

# Lebanon Township School District

## Chromebook Policy Handbook

*The mission of the 1-to-1 program in the Lebanon Township Public School district 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 life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. 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.*

### **Device Purpose**

The Lebanon Township School District is supplying students with a Chromebook device. This device is property of the Lebanon Township School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at the Lebanon Township Public School District by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

## Receiving Your Chromebook:

Chromebooks will be distributed to Third Graders each fall and to new students coming into the district. **Parents & Students must sign and return the [Chromebook Policy Sign-off and Student Pledge document](#) before the Chromebook can be issued to their child.** This document will need to be signed before a Chromebook is issued the student. Currently enrolled students with Chromebooks are subject to this new policy must be signed.

### **Student Owned Chromebooks**

Student owned Chromebooks will be allowed (outside purchase instead of the district supplied device.)

- The Lebanon Township Public School District is not responsible for damage, loss, theft or IT issues of student owned Chromebooks. Some minor issues may be addressed at the discretion of the tech department.
- Students who choose to bring their own personal Chromebook do not rescind the District's right to inspect the Chromebook at any time while on school district property.
- Student owned Chromebooks will be filtered and locked down on the district network as well as at home until the student graduates from the district or transfers out. At the time of graduation, or transfer out of district, the security controls will be removed and the device will be set back to the factory default settings.
- If a student brings in his/her own Chromebook and is past the End of Life by Google standards or comes to the End of Life before Graduation, the student will be required to bring in an up-to-date Chromebook. The following link provides the make and models of Chromebooks with the End of Life Policy:  
<https://support.google.com/chrome/a/answer/6220366?hl=en>

### **Return:**

Any student who transfers out or Graduates from the Lebanon Township School District will be required to return their Chromebook and accessories in working and acceptable condition. If a Chromebook and its accessories are not returned, or it is returned in unacceptable condition, the parent/guardian will be responsible for the repair or replacement of the Chromebook.

## Taking Care of Your Chromebook:

Students are responsible for the general care of school issued Chromebooks. Chromebooks that are broken or fail to work properly must be taken to the Main Office

and a repair form must be completed. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced. Any damages to a school issued Chromebook are subject to payment for repairs or replacement.

### **General Precautions:**

- No food or drinks are allowed 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 Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- 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 temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your Chromebook to room temperature prior to turning it on.
- Student Chromebooks are not to be shared with other students. All students have their own issued Chromebook.

### **Carrying the Chromebook:**

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a backpack is not recommended. A “protective” case will be provided at the beginning of the 2017-2018 school year, for LTSD issued ChromeBooks, and **must** remain in the case at all times. This is an “always on” case that allows students to use the ChromeBook when the case is opened. ChromeBook carrying cases are not 100% effective from protecting a ChromeBook so students must use caution when handling their device.

### **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 on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

- Clean the screen with a soft, dry anti-static, or micro-fiber 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 very convenient and relatively inexpensive.
- Never carry the Chromebook by the screen since this almost always results in a crack.

## Using Your Chromebook

### At School:

The Chromebook is intended for use at school each and every day. Students must be responsible for bringing their charged Chromebook to all classes, unless specifically advised not to do so by their teacher.

### At Home:

All students are required to take their Chromebook home each night throughout the school year for charging. *Chromebooks must be brought to school each day in a fully charged condition.*

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

### Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that student bring personal headset or 'ear-buds' for any audio projects they work on.

### Printing:

*At School:* Printing functionality will not be available at school from the students Chromebook, but can be printed from the computers in the library. Teaching strategies will facilitate digital copies of homework.

*At Home:* The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

## Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will

make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

## **Personalizing the Chromebook:**

Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with a removable skin. An identification label with the student's name is acceptable on the Chromebooks. Spot checks for compliance will be done by administration or the Lebanon Township Technicians at any time.

## **Software on Chromebooks:**

### **Originally Installed Software:**

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

### **Virus Protection:**

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

### **Additional Software:**

Students are unable to install additional software on their Chromebook other than what has been approved by Lebanon Township Public School.

