

Cole R-I School District Chromebook Handbook 2021-2022



The policies, procedures, and information within this document apply to all Chromebooks used in the Cole R1 School District by students, staff or guests.

Receiving and Returning Your Chromebook

a. Receiving your Chromebook

All students in grades 9-12 will be issued Google Chromebooks at the start of each school year for educational use in school and at home with proper paperwork on file. The Cole R1 School District retains sole right of possession of the Chromebook. The district lends the Chromebook to the students for educational purposes only for the academic year. Additionally, the Cole R1 School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware. Students will be issued the same Chromebook each year.

b. Returning Your Chromebook

At the end of the school year, students will turn in their Chromebooks, carrying case and charger/power adapter to their first hour class during the last week of school. Students that transfer out of or withdraw from Cole R1 must turn in their Chromebooks, carrying case, and chargers/power adapters to the high school office on their last day of attendance. Failure to turn in the Chromebook will result in the students being charged the full replacement cost (Chromebook, carrying case, and charger/power adapter). Unpaid fines and fees of students may be turned over to a collection agency along with restricting participation privileges at the Cole R1 School District events. The District may also file a report of stolen property with the local law enforcement agency.

c. Graduation

Upon graduating, students will receive instructions on how to transfer the contents of their District provided Google account to another account of their choosing.

2. Taking Care of Your Chromebook

a. General Precautions

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 taken to the high school office as soon as possible to be evaluated. ***District owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.***

- No open food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted and removed carefully.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks should be powered down when not in use to conserve battery life.
- Chromebooks must remain free of any permanent writing, drawing, paint, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook. This includes being left in a car.

b. Protective Cases

Each student will be issued a protective case for his/her Chromebook that should ***remain on the Chromebook at all times***. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

c. Carrying Chromebooks

Always transport Chromebooks with care and in the school issued protective cases. Failure to do so may result in disciplinary action.

- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- Never carry Chromebooks with the screen open.

d. Screen Care

Chromebook screens can be easily damaged. The screens are sensitive to damage from excessive pressure on the screen.

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids.
- Do not poke the screen.
- The screens are 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 the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or papers).
- Clean the screen with a soft, dry antistatic, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are convenient and relatively inexpensive.

3. Using Your Chromebook

Students are expected to bring *a fully charged Chromebook to school every day* and bring their Chromebooks to all classes unless specifically advised not to do so by the teachers. The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. While at school, students are provided WiFi, however, when students are not at school, the district is not responsible for any data/usage charges incurred by the device.

a. Chromebooks left at home

If a student leaves his or her Chromebook at home:

- The student will be allowed to phone their parent/guardian to bring it to school.
- The student may also go to the Library and check out a loaner, if available, for the day, provided one is available. A student borrowing a device will

be responsible for any damage to or loss of the loaned device, just like it was his/her original device.

- The student who obtained the loaned device must return the device back to the Library within 5 minutes of the end of the day.
- The student is still responsible for getting the course work completed as if their Chromebook was present.
- The Library will document the number of times a loaner is issued to each student for not having their own device and send reports to the principal's office for those students who have more than 3 occurrences during the school year.

b. Chromebooks Undergoing Repair

- Loaner Chromebooks may be issued to students when they leave their school issued Chromebook for repair at the library.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device, just like it was their original school issued device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- Students will be contacted when their devices are repaired and available to be picked up from the high school office. The loaner Chromebook must be returned when the repaired Chromebook is picked up.

c. Charging Your Chromebook

Chromebooks must be brought to school each day fully charged. Students need to get in the habit of charging their Chromebooks each evening. A fully charged Chromebook battery should last throughout the entire school day. Chargers should remain at home.

d. Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug references or pictures will result in disciplinary actions.
- Cole R1 reserves the right to change a background or theme on a Chromebook at any time for any reason.
- Protect your password. Do not share your password.
- Students may have their passwords reset by the IT director.

