

Mosinee School District

Chromebook Handbook



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1. RECEIVING YOUR COMPUTER

Parents/Guardians and students MUST sign and return the Mosinee Chromebook Agreement document before the Chromebook can go home with their child. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the School District of Mosinee. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at Mosinee.

1a: STUDENT CHROMEBOOKS

- Chromebooks from the District, even though they are assigned to specific students, do not rescind the District's right to inspect the Chromebook at anytime while on school district property.
- If families choose not to sign and return the agreement, a student will not be able to remove the Chromebook from school. Chromebook will be assigned to the student, however, they will only be allowed to check it out at school to use for school purposes. They will still need to follow the terms of the Chromebook handbook.

2. RETURNING YOUR CHROMEBOOK:

All district owned Chromebooks must be returned following the guidelines posted in respective buildings.

- Students leaving the District must return district owned Chromebooks and chargers to an adult in Chromebook Repair Center or the main office.
- Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.

3. TAKING CARE OF YOUR CHROMEBOOK:

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

3a: General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- Never store your Chromebook in a carry case or backpack while plugged in.
- Students should never carry their Chromebooks while the screen is open.
- Student name shall remain on the device at all times.
- Vents CANNOT be covered. Chromebooks must have a Mosinee Barcode on them at all times and this

barcode must not be removed or altered in any way. If the barcode is removed, disciplinary action will result. Student name shall remain on the device at all times. If the barcode wears off bring your chromebook into the Chromebook Repair Center for a replacement.

- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- Please report a lost or damaged Chromebook immediately.

3b: Carrying Chromebooks

- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Case use is encouraged. Cases will be sold by the school during the first week of school.

3c: Screen Care

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

- 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 place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (eg. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent.

4. USING YOUR CHROMEBOOK AT SCHOOL

- 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 must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Students should always use the Chromebook with their own account.

4a: Chromebooks left at home

- Student will have the opportunity to use a replacement Chromebook from the Chromebook Repair Center if one is available.
- Repeat violations of this policy will result in disciplinary action.

4b: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Chromebook Repair Center.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if the device is lost or stolen.

4c: Charging your Chromebook (at Home)

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Never store your Chromebook in your carry case or backpack while plugged in.
- Repeat violations of this policy will result in disciplinary action.

4d: 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.**
- Students should always use the Chromebook with their own account.
- Students may not place any stickers on the chromebook itself.

4e: Sound

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

4f: Printing

- Chromebooks and the Google Apps which complement them are designed to decrease or eliminate the need to print.
- Printing from Chromebooks will be limited- but still available.

4g: Account Access

- Students should always use the Chromebook with their own account.
- Make sure you are not in guest mode or you will not be able access your Chrome extensions.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Apps is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) 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.
- With a wireless internet connection, you can access your documents and files from any Chromebook, anywhere in the world.
- All items will be stored online in Google Cloud environment and on their Chromebooks.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

6a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging.

6b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.

6c: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the Chromebook Repair Center located in the High School IMC.

6d: Software Installation

- Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web.

7. ACCEPTABLE USE GUIDELINES

7a: General Guidelines

- Access to the School District of Mosinee technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- 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 School District of Mosinee.

- Students are responsible for their ethical and educational use of the technology resources of the School District of Mosinee.
- 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 Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, Without the consent of the individual, building 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.

7b: Privacy and Safety

- 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, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the School District of Mosinee.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.

7c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. 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 discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

7d: E-mail Electronic Communication

- Always use appropriate and proper language In your communication.
- Do not transmit language or material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mail, chain letters or spam.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at anytime.

7e: Consequences

- Students are responsible for the appropriate use of accounts and equipment issued to them.
- Non-compliance with the policies of this document or the Student AUP, will result in disciplinary action.

- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at anytime by designated district staff to ensure 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 governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

7f: At Home Use (6-12 Students)

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.
- Transport your chromebook in a case or protected backpack.
- School district supplied filtering will be provided for use with devices outside of school district buildings- however, this does not replace the need for guardians to monitor at home usage of student chromebooks.

8. PROTECTING & STORING YOUR CHROMEBOOK

8a: Chromebook Identification

Student Chromebooks will be labeled in a manner specified by the school. Chromebooks can be identified in several ways:

- Record of district barcode and serial number
- Individual user account name and password

Chromebooks are the responsibility of the student. This device will be yours for the duration of your time at Mosinee. Take good care of it!!

8b: Account Security

- Students are required to use their **mosineeschools.org** domain user ID and password to protect their accounts and are required to keep that password confidential.
- Students should always use the Chromebook with their own account.

8c: Storing Your Chromebook

- When students are not using their Chromebook, they should store them in their locked locker.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- 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.

8d: 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, computer labs, gym, locker rooms, LMC, unlocked Classrooms, and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- 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.**

9. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the IMC through the student Chromebook Central.

Services provided include the following:

- Hardware maintenance and repairs
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks

9a: Vendor Warranty

- Vendor Warranty has expired on all district devices.

9b: Repairs and Replacements

- If your chromebook is damaged you are required to report it to the Chromebook Repair Center (located in the high school IMC). ALL REPAIRS must be completed by Mosinee Chromebook Repair Center Staff. Students/families will be billed for the cost of repairs (a list of cost is located below).
- Repairs will be made for general malfunctions not caused by misuse, abuse or neglect.
- If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the District ASAP.
- When a Chromebook is damaged beyond repair, every effort will be made to salvage and provide credit for usable parts. Families will be billed for the cost of a new Chromebook less any available credit from salvaged parts.

Chromebook Insurance

- The Mosinee School District is offering an **optional** insurance for all families receiving a chromebook. Insurance costs \$20 per year and can be paid for at the main office. Insurance covers 50% of all damage claims. (Example: A screen replacement with insurance would cost \$15 instead of the regular \$30 fee.) Insurance must be purchased prior to the distribution of chromebooks.

MOSINEE CHROMEBOOK REPAIR PART LIST

<u>PART</u>	<u>PRICE</u>	<u>PRICE WITH INSURANCE</u>
● LCD SCREEN	\$30.00	\$15.00
● BATTERY	\$40.00	\$20.00
● KEYBOARD	\$60.00	\$30.00
● TRACKPAD	\$20.00	\$10.00
● MOTHERBOARD	\$55.00	\$27.50
● HINGE ASSEMBLY	\$40.00	\$20.00
● CHARGING PORT	\$10.00	\$5.00
● CAMERA	\$20.00	\$10.00
● CHARGER	\$20.00	\$20.00 (Replacement Cost)

Please note, if the Chromebook is deemed unrepairable by our technicians the total will be the cost of a replacement device. This is \$160.00. (\$80.00 with Insurance) **Every effort will be made to salvage parts if a device must be completely replaced- the value of those parts will be deducted from the total cost charged to the student.**

10. 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 and built-in ability to connect to Wi-Fi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, Without all the time-consuming, often confusing, high level of maintenance required by typical computers." (Google)

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. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of School District of Mosinee's Technology Department will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications 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 (See supported file systems)
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones

Q. Can the Chromebook be used anywhere at anytime?

A Yes, as long as you have a WiFi signal to access the web. Many features on the chromebook can work in an "offline" mode as well.

Q. Do Chromebooks come with Internet Filtering Software?

A. No. Chromebooks do not come with internet filtering software. However, while in district Chromebooks will use the School's WiFi to access the internet which is filtered. While at home, the Chromebooks will be filtered with a combination of district filtering and any at home filtering you provide. As with any device, monitoring is recommended.

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. Battery life?

A Chromebooks have a rated battery life of 8.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.