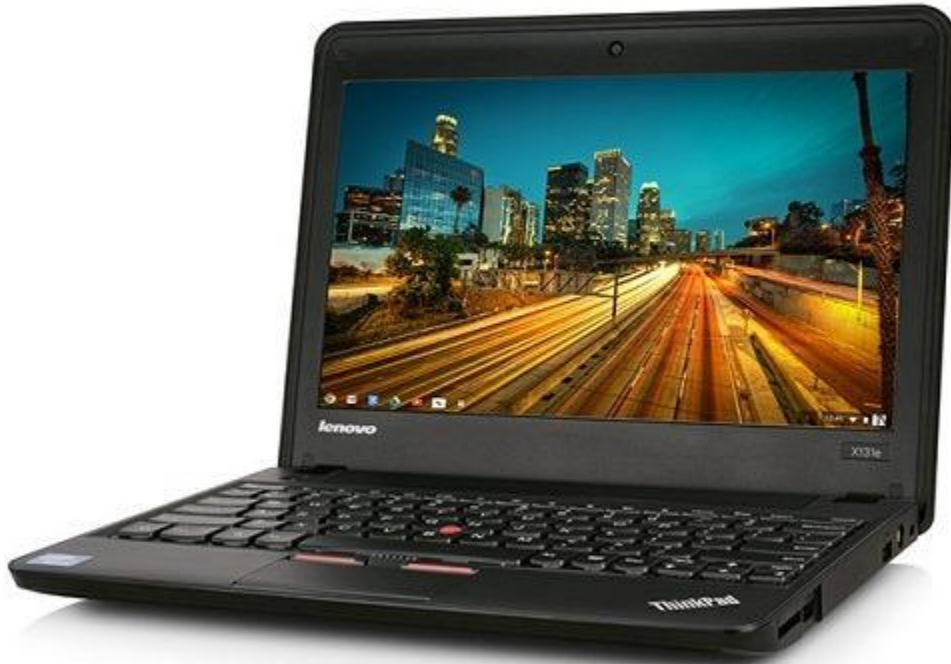


# Brighton School District #1

## Chromebook Policy Handbook



The policies, procedures, and information within this document apply to all Chromebooks used at Brighton School District #1 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.

September 2014

## Chromebook Specifications:

- 11.6" (1366x768) display
- 1.3 inches thick - 3.9 lbs
- Up to 7.5 hours of battery
- Intel® Celeron™ processor
- 16 GB Solid State Drive
- Dual band Wi-Fi 802.11 a/b/g/n and Ethernet
- HD Camera
- 2x USB 3.0, 1x USB 2.0
- 1x HDMI Port, 1x VGA Port

## Receiving Your Chromebook:

Chromebooks will be distributed each fall during the first week of school. ***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 during student registration.

### **Insurance:**

Brighton School District #1 requires that parents select one of three options for insuring their child's Chromebook. Those options are:

- Purchase insurance through the school district provided by the Worth Avenue Group
- Add a rider to their homeowner policy to cover damage to the device
- Pay out of pocket if any damage occurs to the device

The form included with this document indicating what option parent has selected must be completed before the Chromebook can be issued to the student.

### **Training:**

Students will be trained on how to use the Chromebook by their homeroom teacher. Training documents and videos will be available online for students to refer to when needed.

### **Care of Property**

The policy for care of property can be found on page 8 of the Parent/Student Handbook. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **Replacement of Lost or Damaged Property**

Students/families will be held responsible for the cost of replacement of any materials or property which is lost or damaged through their negligence or intentionally destructive behavior. Please discuss with your child the importance of taking good care of textbooks, library books, and all school equipment and property.

### **Return:**

Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at Brighton School District #1.

Any student who transfers out of Brighton School District #1 will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

## **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 homeroom teacher immediately. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

### **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.
- 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 laptop to room temperature prior to turning it on.