- Students enrolling from another school may need to report to the high school office to get their password.

e. Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher.
- Headphones may be used at the discretion of the teacher.
- All game Chrome apps must meet the requirements of the Acceptable Use Policy.

f. Printing

- Students are encouraged to digitally publish and share their work with their teachers and peers. We do not have printing from Chromebooks in place.

g. Home Internet Access

Students will be able to access the internet at home and anywhere else outside of the district. Students may be prompted to supply a password to access the internet.

4. Managing and Saving Your Digital Work

Students may save work only to their school issued Google Drive (cloud based storage medium) via their Chromebook. Google Drive can be accessed by a variety of different platforms with an internet connection (e.g. desktops, laptops, Chromebooks and tablets).

- The Chromebook's hard drive has limited storage capability. Students are encouraged to save files to their Google Drive as much as possible. Files may also be downloaded to and/or uploaded USB flash drives.
- Files left on the hard drives of the Chromebooks will not be backed up by the district in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- The schools will not be responsible for the loss of any student work.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

5. Software (Apps/Extensions) on Chromebooks

a. Originally Installed Software:

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS) and many other applications deemed useful for academic purposes.

- The Chrome OS will automatically install updates when the device is powered down and restarted.
- The extensions/apps originally installed by Cole R1 School District must remain on the Chromebook in usable condition and be easily accessible at all times.
- Occasionally, the Cole R1 School District will add necessary software and apps to the student's computer.
- Applications that are no longer needed will automatically be removed by the school.

b. Additional Software and Restricted Apps:

- Students are unable to install additional software on the Chromebook other than what has been approved by the Cole R1 School District.
- Students may be allowed to load extra extensions/apps on their Chromebook that are pre-approved. Students are responsible for the web apps and extensions they install on their Chromebooks. Apps and other media must be appropriate per the school's acceptable use policy and code of conduct. Students will be asked to remove apps and media if deemed inappropriate. These apps/extensions will be available upon logging into the Chromebook using the official school approved email address.

c. Virus Protection

Virus protection is unnecessary on the Chromebook.

d. Inspections

- Cases of reported misuse may require inspection of the chromebook by members of the IT staff.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability and various violations of student acceptable responsibilities when using the Chromebook.
- Inappropriate use or content will be subject to disciplinary action.

e. Procedures for Restoring Your Chromebook:

- If technical difficulties occur, the Chromebook may be restored to its original factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image the device.
- All data stored on the hard drive of the Chromebook will be removed if the device has to be restored to its original settings.

f. Software Upgrades

- Each time you turn on your Chromebook, the system automatically checks for updates and applies any updates that it finds.
- It is highly recommended that students completely turn off their Chromebooks at night. This will allow the device to update on its own when powered on the following day.

6. Acceptable Use

a. General Guidelines

- 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 Cole R1 School District.
- Access to the Cole R1 School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges, as well as other disciplinary action as defined by the Cole R1 Acceptable Use Policy, Plan of Discipline, or other policies.
- It is up to the discretion of the network administrator and/or school administration to use judgement as to what is acceptable in any undefined instances that may arise.
- 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 computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school 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.

- All users of the district's technology resources and/or school network must sign the district's Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies outlined in the Chromebook Handbook.

b. Privacy and Safety

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school 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. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.
- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for education 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, passwords or passwords of other people except if filling out college or scholarship applications.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify a teacher.

c. Legal Property

- All students and staff must comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the Cole R1 School District Code of Conduct. 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 Cole R1 School District Student/Parent Handbook.

Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

d. Email

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Cole R1 School District. The network is heavily monitored by the district's technology department and is subject to filtering of inappropriate content.
- Always use appropriate and proper language in your communication.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by the school administration.
- District issued student email accounts will only be able to communicate with other Cole R1 students and staff.

e. Consequences

- Students will be responsible for accounts and/or computer hardware issued to them.
- Non-compliance with the policies of the Chromebook Handbook or the Cole R1 Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the year.

