

#### **d: Email Electronic Communication**

- Student should always use appropriate and proper language in all communications.
- Students should not transmit language/material that may be considered profane, obscene, abusive or offensive to others.
- Students should not send mass emails, chain letters or spam.
- Email and/or communications sent/received should be related to educational purposes.
- Email and/or communications are subject to inspection by the school at anytime and as applicable by law.

#### **e: Consequences**

- Non-compliance with the policies of this document 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 insure 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 subject to applicable law.

#### **f: At-Home Use**

- The use of Chromebooks at home is encouraged, however, it is not required.
- Chromebook care at home is as important as in school, please refer to the care section.
- The school district provides Internet filtering at all times.
- Parents/guardians, will need to establish ground rules for Chromebook use outside of the school day. Although devices will be periodically checked for content and viewing history, it is important to establish guidelines for Internet usage off campus.

#### **g: Probationary Student Privileges**

- To protect the assets of the Crivitz School District, identified students will be required to turn in their Chromebooks to the office at the end of each day for a duration determined by the school administration. The office will secure the equipment at the end of the school day and the students will be allowed to retrieve their Chromebooks at the beginning of the next school day.
- Probationary students include, but are not limited to:
  - Students and parents/guardians who have not completed the **Technology Acceptable Use Policy** and **CSD Parent/Guardian and Student 1:1 Agreement**.
  - Students who have been ticketed for truancy by school administration.
  - Students who have violated the **Technology Acceptable Use Policy**.

### **PROTECTING & STORING YOUR CHROMEBOOK**

#### **a: Account Security**

- Students are required to use their crivitzsd.us domain user ID and password on their devices.

- Students will not be able to use a personal Google account on the devices.

#### **b: Storing Your Chromebook**

- When not using a Chromebook at school, students should store it in their assigned lockers.
- Nothing should be placed on top of a Chromebook or leaned up against a Chromebook when stored in a locker.
- Students are encouraged to take their Chromebooks home everyday after school to charge them - regardless of whether or not they are needed.
- Chromebooks should not be stored in a vehicle for security and temperature control reasons.

#### **c: Chromebooks left in Unsupervised Areas**

- Under no circumstances should Chromebooks be left unattended unless properly secured. Unsecured areas include, but are not limited to, school grounds, the cafeteria, computer labs, locker rooms, libraries, unlocked classrooms, bathrooms, hallways, etc.
- If an unsupervised or unattended Chromebook is found, students should notify the office immediately.
- Unattended Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.
- Chromebooks are the responsibility of the students. *Students should take good care of them!*

### **REPAIRING/REPLACING YOUR CHROMEBOOK**

#### **a: Chromebook Repair Costs**

- All repairs will be handled by the school district through the school office.

#### **b: Lost/Stolen Device**

- If a device is lost, a student should report it immediately to the office. If a device is not found within 48 hours, the student/family will be charged to replace the Chromebook.
- Students will be provided a substitute Chromebook until a permanent Chromebook can be assigned.

### **CHROMEBOOK TECHNICAL SUPPORT**

- Any technical issues should immediately be reported to the school office.

## **ADDENDUM A: FREQUENTLY ASKED QUESTIONS**

If you still have questions after reading the questions and answers below, please contact your student's respective school office.

### **GENERAL**

#### **What is a Chromebook?**

A Chromebook is a web-enabled laptop that runs the Chrome web browser.

#### **How do the Chromebooks connect to the Internet?**

Chromebooks have built-in WiFi, so they can connect to any available WiFi network.

#### **Will the battery last all day? What if my child needs to charge his/her Chromebook in the middle of the day?**

A Chromebook battery is estimated to last up to 10 hours. The expectation is that students charge the device nightly at home so the device is fully charged for the next day, making it unnecessary for the device to be charged in the middle of the day.

#### **How do I login at home?**

Students will connect to their Internet provider at home. Students will then use their Crivitz School District logins to sign in.

#### **What if the Chromebook stops working at home (after school hours)?**

Students should bring their devices to their respective school office for assistance on the next school day.

#### **Will the Chromebook run all websites required for school?**

We are striving to only use resources that run correctly on a Chromebook.

### **SAFETY & SECURITY**

#### **When my child is accessing the Internet, will content filtering be enabled?**

Any device that connects to the Internet while in any of the Crivitz School District buildings, is filtered by our content filtering software. When the devices are off-campus (home, public library, etc.), the Internet will still be filtered by the school district. Individual families are responsible for the proper use of the device. No one but the assigned student should be utilizing his/her Chromebook.

#### **What do I do with my Chromebook during PE or athletics practice?**

Students should keep their Chromebooks safe in a school-assigned locker. If students have practice after school, or any extracurricular activity, they are advised to lock their Chromebook in a locker or another safe place.

#### **What do I do with my Chromebook while I am at lunch?**

Students will need to secure them in their lockers before going to lunch.

#### **What is the best way to keep the Chromebook secure from being stolen?**

At school, students should always have their Chromebooks with them in a class or locked in a secure locker. Students should be diligent about not sharing locker combinations with other students. When students have the devices off-site, the same care should be followed. A device should never be left in a car or other unsecured location.

### **RESPONSIBLE USE**

#### **What are the policies and procedures?**

This **Parent/Guardian and Student 1:1 Handbook** provides this information.

**What if a student Chromebook has technical issues due to normal wear-and-tear?**

The student will take his/her Chromebook to the school office.

**What if the Chromebook becomes damaged beyond normal wear-and-tear?**

The student will take his/her Chromebook to the school office.

**May I decorate my Chromebook?**

No. The Chromebook is the property of the District just like textbooks. Students may **not** add stickers, decorate or deface it.

**May I use my own protective case?**

No, the district uses specific, compatible and rugged secure cases to insure the Chromebooks are protected.

**GENERAL USE**

**Will there be any initial cost to the family for the Chromebook?**

Just as the district currently provides textbooks and other instructional materials for students, the district will supply a Chromebook to each student in grades K-12.

**Will students keep the Chromebooks over summer break?**

No. Each student will return his/her Chromebook and power cord at the end of each school year.

**If I transfer districts, may I keep or buy my Chromebook?**

No, the Chromebook remains District property. Students must return the Chromebook and power cord before they transfer to another school. If not returned, the device will be considered stolen and the proper authorities contacted. The family will be charged for the full replacement of the device.

**What will happen to the old Chromebooks once these are upgraded?**

The District will repurpose them for use elsewhere in the school system.

**When will students get their Chromebooks?**

The students will receive his/her device during the first few days of school along with training on the care and use of the device.

**I don't want my student to have a Chromebook. Can I opt out?**

These devices will be an integral part of classroom instruction, and without a device, students would be unable to participate in classroom activities and assignments.