### **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 padded case is required. **Parents will need to purchase a case to transport the device to and from school and while at school for students in grades 4<sup>th</sup> through 7th.**

It is recommended that students not place Chromebooks in their backpacks. The weight of books and other items can potentially damage the device. Additionally, backpacks are not permitted in the classrooms during instructional time.

### **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.

## **Using Your Chromebook:**

### **At School:**

Students at Brighton 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. In order to meet learning expectations and access information and materials, students **must be responsible for bringing their 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.* Students need to charge their Chromebooks each evening. If students leave their Chromebook or other school materials at home, the teacher will attempt to provide a replacement and assign consequences as appropriate. Failure to be “ready to learn” on a repeated basis will result in referral to administration and possible disciplinary action. Students will not be allowed to call home to ask a parent/guardian to bring in a forgotten Chromebook.

It is recommended that students 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.

## Printing:

*At School:* Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework. 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.

*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> An alternate way of printing at home is to use a home computer to log into your Google account and print as necessary.

## Managing Your Files and Saving Your Work:

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, via the correct hub) **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. 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 decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Brighton School District #1. Spot checks for compliance will be done by administration or homeroom teachers at any time.**

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Brighton School District #1 acceptable use policy.

## 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 Brighton School District #1.

#### **Search and Inspection of Chromebook:**

Board Policy 5771 Search and Seizure permits search of a student and his/her possessions, which will include inspecting their Chromebook. For a complete copy of this policy, please review the parent student handbook or visit Neola policies located on the District webpage. Searches may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

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 such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

#### **School Property**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks, lockers, computers, and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the District Administrator to provide students with written notice of

this policy at least annually and that routine inspections are done at least annually of all such storage places.

### **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 and Brighton School District #1 asset tag
- Individual’s Google Account username

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

### **Storing Your Chromebook:**

When students are not using their Chromebook, they should place it in their protective case and consult with the classroom teacher to determine where to store the device within the classroom. Students in grades 4<sup>th</sup> through 7th need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student’s home. Chromebooks should never be stored in a vehicle. Students in grades 2<sup>nd</sup> and 3<sup>rd</sup> will not take Chromebooks home but will instead store them in their classroom in an area designated by the teacher.

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

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

### **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, library, locker rooms, hallways, bathrooms, bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

# Repairing or Replacing Your Chromebook:

## Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when needed.
- 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 Google Drive 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.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for Lenovo parts and labor.

## Lenovo Warranty:

Lenovo's 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 Lenovo warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to your homeroom teacher.

If a Chromebook becomes defective (at no fault of the student) after the Lenovo warranty expires, Brighton School District #1 will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

## Accidental Damage or Loss Protection:

As part of the 1:1 Chromebook initiative at Brighton School District #1, the district is requiring the parent to select one of three options (page 2) for covering accidental damage prior to the deployment of the Chromebook to your child. If the parent selects to purchase insurance through the district, Brighton School District #1 will be the sole provider of this insurance through the Worth Group. Under this insurance policy the Chromebooks are protected against accidental damage or loss due to an act of nature. Brighton School District #1 will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This insurance policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Brighton School District #1 will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**



### **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.

- Replacement of the Chromebook (\$450 for devices purchased by Brighton School District #1)
- AC Adapter & power cord - \$55
- Battery - \$100

### **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 Lenovo Chromebook also has an Ethernet port which can be used for a hardwire connection if no Wi-Fi is available.

Chromebooks do not come with internet filtering software. However, while in district Chromebooks will use the School's Wi-Fi to access the internet which is filtered. **Parents/guardians, please take the necessary precautions for internet safety with your student. REMINDER Brighton # 1 School District provides internet filtering on district networks only, these filters do not apply in any other location. It is the family's responsibility to monitor the students' use of the internet outside of the school setting.**

Students are bound by the Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

### **Chromebook Technical Support:**

Homeroom teachers 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

# Brighton School District #1

## Chromebook Policy Handbook

### Sign-Off and Student Pledge



- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my 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 Brighton School District #1.
- I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- 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 agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

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

(Please Print)

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Chromebook Agreement

**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 that if I check to provide a rider on my homeowner's policy and do not, I will be responsible to pay for any damages to the device.