7. Protecting and Storing Your Chromebook

a. Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the Cole R1 School District. Chromebooks can be identified in the following ways:

- Record of serial number
- Cole County R-I District labeling on the Chromebook
- Student first and last name
- Students should not remove labels and/or serial number labels that are placed on the device or protective case.

b. Storing Your Chromebook

- When students are not using their Chromebook, they should store them in their locker or bookbag and in its protective case.
- Students who are eligible are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- Nothing should be placed on top of the Chromebook when stored.
- Chromebooks should not be stored in a student's vehicle while at school or at home for security and temperature control measures.

c. Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office. Repeated violations may result in disciplinary actions.

8. Repairing/Replacing Your Chromebook

a. Manufacturer Warranty

- Chromebooks include a one year hardware warranty from the manufacturer.
- The manufacturer warrants the Chromebook to be free from defects in materials and workmanship.
- The manufacturer warranty covers normal use, mechanical breakdown, and faulty construction. The manufacturer will provide repair to the Chromebook inside the scope of this warranty.
- The manufacturer warranty does not warrant against damage caused by misuse, abuse, or accidents.
- If a Chromebook becomes defective (at no fault of the student) after the manufacturer warranty expires, Cole R1 will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

b. Claims for Breakage or Loss

- If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact administration immediately.
- Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes but is not limited to; Chrome OS (operating system), battery issues, loss of internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however, any accidental or intentional damage to the device will incur a cost.
- Fines will be imposed in accordance with the below chart or as the circumstances may warrant at the discretion of the Cole R1 School District and its administrators.
- After two incidents of accidental damage, the student may lose some privilege of having a Chromebook or may not be permitted to take the device home. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case by case basis.

Issue	Action(s) Necessary	Cost
Accidental Damage (1st Instance)	A report must be made immediately to administration. The device and case must be returned to the school so that a new or spare device may be issued.	covered
Accidental Damage (2nd Instance)	A report must be made immediately to administration. The device and case must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a second break. The student may need to wait until the original device is returned from service.	Up to \$50.00
Accidental Damage (3rd and additional instances)	A report must be made immediately to administration. The device and case must be returned to the school. However, a spare device may not be issued. The student must wait until the original device is returned from service. Some loss of privileges of using the Chromebook may occur such as the following: Limiting participation in the 1:1 Learning Initiative Program or the student may not be permitted to take the device home. This may also result in a referral and disciplinary action.	Up to total replacement costs

c. Estimated Cost of Repairs

All repairs and/or replacements must be run through the Cole County R-I School District.

- Replacement of the Chromebook \$150
- AC Adapter and Power Cord \$50
- AC Adapter: \$40
- Battery: \$50
- Screen: \$40
- Hinges: \$30
- Top cover: \$35
- Screen bezel: \$35
- Keyboard w/ palmrest: \$80
- Bottom casing: \$35
- Power port: \$30
- Camera: \$40

9. Chromebook Technical Support

The high school office will be the first point of contact for repair of the Chromebooks.

- Password identification and reset
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating system or software configuration support
- Restoring Chromebook to factory default
- System software updates

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 trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi, the Chromebook is ideal for anytime, anywhere access to the web.

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: When will my student receive their device?

A: Devices will be distributed as soon as available. At that time, students will receive a Chromebook, a protective cover and a charger. Students and parents will be asked to sign an agreement prior to receiving their device that acknowledges that maintaining possession of the device and keeping it in good working order is the responsibility of the student.

Q: Will students have access to the devices beyond the school day?

A: Yes. Another benefit of the program is that learning can continue beyond the school day with the Chromebook. Russellville High School students will be able to bring the device home throughout the school year. The devices will be collected before the summer.

Q: Are students required to have them at school each day?

A: Yes. We do expect these devices at school each day as they are fundamental learning tools for the types of instructional experiences that are now being brought to Russellville High School. Students will need to charge their device overnight so that it is fully at the beginning of the day.

Q: Who should we see, call, or e-mail if there is a problem?

A: High School Office.

Q: Can my student use their device at home if we don't have access to the internet?

