



WARSAW CENTRAL
SCHOOL DISTRICT

Home of the Tigers

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.

Revised August 2018

Introduction:

The Warsaw Central School District has established this 1:1 Chromebook initiative to supplement our educational curriculum and to prepare our students for their own use of technology in the future. We believe this program will enhance the educational opportunities available to our students and also prepare our students for their future. Technology will, undoubtedly, be a part of our students' lives – whether in further academic pursuits after high school, workplace, or both! The Chromebook initiative 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.

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 come under this procedure. Teachers may set additional requirements for Chromebook use in their classroom.

Use of the District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable or extendable by students and to people or groups outside the District and terminates when a student is no longer enrolled in the District.

Section 1: Receiving Your Chromebook:

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 be trained on how to use the Chromebook by their classroom teacher.

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 never be stored in a vehicle at school or at home.

Middle School Student Chromebooks and accessories (charger and battery) will be collected at the end of each school day for maintenance and charging. Each Chromebook is assigned to an individual classroom for inventory purposes. Often times during the school day there will be a need to utilize a Chromebook from classroom to classroom. It's the responsibility of the student to return the Chromebook to its original location.

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 adaptor has been damaged or defaced, you will be fined respectively for the damage at the end of the year during student Chromebook check-in or when transferring to another district.

If a student Chromebook is not returned during year-end check-in or upon transferring out of District, the administration will be in charge of recovering the District's property. If the administration is not successful, this matter will be turned over to local law enforcement and the student's grade reports/transcripts will be withheld.

Section 2: Taking Care of Your Chromebook:

All students will be issued a storage case for their 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 their Chromebook can be repaired or replaced.

2.1 General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- At no time will Chromebooks be allowed in the cafeteria during lunch hours.
- 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 device.
- Always bring your Chromebook to room temperature prior to turning it on.
- 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 poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- **Do not use window cleaner or any type of liquid or water on the 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.

3.2 Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

3.3 Printing at school:

Printing functionality will be available on a limited basis at school and subject to classroom requirements. All printing, if needed, will be done by a teacher through a teacher account. 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 in order to access any documents. 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 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.

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 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. 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 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 not 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.

Dell Warranty:

Dells 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 Dell 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 Dell 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. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school. Students will be provided use of a Chromebook during

regular school hours however additional restrictions will be provided to prevent further damage to another device.

- Replacement of the Chromebook (\$350 for devices purchased by Warsaw Central School)
- AC Adapter & power cord - \$55
- Battery - \$100

Section 8: Internet Use & Filtering of Your Chromebook:

A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. The Dell Chromebook also has an Ethernet port which can be used for a hardwire connection if no Wi-Fi is available.

While in district Chromebooks will use the School's Wi-Fi to access the internet which is filtered. **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:

- 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 Sign-Off and Student Pledge

To complete an online version of the Chromebook Handbook Sign-Off Pledge, please go to the district website

- I will take good care of the Chromebook that is assigned to me.
- I will never leave a Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out a Chromebook to other individuals.
- I will know where a Chromebook is at all times.
- I will return a Chromebook to its original location to be charged daily.
- I will keep food and beverages away from a Chromebook since they may cause damage to the device.
- I will not disassemble any part of a Chromebook or attempt any repairs.
- I will protect a Chromebook by always carrying it in a secure manner to avoid damage.
- I will use a Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Warsaw Central School
- I will notify District authorities in the event of theft or damage.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, 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 while at school as well as outside the school day.**

Student Name: _____

(Please Print)

Student Signature: _____ **Date:** _____

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 Dell 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.

Parent Signature: _____ **Date:** _____