**Inspection:**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

**Procedure for Restoring the Chrome OS:**

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

## Protecting & Storing Your Chromebook:

**Chromebook Identification:**

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number
- Individual’s Google Account username

*Under no circumstances are students to modify, remove, or destroy identification labels.*

**Storing Your Chromebook:**

When students are not monitoring their Chromebook, they should be stored in their lockers, if available. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers outside of school hours. The Chromebook should be charged fully each night. Chromebooks should *never* be stored in a vehicle.

**Storing Chromebooks at Extra-Curricular Events:**

Students are responsible for securely storing their Chromebook during extra-curricular

events.

### **Chromebooks Left in Unsupervised / Unsecured Areas:**

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location. Theft of a Chromebook will be the sole responsibility of the parent/guardian.

## **Repairing or Replacing Your Chromebook:**

### **Chromebooks Undergoing Repair:**

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Media Center Tech Office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
  - Parent/Guardian will be charged for Chromebook damage that is a result of misuse or abusive handling including improper storage in student lockers. ***Slamming Chromebooks on desks or dropping them to the floor instead of setting them down lightly will be considered an abusive action to the device.***

**Parent/Guardian will be charged for full replacement cost of a LTSD issued device that has been damaged due to intentional misuse or abuse. This replacement cost will be the Parent/Guardian's responsibility even if the Parent/Guardian elects to purchase a new Chromebook outside of LTSD.**

## **Chromebook Manufacturer Warranty:**

Lebanon Township School District uses different manufactures for Chromebook deployment, which depends what model has the longest End-of-Life expectancy that Google has on their policies. The manufacturer warrants the Chromebook from defects in materials and workmanship for a period of one year from the date of purchase, not the date the Chromebook is issued to the student. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook. The manufacturer warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the Main Office.

If a Chromebook becomes defective (at no fault of the student) after the manufacturer warranty expires, LTSD will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer. If there are signs of misuse, cracks in corners and/or broken parts internally the student/parent are responsible for the cost of repairs or replacement.



## **Lebanon Township School District Chromebook Device Repair Costs or Replacement Chromebooks**

- Replacement of the Chromebook - \$180
- Refurbished Chromebook - \$125
- AC Adapter & power cord - \$25
- Battery - \$45
- New Screen \$45.00
- Used Screen(if available) \$25.00
- Mainboard \$125.00
- Keyboard Palm/Rest \$75.00

### **Chromebook Technical Support:**

The Main Office located in the front of the buildings and will be the first point of contact for repair forms of the Chromebooks. Services provided by the Tech Office include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks – Main Office
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

# Lebanon Township School District Acceptable Use & Digital Citizenship Policy

## Digital Citizenship

### 1. Current filtering methods

Lebanon Township School District complies with all federal regulations regarding filtering as specified under the Children's Internet Protection Act (CIPA). This law specifies that each school:

- “certify that they have an Internet safety policy and technology protection measures in place. An Internet safety policy must include technology protection measures to block or filter Internet access to pictures that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors, for computers that are accessed by minors”
- “adopt and enforce a policy to monitor online activities of minors”
- “adopt and implement a policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called “hacking,” and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors’ access to materials harmful to them.”

Lebanon Township School District employs the following methods to enforce each of these requirements:

- The District uses an In- House Content filter as well as an external Content Filter to block sexual content, gambling, games, as well as many sites specifically identified by teachers and staff. Our email system is locked down for students from sending or receiving email or sharing documents from any outside systems except the ones opened by the district for educational use.
- The Information Technology Coordinator reviews the student and staff Internet access logs on a regular basis to find attempts to circumvent blocked content
- The District has a Network/Internet Agreement form addressing inappropriate acts which must be signed with the Student Handbook by all students and parents. When students violate these guidelines, they are addressed by the District’s principals, in cooperation with information provided by the Information Systems staff. These offenses follow the same disciplinary policy as other discipline at Lebanon Township School District. For more information about the District’s Network/Internet Agreement form, please see section 2 below, labeled Acceptable Use Policy (AUP).

