

Newfane Central School District

Chromebook Handbook



The policies, procedures, and information within this document apply to all Chromebooks purchased by the Newfane Central School District for students and staff use. Teachers may set additional requirements for Chromebook use within their own classrooms.

Newfane Central School District Chromebook Policy Handbook

The mission of the 1-to-1 program in the Newfane Central School District (NCSD) 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, responsible, lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. 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 School Board, district staff and community members will all play a key role in the development of effective and high quality educational experiences.



SECTION 1: RECEIVING YOUR CHROMEBOOK

1.1. Receiving Your Chromebook

Chromebooks and AC adaptors are provided at the beginning of each school year. Parents/Guardians and students should review this Chromebook Handbook and contact administration with any questions.

1.2 Returning Chromebooks

Chromebooks and AC power adaptors will be collected at the end of the school year and examined for any damages. If a student transfers out of NCSD during the school year, the Chromebook will be collected prior to the transfer and the Chromebook will be inspected the same as it is at the end of the year. Failure to return a Chromebook will result in a theft report to the Niagara County Sheriff's Department and may delay processing of transfer documents. Whenever feasible, students will retain the same Chromebook each year while enrolled at NCSD until the Chromebook is replaced as part of the regular multi-year replacement cycle.

1.3 Charges for gross negligence or theft

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 held responsible for repairs or replacements. If exact costs can not be determined, then repairs are structured in a 3-tier manner: **1st incident \$35, 2nd incident \$75, 3rd incident \$200** (full replacement value). 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 Chromebook is not returned at the end of the school year, or upon transferring out of district, the administration will work with parents/guardians to ensure this equipment is returned in a timely manner. If the administration is not successful, this matter will be turned over to local law enforcement. Please note that Chromebooks are equipped with geotrackers, keyloggers, and other theft-recovery capabilities. In addition, they are only to be used by authorized @newfanecentralschool.org users.

1.4 Replacement Charges (may change as prices adjust over time)

Total Chromebook Replacement	\$ 200
AC Power Adapter Replacement Fee	\$ 57

SECTION 2: TAKING CARE OF YOUR CHROMEBOOK

Students and their families are responsible for the general care of the Chromebook issued by the school district. Chromebooks that are broken or fail to work properly must be reported immediately to classroom teachers and/or building administration.

2.1 General Precautions

- Please avoid eating or drinking next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebooks while the screen is open, unless directed by staff.
- Students may personalize their Chromebook with stickers, labels, etc. that are deemed school appropriate by staff.
- Chromebooks must never be left in an unlocked car or any unsupervised area.
- Students are responsible for bringing their assigned Chromebook to school charged each day.
- Students should not use Chromebooks on the hallway floor as they can likely be stepped upon.

2.2 Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or press on the top of the Chromebook when it is closed.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils).
- Clean the screen only with a soft, dry, anti-static cloth or LCD screen cleaning wipes.
- Do not use any harsh chemical cleaners on the screen as it will deteriorate the surface over time.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.

2.3 Chromebooks left in unsupervised areas

Under no circumstances should Chromebooks be left in unsupervised areas unless in locked lockers. 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 building office. Repeat violations of this will result in disciplinary actions.

2.4 Storing Chromebooks

For all students, when not using Chromebooks, they should be stored in locked lockers. When stored in the locker, nothing should be placed on top of the Chromebook. NHS students are required to take their Chromebooks home every day for charging purposes, regardless of whether or not they are needed for assignments. Chromebooks should never be stored in a vehicle at school or at home.

2.5 Password Protection

Students are expected to keep their school issued passwords confidential. Students should notify their teacher or a building administrator immediately if a password change is necessary for any reason. If a student fails to keep the password confidential, appropriate disciplinary actions will be followed.

2.6 Cost of Repairs

NCSD will cover most of the damages and malfunctions to the Chromebooks, though students may be charged a fee when it has been determined that theft or damage has been caused by student negligence. Lost items such as charging cords will be charged the actual replacement cost.

SECTION 3: USING YOUR CHROMEBOOK

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired. In some cases, loaner Chromebooks will not be allowed to leave school grounds, and must be picked up and dropped off at a designated location (ex. Main office) every day.

3.2 Charging Your Chromebook's Battery

Chromebooks must be on campus every morning in a fully charged condition. Students need to charge their Chromebooks overnight. NHS students are required to leave their AC adaptors at home. In cases where the use of the Chromebook in school has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class or a central location such as the library media center.

3.3 Inappropriate Media

Inappropriate media may not be stored or displayed on the device. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

3.4 Sound, Music, Games, or Programs

Students shall use earbuds or headphones to minimize noise during class time. When not using earbuds or headphones, sound should be muted or kept to a minimum at all times unless permission is obtained from the teacher for instructional purposes. Games that are non-educational are not allowed on the Chromebooks during school hours. Do not save non-educational content to the hard drive or on Google Drive. All installed Chrome extensions, apps and themes must be deemed school appropriate.