\_\_\_\_\_ If the property is stolen; a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the school by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.

\_\_\_\_\_ I understand that students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for Lenovo parts and labor and if I choose not to repair the device, my child will not be supplied with a replacement Chromebook; thereby, impinging upon my child's educational success. When the replacement of a device is necessary the district must be reimbursed for an exact manufacturer/model type of the device initially issued.

\_\_\_\_\_ 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. Replacement device becomes property of the District, not the student.

\_\_\_\_\_ I will comply at all times with the Brighton School District #1's Chromebook Policy Handbook and its guidelines as well as the Brighton School District Technology Acceptable Use Policy. Any failure to comply may terminate my rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared. Legal title to the Chromebook is Brighton School District #1. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.

\_\_\_\_\_ My 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 student withdrawal from Brighton School District #1. My failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

\_\_\_\_\_ Brighton # 1 School District provides internet filtering on district networks only, these filters do not apply in any other location. It is the family's responsibility to monitor the students' use of the internet outside of the school setting.

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

# Brighton School District #1

## Student/Parent Chromebook Insurance Page

**MUST BE RETURNED BY SEPTEMBER 8<sup>th</sup>, 2014**

### Parent Insurance Agreement

Insurance options are (choose one):

- ☐ Purchase insurance through the school district provided by the Worth Avenue Group (see next page)
- ☐ Add a rider to their homeowner policy to cover damage to the device
- ☐ Pay out of pocket if any damage occurs to the device

Please check one and sign below:

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

**If you choose to add a rider through your own homeowner policy or to pay out of pocket for any damage, the costs are as follows:**

- Replacement of the Chromebook (\$450 for devices purchased by Brighton School District #1)
- AC Adapter & power cord - \$55
- Battery - \$100

**PRINT THIS PAGE AND RETURN WITH PAYMENT  
TO OFFICE BY 9/8/2014**



**Insuring Personal Property Since 1971**

### Worth Ave. Group Insurance Coverage

Brighton School District #1 (Kansasville, WI) has chosen Worth Ave. Group as the vendor of choice to insure school issued Chromebooks given to students and faculty. Insurance with Worth Ave. Group will protect the iPad against ACCIDENTAL DAMAGE, THEFT, FIRE, FLOOD, NATURAL DISASTERS, POWER SURGE and VANDALISM.. This insurance policy will provide full replacement cost coverage and will protect the item worldwide (on and off school grounds). The policy is also transferable to a replacement unit.

### About Us

Worth Ave. Group is affiliated with National Student Services, Inc. Since 1971, WAG has been the leader in providing personal property insurance designed specifically for students, faculty and staff of colleges and universities. Our expertise has now expanded to include K-12 education, businesses and individuals. Our corporate Headquarters is located in Stillwater, Oklahoma. We are licensed in all states, including Alaska and Hawaii. Our underwriter, Hanover Insurance Company in Worcester, Massachusetts, has an Excellent rating of A from A.M. Best Company, an organization rating insurance companies based on operating performance and financial strength.

Coverage	Worth Ave. Group Insurance	Manufacture Warranty
Manufacture Defect		✓
Mechanical Failure		✓
Standard Wear & Tear		✓
Accidental Damage (Drops/Spills)	✓	
Cracked Screen	✓	
Liquid Submersion	✓	
Fire	✓	
Flood	✓	
Natural Disasters	✓	
Power Surge by Lightning	✓	
Theft	✓	



### Coverage Options

Coverage Amount	Deductible	Term	Price
\$450.00	\$0.00	1 Year	<input type="checkbox"/> \$38.00

**Student Name**

**Serial Number**

**Please make all checks payable to:**

**Brighton School District #1**

**Worth Ave. Group**

[www.worthavegroup.com](http://www.worthavegroup.com)

1402 S. Western | Stillwater, OK 74074 | 800-620-2885

*Application valid for 2014-2015 school year*