

# Alexander Local Schools Chromebook Policy

## A. What is a Chromebook?

1. A Chromebook is an internet enabled device which operates on the Google Chrome operating system.
2. A Chromebook can be used to access any online content such as the Google Classroom, Office 365, and internet websites / services.
3. A Chromebook is not a full-fledged computer and cannot be used without an internet connection with exception to limited document editing.
4. Chromebooks provided for student use by ALSD will remain property of the Board of Education and therefore will be treated as such until they are retired from district use.
5. Chromebooks will be issued to students in participating grade levels at the beginning of the year and will be collected for maintenance and accountability at the end of the school year. The student will be reissued the same device the following year (s).
6. The Alexander Local School District (ALSD) will be providing Chromebooks to participating grade levels with the following specifications:
  - a) 16 gb operating drive
  - b) 4 gb ram
  - c) Webcam
  - d) Microphone
  - e) 11 inch screen
  - f) SD- Memory card reader
  - g) wifi
  - h) Bluetooth
  - i) USB 2.0 and 3.0
  - j) HDMI
  - k) Touchpad Pointer
  - l) Keyboard
  - m) charger
  - n) Li-ion Approximate 8 hour battery life
  - o) Ruggedized carrying case

## B. Taking Care of Your Chromebook

1. 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 Media Center for an evaluation of the device. If the device is deemed damaged due to negligence, misuse, and or vandalism, the family will be responsible for the cost of replacing the device.
2. General Precautions:
  - a. The Chromebook is school property and all users will follow this policy and the Acceptable Use Policy for technology.
  - b. Only use a clean, soft cloth to clean the screen. DO NOT USE cleansers of any type.
  - c. Cords, Cables, and Thumb Drives must be inserted carefully into the Chromebook to prevent damage.

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- d. Chromebook and carrying case must remain free of any writing, drawing, stickers, labels, etc. that are not property of the ALSD.
  - e. Never leave device unattended or unsupervised.
  - f. Students must keep their Chromebook in the protective case, provided by the school, at all times. Except during use.
3. Transporting The Chromebook
- a. The protective case provided with the Chromebooks has sufficient padding to protect the device from normal treatment and provides a suitable means for carrying the device to, from, and within the school
  - b. When not in use by student, keep Chromebook in protective case provided by the school
  - c. Do not carry other items within the case to limit the amount of pressure applied to the device.
  - d. Avoid bumping, tossing, or throwing the device and/or case against any surface.
  - e. Do not carry the Chromebook (at all - ever) while open, or by grasping the lid of the device. Screen damage will occur.

## C. Chromebook Use

1. Chromebooks are intended for use at school each day and for online testing. In addition to teacher expectations for use, school messages, announcements, calendars, handbooks, and schedule may be accessed using the device.
2. The Chromebook is an integral part of the students' instruction and therefore must accompany the student to school each and every day, fully charged. Leaving your provided Chromebook at home or bringing it to school without fully charging it at home will be treated as missed homework. A student failing to bring their provided Chromebook may check out a loaner from the media center. A Chromebook on loan must be returned to the media center by the end of the day.
3. Use of the Chromebook technology falls under the Districts Acceptable Use Policy and infractions will be treated as outlined within that document (found in the student manual).
4. Restrictions will be placed on the student's ability to install apps and extensions on the Chromebook they are provided.
5. All Internet activity will be filtered, monitored and logged whether on campus or off campus. Violations will be reported immediately to the appropriate administrator for disciplinary action.
6. Teachers will direct appropriate digital citizenship in their classrooms and will direct the students in what is allowed and not allowed in their classes (music, educational games, etc...)
7. Students will not be able to connect to the ALSD Google domain with personal Chromebooks. The Chromebook provided by the district must be used.
8. If a student withdraws from the district they will return the district provided Chromebook to the Jr High / Sr. High school office or media center forthwith. Student records will be held until all district property is returned.