3.5 Printing

Printing from student Chromebooks will be permitted in the Library Media centers. Students should work with teachers/staff in those locations for assistance with printing from Chromebooks. Students may install their own home printers if they are wireless or cloud printing capable. If your printer is Cloud Ready, follow your manufacturer's provided instructions or search [setup information for Cloud Ready printers](#).

3.6 Accessing Internet Access Away From School

Students are allowed to access other wifi networks on their Chromebooks, however school personnel will not provide support for network issues away from school. Internet filtering and monitoring will remain active, regardless of where the wifi is being obtained from. Please see this article for support on connecting to internet connections away from school: <https://support.google.com/chromebook/answer/1047420?hl=en>

SECTION 4: MANAGING YOUR FILES AND SAVING YOUR WORK

4.1 Saving to the Chromebook

The Chromebooks have limited internal storage space, thus saving to the device is not recommended. Instead, students should save documents and other items to their Google Drive (unlimited cloud storage). Students using Google applications will find their work automatically stored on Google Drive whenever they have an internet connection. Students may also use these applications and many more offline, though they will not be backed-up to Google Drive until an internet connection is available.

4.2 Saving Data to Removable Storage Devices

Students may use removable file storage devices (USB drives or SD cards). It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

4.3 Network Connectivity

NCSD cannot guarantee that the school district network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

SECTION 5: SOFTWARE ON CHROMEBOOKS

NCSD may require Chrome apps or extensions for use in a particular course. Teachers and/or students may have capabilities to self-install educational content when needed.

5.1 Inspection

Students may be selected at random to provide their Chromebook for inspection. If technical difficulties occur or illegal software is discovered, the device will then be re-formatted or re- imaged by a technician.

5.2 Software Upgrades

Upgrade versions of licensed software and Chrome are available from time to time. Students may be required to check in their Chromebooks for periodic updates.

Frequently Asked Questions (FAQ)

1. What is a Chromebook?

A Chromebook is a laptop that mostly stores its programs and files online "in the cloud" instead of on the device itself or on a local area network. They are less expensive than traditional Windows or Apple laptops, login quickly, are less prone to viruses.

2. What about damage? Won't kids break them?

Chromebooks carry a limited warranty that covers manufacturer defects, however we anticipate there may be accidental damage on occasion. If that occurs, the District will repair or replace devices that are not covered under the manufacturer's warranty.

3. Will I have to pay repair fines/fees if my child damages or loses their Chromebook?

If your 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 will be fined for repairs or replacements. When exact costs can not be determined, repairs are structured in a 3-tier manner: 1st incident \$35, 2nd incident \$75, 3rd incident full replacement value of \$200. 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 teachers or administration as soon as possible so an investigation may take place.

4. What happens if my child's Chromebook is stolen?

As with all investments made by our taxpayers, all district owned equipment issued to students (such as textbooks, sports equipment, calculators, etc.) are required to be returned to the school in reasonable working condition. District owned items that are lost/stolen must be immediately reported to administration and replaced by the parent/guardian.

5. How does District Administration determine if "gross negligence" occurred to a damaged Chromebook?

Gross negligence is defined as causing intentional damage to the device, including but not limited to purposefully throwing a Chromebook up against a wall, locker, floor, or other hard surface, as well as purposefully exposing the Chromebook to liquids or solids that results in damage. Impacting the Chromebook with objects (i.e. hammer) and/or exposing the Chromebook to extreme temperatures also indicates that gross negligence may have taken place.

6. What if parents refuse to allow their kids to bring devices home?

This is certainly a possibility, and parents know their children best. If parents choose not to permit their children to bring Chromebooks off campus, students would need to pick up Chromebooks each morning and turn them in at the end of the day in certain designated locations. In these rare instances, the responsibility lies on the student to ensure their Chromebook is fully charged and returned each day to the designated location.

7. What if a family has no Internet?

Chromebooks can be used offline, however work created on them won't save until the student gets online. Teachers will instruct students on how to make specific Google Drive files available offline, so they can do so prior to leaving our school campus each day.

8. What about books?

Most textbooks are available electronically. We will be working to create an electronic repository of online and digital textbook resources inside of Learning Management System (LMS).

9. Will teachers and students now be required to only use Chromebooks instead of Windows PCs?

In order to prepare our students for the evolving technological society we live in, students and staff will continue to have access to a variety of computing platforms. During their time at NCSD, students will

be exposed to traditional platforms such as Windows Desktop PCs in computer labs and courses. In addition, students may be permitted to use their own mobile devices (BYOD) such as smartphones and tablets at teacher discretion. As a result, NCSD students are experiencing multiple computing platforms to better prepare them to be productive members of a technology literate society.

10. Can anyone login on a District owned Chromebook?

Only @newfancentralschools.org accounts issued to staff and students can be used when logging into the Chromebook. The “Guest mode” capabilities and use of non-district google accounts have been disabled. To help maintain student account security, the Chromebook will lock out the student when the lid is closed, and when the Chromebook goes into sleep/standby mode, which will require the student to enter his/her password.

