



WARSAW CENTRAL  
SCHOOL DISTRICT

*Home of the Tigers*

# Middle High School Chromebook Handbook



The policies, procedures, and information within this document apply to all Chromebooks used at Warsaw Central School by students, staff, or guests including any other device considered by the Administration to fall under this handbook.

*Last Revised July 2023*

## **Introduction:**

The Warsaw Central School District has established our 1:1 Chromebook initiative to supplement the curriculum and to prepare our students for their own use of technology in the future. Technology will, undoubtedly, be a part of our students' lives – whether in academic pursuits after high school, while attending college, in the workplace or both! The Chromebook initiative will enable and support students and teachers to integrate technology while enhancing students' engagement with content and promoting the development of self-directed, responsible lifelong learners.

The policies, procedures and information within this document apply to all Chromebooks used at the District, including any other device considered by the Administration to be associated with these procedures. Teachers may set additional requirements for Chromebook use in their individual classrooms.

District technology has become increasingly more important as we have learned to implement remote instruction and blended learning. It is imperative that the technology be utilized solely as a tool for teaching and learning. The privilege of using the technology resources provided by the District is not transferable to students, people or groups outside the District and terminates when a student is no longer enrolled in the District.

## **Learning Models**

### **In-person**

- Pre-K-12 can transport devices/chargers back and forth to school as necessary.
- Students are responsible for ensuring devices are charged for the day.
- On site filtering is handled by GoGuardian and iBoss.

### **Remote**

- All students transport devices/chargers home and are required to use them to access Google Classrooms.
- Offsite filtering is handled by GoGuardian and iBoss.

### **Hybrid**

- PreK-12th Grade students transport devices/chargers back and forth to school, ensuring that devices are accessible on remote learning days.
- Students are responsible for ensuring devices are charged for the day.
- Both on and offsite filtering handled by GoGuardian and iBoss.

## **Section 1: Chromebook Basics:**

Each Chromebook is assigned to an individual for inventory purposes. Periodically throughout the school year, devices are spot checked against initial condition surveys completed at the beginning of the school year. (See Appendix)

### **1.1. Receiving Your Chromebook:**

Chromebooks and AC adaptors are provided at the beginning of each school year. *Parents & Students must sign and return the Chromebook Handbook Sign-off and Student Pledge document before the Chromebook can be issued to their child.*

### **1.2 Training:**

Students will periodically participate in cyber-security training throughout the school year. They will also be instructed on the proper handling of their Chromebook. Teachers will support students as specific software is integrated into lessons for the purpose of enhancing learning opportunities.

### **1.3 Storing Chromebooks:**

**High School 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 be stored safely at home, avoiding extreme temperatures. (hot or cold)

**Middle School 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 be stored safely at home, avoiding extreme temperatures. (hot or cold)

Students should be prepared to use their Chromebook in each class throughout the school day.

### **1.4 Returning Chromebooks:**

Chromebooks will be returned during a Chromebook check-in day, which will be established by the District. If a student transfers out of the District during the school year, the Chromebook must be returned at the time of transfer. If your Chromebook, any accessories, and/or AC power adapter has been damaged or defaced, you may be fined respectively for the damage at the end of the year during student Chromebook check-in or when transferring to another district. (See Appendix)

If a student Chromebook is not returned during year-end check-in or upon transferring out of the district, administration will be in charge of recovering the District's property.

## **Section 2: Taking Care of Your Chromebook:**

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the classroom teacher immediately. If a loaner Chromebook is needed, one will be issued until the student's original Chromebook can be repaired or replaced.

### **2.1 General Precautions:**

Prior to receiving their Chromebook for the new school year, students are required to read and attest that they will meet the terms and conditions outlined on the Student Pledge/Sign-Off page.

### **2.2 Cleaning/Disinfecting your Chromebook:**

To quickly disinfect your device, it is safe to use a clorox wipe lightly across the keyboard. Please avoid using this wipe on the screen. Do not use window cleaner or any type of liquid or water on your Chromebook.

## **Section 3: Using Your Chromebook:**

### **3.1 At School:**

Students at Warsaw Central School are expected to be respectful, responsible, and ready to learn. Consequently, students must bring materials and supplies to school and their classrooms on a daily basis. The Chromebooks, like textbooks, are intended for use at school each and every day. Additionally, student gmail accounts may be utilized for regular communication. Students should check their accounts regularly.

### **3.2 Sound:**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes or headphones are in use.

### **3.3 Printing at school:**

Printing functionality will be available on a limited basis at school and subject to classroom requirements. One of the advantages of Chromebooks is the ability to share documents thereby reducing costs associated with printing.

### **3.4 Managing Your Files and Saving Your Work:**

Chromebooks are an Internet dependent device and require a continuous connection to Wi-fi. Families in need of internet access should reach out to our IT Department at 585-786-8000 x3501 or email: [helpdesk@warsawcsd.org](mailto:helpdesk@warsawcsd.org).

Students should save documents to their Google Drive. (They may save to an external memory device such as a miniSD card or USB flash drive) However, 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. Students will be trained on proper file management procedures within Google Drive.