## D. Apps and Extensions

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1. All apps/bookmarks/extensions installed by the district must remain on the Chromebook in usable condition and accessible at all times. From time to time, the school may add applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required software/apps/bookmarks
2. Devices are controlled and monitored by a Google Enterprise Management System and another third party monitoring company.
3. Students are allowed to load school appropriate apps / extensions on their Chromebooks if properly approved by the District.
4. If technical difficulties occur or non-ALSD installed/approved apps are discovered, the Chromebook will be wiped clean and put back to its original settings. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and/or reimage.
5. Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebooks for periodic updates and syncing.
6. The Chromebooks will reboot at least every other day.

## E. File Management

1. Students may save their documents within their One Drive on Microsoft 365, their Google Drive, or removal usb drives.
2. Students may also be directed to save documents in shared drives or email them to their instructors. While there is some versioning in the online storage drives, they are not backed up by the district and thus students should save a backup copy of their own documents on other media (usb drive) in the event that they inadvertently delete the file.

## F. Network Connectivity

1. ALSD has a robust wireless network and sufficient capacity on its internet connection such that normal instructional use of the Chromebooks should be more than adequate.
2. ALSD makes no claim that the wireless network will be up and running 100% of the time, however instruction will still occur regardless of internet availability.
3. Students may connect their provided Chromebook to home wireless networks and wireless hotspots as required, so that they can complete at home assignments.
4. ALSD **will not be** providing a home internet connection in the event that one is not available within the student's home. The student will have to make arrangements with their instructors with regard to completing online work at home.

## G. Costs and Values:

1. The costs for the district are as follows:
  - a. Chromebook: Approximately \$180.00 (purchased in quantity) Replacement cost range \$175 to \$220. (based on current market value)
  - b. Bump Armor Case \$20.66
  - c. Replacement Power Supply: \$42.00

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- d. Google Management License per device: \$24.75
- e. Third Party Monitoring: \$14.70 per device for the student.
- 2. Costs for the student
  - a. Each student will be responsible for paying a use fee of \$10 per school quarter in advance of issuance of their Chromebook. (\$40.00 per year)
  - b. Students will receive the very same Chromebook each year. If a student leaves the district the Chromebook will be returned to the district and unused fees will be returned to the student prorated by School quarter.
  - c. When the device has reached the end of useable service for the district (3 or 4 years), the district will retire the Chromebook, remove it from our inventory and Google Domain and it will be available for purchase by the student for \$1.00 as their own personal device.

## H. Problems and Repairs

- 1. Troubleshooting Procedure
  - a. Reboot the Chromebook
  - b. If the problem still exists inform instructor
  - c. If it cannot be resolved within the classroom, get permission and take to the helpdesk in the media center.
  - d. The unit will be assessed by Technology Department Staff and action will be taken based on the need. The student will be able to check out a loaner from the help desk but it must be returned to the media center each day.
  - e. If there is a long term repair required, a temporary long term loan may be approved at the discretion of the Technology Department personnel.
  - f. Other than rebooting, the student / parent will not attempt any repair to the Chromebook hardware. All repairs will be made by district personnel.
- 2. Broken Hardware
  - a. If the Chromebook you are issued is defective / broken, or becomes broken, inform your Homeroom Teacher / Tech Help Desk asap.
  - b. If the issue is defective hardware (bad motherboard, etc..) it will be replaced at no charge by the district.
  - c. The damage will be evaluated and repaired by School Personnel only, please do not take the Chromebook provided to you by the district to any outside vendors for repair.
  - d. If the damage falls within the value of the fee paid the **first** repair will be included in the students' fees.
  - e. If the damage falls outside of the amount of the fee or the damage is evaluated to be malicious, vandalism, or purposeful mishandling, a bill for the amount of the repair will be sent to the students' parent. Repeated or intentional mishandling and abuse will not be tolerated and the student will be removed from the take home program.