## **2. Acceptable Use Policy (AUP): Technology Code of Conduct**

It is the intent of the Lebanon Township School District to advance and promote education by assisting in the collaboration and exchange of information. Successful operation of Internet and other related technological service requires that all users regard the system as a shared resource. Users must cooperate to form a community of diverse interests with common purpose of advancing education. It is, therefore, imperative that all users conduct themselves in a responsible, ethical, and polite manner.

### General Network Use

The network is provided for students to conduct research, complete assignments, publish their work, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply, and users must comply with District standards and honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas are similar to school lockers. Network administrators may review files and communications to maintain system integrity and ensure that the system is used responsibly. Users should not expect that files stored on District servers will always be private.

### Internet / World Wide Web / E-mail Access

Access to the Internet, and email for educational purposes when appropriate, will enable students to use thousands of libraries and databases and correspondence with experts in their field. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. The Lebanon Township School District believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

### Publishing to the World Wide Web

Student work may be considered for publication on the World Wide Web, specifically on the school's Website or a classroom Website. In the event anyone requests permission for copyright use, those requests will be forwarded to the student's parent/guardian. In general, documents may not include a student's full name, phone number, address or other identifying contact information.

Print Student Name

## LTSD Technology Use Agreement Chromebook Check-out

**The following information must be filled out completely prior to obtaining your Chromebook. Failure to complete the following information may delay your Chromebook being issued. One form per student must be filled out.**

**Parents/Guardians: (initial below)**

- \_\_\_ I have read and discussed the Chromebook Policy Handbook and the Responsible Use of the Internet document with my child. I understand that my child's failure to follow the information and expectations outlined in these documents may result in disciplinary action.
  
- \_\_\_ I Understand Chromebook abuse or misuse resulting in damages will be the sole responsibility of the Parent/Student to pay for any damages or for a replacement Chromebook:
  
- \_\_\_ I am using my personally owned **Chromebook** device – *if applicable*

Parent  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student: (initial below)**

- \_\_\_ I have read and understand the Chromebook Policy Handbook & Acceptable Use Policy. I understand that my failure to follow the information and expectations outlined in these documents may result in disciplinary action.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Grade Level:      3      4      5      6      7      8

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

# LTSD 8th Grade Graduation Year Chromebook Check-In

Your Chromebook is being checked back in to LTSD at the end of your 8<sup>th</sup> grade graduation year. Physical damage to the Chromebook is the sole responsibility of the student/parent/guardian.

Completed by Student:

Check that you have the following items to be returned:

\_\_\_\_\_ Chromebook s/n \_\_\_\_\_

\_\_\_\_\_ Charging Unit

\_\_\_\_\_ Chromebook Case purchased by LTSD

Failure to return all items issued will cause you to be charged for each item that is not returned. The fines for each component is as follows:

Completed by technician:

PHYSICAL DAMAGE REPORT: Please check any noticeable breakage, wear, or other problems with the device at check-in. Repairs may be charged at the current insurance deductible level or the actual part cost.

Chromebook (\$180)		Charger (\$25)		Used Lenovo Chromebook N22 (125.00)		SD Card slot Damage- Replacement of Motherboard necessary	
New Screen (\$45)		Top Cover (\$40)		Bottom Cover (\$25)		Excessive Scratching	
Motherboard \$125)		New Lenovo N22 Chromebook(\$160)		Keyboard/palm rest (\$75)		Audio Jack damage –Replacement of Motherboard necessary	
Used Acer C720 Chromebook(if available) \$75.00		Front Screen Bezel (\$15)		D/C Jack Damage Replacement of Motherboard necessary		Cracks in plastics require replacement	

Describe any needed details:

Checked in by: \_\_\_\_\_ (initial) Amount Owed: \_\_\_\_\_ Paid on: \_\_\_\_\_