A: The Chromebook is heavily dependent on an internet connection, but there are word processing, spreadsheet, and presentation options that will work in offline situations as well.

Q. Can the Chromebook be used anywhere?

A. Yes, as long as there is a WiFi signal to access the web.

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: How long does the battery last?

A: The normal life of the battery of the Chromebook is 8-10 hours. If a student brings a fully charged computer to school, it should last the entire day. There will be opportunities and options for charging at school if necessary.

Q: Will students be able to access inappropriate sites when using their Chromebook off campus?

A: The Chromebook Management Console will provide the same filtering on devices no matter the device location. Chromebooks will be filtered at home but web filters are not foolproof and are not a replacement for supervision.

Q: How can a student access a device if their Chromebook is being repaired?

A: The district has purchased a number of loaner devices that we will have for distribution through the High School Library.

Q: Does the district have the ability to track technology that may be lost or stolen?

A: Steps have been taken to allow us to track devices in these scenarios. We are also coordinating with law enforcement to prevent avenues for resale.

Q: Will Chromebooks take the place of all textbooks?

A: Teachers will still be using a variety of resources to support their instruction. The technology enhanced classroom will support innovative practices and probably new resources for students to showcase their learning. Textbooks will still play a role. The Cole County R-I School District views the Chromebooks as a vital tool to student learning but not the only tool.

Q. How are these web-based applications managed?

A. The Cole R1 Technology Department will maintain and manage all devices through our Google Apps for Education account. The Technology Department can pre-install 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 (students may choose to provide these)

SD cards

External monitors and projectors

Headsets, earsets, microphones

Chromecast

Q: Can I or another family member use my student's Chromebook?

A. No. Chromebooks should only be used by the student assigned to it. Parents/Guardians, family, friends or other individuals are not allowed to use it.

Q: My student has a personal Google account, can they use that account on their Chromebook?

A. No. Students should only use their district assigned account on their Chromebook.

Cole R1 Student Pledge - Chromebook Use

As a student of the Cole R1 School District, I will:

- Take good care of my Chromebook.
- Never leave my Chromebook unattended.
- Never loan out my Chromebook to other individuals.
- Know where my Chromebook is at all times.
- Fully charge my Chromebook each night before I come to school.
- Keep food and beverages away from Chromebook.
- Not disassemble any part of my Chromebook or attempt any repairs.
- Keep my Chromebook in the district-provided case at all times.
- Use my Chromebook in ways that are appropriate, meet Cole R1 School District expectations and are educational.
- Keep my Chromebook and case free of any decorations (stickers, markers, writing, etc.).
- Not deface the serial number sticker located on the bottom side of the Chromebook.
- Understand that the Chromebook is subject to inspection at any time without notice and remains the property of the Cole R1 School District.
- Follow the policies outlined in the Chromebook Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- File a police report in case of theft or damage caused by fire.
- Be responsible for all damage or loss caused by neglect or abuse.
- Return the district Chromebook, case and power cord in good working condition at the end of the school year.
- Pay the full replacement cost of my Chromebook, power cord with charger and case in the event that any of these items are lost or intentionally damaged.

I agree to the stipulations set forth in the above documents including the Chromebook Handbook and the Student Pledge for Chromebook Use.

Student Name (please print first and last name): _____

Student Signature: _____ Date: _____

Individual school Chromebooks and accessories must be returned to the Cole R1 School District at the end of the school year. Students who withdraw, are suspended or expelled or terminate enrollment at a Cole R1 school for any reason must return their individual school Chromebook on the date of termination.

Chromebook and Technology Use Agreement

I have thoroughly read and agree to abide by the following:	Parent Initials	Student Initials
All Chromebook Policies outlined in the Cole R1 School District Chromebook Handbook. Agreement is required in order for a student to be assigned a Chromebook.		
Student Pledge		

Student Name (please print first and last name): _____

Student Signature: _____ Date: _____

Parent Name (please print first and last name): _____

Parent Signature: _____ Date: _____