### **3.5 Personalizing the Chromebook:**

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Warsaw Central School. Spot checks for compliance will be done by administration or classroom teachers at any time.

## **Section 4: Software on Chromebooks:**

### **4.1 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. 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 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 shut down and restarted.

From time to time the school may add software applications to student Single Sign On, Classlink, Tiger Portals. 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.

### **4.2 Virus Protection:**

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

### **4.3 Additional Software:**

Students are unable to install additional software on their Chromebook other than what has been approved by Warsaw Central School.

### **4.4 Procedure for Restoring the Chrome OS:**

If technical difficulties are experienced with a device, students should shut the device completely down, followed by a restart. If technical difficulties persist, students should contact the IT Department. The IT Department will assess the device, following the “5 minute rule” If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. 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.

## Section 5: Search and Inspection of Chromebook:

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated. The Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property to include Chromebooks used by students or the person or property, including vehicles, of a student, in accordance with this handbook.

## Section 6: 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 and Warsaw Central School asset tag. Under no circumstances are students to modify, remove, or destroy identification labels.*

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

Students are responsible for the care of the Chromebook and all their school issued materials. Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, locker rooms, hallways, bathrooms, or any other entity that is not securely locked or in which there is no supervision.

## Section 7: Repairing or Replacing Your Chromebook:

### 7.1 Chromebooks Undergoing Repair:

Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to Google Drive so documents and class projects will not be lost.

#### Warranty:

Chromebooks have a limited warranty covering normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook. **The warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents.** Please report all Chromebook problems to your classroom teacher.

If a Chromebook becomes defective (at no fault of the student) after the warranty expires, Warsaw Central School will replace the Chromebook at no charge with a refurbished/new

Chromebook of the same age or newer.

## **7.2 Lost or Intentionally Damaged Device and Accessories:**

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. Until the replacement cost of the lost/damaged device or accessory is paid to the school, the student will be loaned a Chromebook for use during regular school hours. Additional restrictions may be implemented in order to prevent further damage to another device.

### **Replacement Cost:**

- ☐ Chromebook - \$350
- ☐ Charger/AC Adapter - Current Amazon pricing
- ☐ Screen/Frame - TBD based upon extent of damage
- ☐ Verizon Jetpack - \$200

## **Section 8: Internet Use & Filtering of Your Chromebook:**

A Wi-Fi Internet connection will be required to use your Chromebook.

While in district Chromebooks will use the School's Wi-Fi to access the internet which is filtered by iBoss and GoGuardian. Students are bound by the Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

## **Section 9: Chromebook Technical Support:**

Warsaw Central School Technology Department will assist you with the following areas:

(Please email: [helpdesk@warsawcsd.org](mailto:helpdesk@warsawcsd.org))

- Password Identification
- 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



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## Chromebook Handbook - Student Responsibilities

- I understand the Chromebook assigned to me is the property of Warsaw Central School.
- I will take good care of the WCS Chromebook that is assigned to me.
- I will never leave a WCS Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out a WCS Chromebook to other individuals.
- I will know where my WCS Chromebook is at all times.
- I will ensure that my WCS Chromebook is charged and ready for daily use in my classes.
- I will keep food and beverages away from my WCS Chromebook.
- I will keep my WCS Chromebook intact; including keyboard keys and screens.
- I will protect my WCS Chromebook by always carrying it in a secure manner to avoid damage.
- I will use a WCS Chromebook in ways that are appropriate for education.
- I will shut down my WCS Chromebook when not in use to conserve battery life.
- I will keep my WCS Chromebook free from personalized decorations such as: stickers, markers, writing, etc.
- I will not expose my WCS Chromebook to extreme temperatures for extended periods of time.
- I understand that the WCS Chromebook I am issued is subject to inspection at any time without notice.
- I will notify District authorities in the event of theft or damage.
- I will seek help from the IT Department for necessary repairs.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the replacement cost of my Chromebook, power cord/charger, or screen in the event that any of these items are lost or intentionally damaged.
- I will follow the policies outlined in the Chromebook Handbook and the District Acceptable Use Policy, at all times, when using a WCS Chromebook.





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**Parent/Guardian must Initial each statement below before your child receives a device:**

**(Please do not place a check next to statements-you must initial)**

**I understand:**

\_\_\_\_\_ If the property is stolen; my child must report the theft directly to school administration immediately.

\_\_\_\_\_ We will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor and if I choose not to repair the device, my child will not be supplied with a replacement Chromebook in the event of intentional damage.

\_\_\_\_\_ My child will comply at all times with the Warsaw Central School's Chromebook Handbook and its guidelines as well as the Warsaw Central School District's Technology Acceptable Use Policy. Any failure to comply may terminate my child's rights of possession effective immediately and the school may repossess the property. Legal title to the Chromebook is Warsaw Central School. My child's right of possession and use, is dependent upon full and complete compliance with the Chromebook Handbook.

\_\_\_\_\_ My child's right of use and possession regarding the property terminates no later than the last day of classes during the school year unless earlier terminated by the School District or upon my child's withdrawal from Warsaw Central School.

**Student Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_