11. What about battery life?

Our Chromebooks are expected to hold a minimal 8 hour charge when fully charged to 100%. Charging can take 2-3 hours, which is why we recommend charging occurs overnight. There is no harm in leaving a Chromebook on a charger once it’s fully charged, so students are encouraged to keep it plugged in at home at all times whenever possible. To help extend battery life when using the Chromebook, users can lower the screen brightness.

12. What if a student forgets their Chromebook at home?

Students will be expected to bring fully charged devices to school every day in the same way that they are expected to bring other supplies to class. Chronically forgetting supplies may lead to disciplinary consequences including phone calls home.

13. Is this program affordable for our school?

Beginning in the 2018-2019 school year, 100% of the funding for major technology purchases such as our Chromebooks is resulting from the NYS Smart Schools Bond Act. This allotment issued to NCSD will cover the initial years as we deploy and replace Chromebooks on a multi-year rotation. Chromebooks are nearly a third of the cost of a traditional Windows desktop or laptop.

14. Why not only use a BYOD (Bring Your Own Device) approach?

While we understand that many students have their own laptops, tablets, and smartphones, because there are so many different models, it would be impossible to become experts about each of them. We also know that many families cannot afford devices that would be effective in a school environment. We want the device to be as easy to support as possible so that students and teachers can spend more time focusing on the content. We also want everyone to have equal access to high quality devices.

15. What will staff development look like?

Teachers receive training sessions during staff development days, faculty meetings, and inservice days. Additional resources were provided such as screencast videos and online tutorials created in house, so our teachers could learn at their own pace as well as experience group and individual instruction. Our Director of Instructional Technology has conducted numerous 1:1 training sessions with teachers in their own classrooms.

16. Can students get additional programs or apps themselves?

In order to prevent malicious apps, themes or extensions from being installed, students may be restricted to installing content that has been “whitelisted” (approved) by district teachers and administrators. This will ensure that Chromebooks are not bogged down with running unnecessary

apps or extensions that are not needed for educational purposes. Teachers and administration have the capability of force-installing apps as they are needed. This policy will continuously be evaluated to determine the most efficient way of students obtaining content.

17. Will internet use at home (or anywhere off school campus) still be filtered?

Yes, Internet content will be filtered in compliance with CIPA regulations whenever the device is connected to the Internet.

18. Is there a camera built into the device?

Our Chromebooks have a webcam built into the top of the monitor, which allows students to take pictures and video, and also use in video conferencing situations such as Google Meets. The camera functionality will be enabled by default, though if distractions caused by cameras outweigh the benefit of having them, they can be disabled.

19. Is virus protection software needed?

Due to their unique cloud-based design, Chromebooks are fortunately not prone to viruses. In fact, a Chromebook can be reset to factory default settings within minutes (PowerWash), which makes them much more desirable in schools compared to traditional Microsoft Windows-based laptops that would require virus protection software and lengthy reimaging. Regardless of platform, there are always security risks of sharing personal information online (such as passwords), so students will constantly be learning about responsible computing habits while using Chromebooks as educational tools.

--See signature page at end of packet--

<p style="text-align: center;">Newfane Central School District Please Read and Initial For Each Item Below:</p>	<p style="text-align: center;">Student Initial</p>	<p style="text-align: center;">Parent Initial</p>
<p>1- I will not loan my Chromebook out to anyone, or leave it unattended unless it is locked in a secure place. My family is responsible for the cost of a replacement (\$200) should my Chromebook become lost or stolen due to "gross negligence".</p>		
<p>2- I will report any damage immediately to my teacher. In the event of theft or damage by fire I will file a police report within 5 days of the incident. My family is responsible for the cost of a replacement or repair fees should the administration determine that damage or loss was caused by my vandalism or "gross negligence."</p>		
<p>3- As a NHS student, I will charge my Chromebook each night, leave the charger at home, and bring only my Chromebook to school every day.</p>		
<p>4- I understand that I have no expectation of privacy on the Chromebook and that my use and content is monitored. I also understand that my Chromebook will be filtered and managed at home and at school and I will not try to access inappropriate material.</p>		
<p>5- I have read and understand our School District Code of Conduct and Acceptable Use Procedures as approved by our Board of Education and agree to follow them at all times. I will not attempt to go around existing security measures such as Internet filters.</p>		
<p>6- I agree to be a good digital citizen and not harass, bully, or be insensitive to others when I am online. This includes protecting my identity and passwords and not placing myself or others at risk by sharing personal information online.</p>		
<p>7- I understand that I will need to return the Chromebook and AC adaptor at the end of every school year and that I will receive the same Chromebook back the following school year.</p>		
<p>8- I will do my best to use my Chromebook to learn information and create great things!</p>		

Student Name: _____
(print clearly)

Grade Level: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____
(print clearly)

Relation to student: _____

Parent Signature: _____

Date: _____