



**Owosso Public Schools**

## **Chromebook Guidelines & Procedures Handbook**

Document available online at [www.owosso.k12.mi.us](http://www.owosso.k12.mi.us)

### **Introduction:**

We are pleased to announce the Owosso High School 1:1 Chromebook learning environment. Chromebooks, a small web-based laptop computer, will be the instrument with which students interact with the curriculum. Owosso Public Schools is supplying high school students and staff with a Chromebook device. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. Students, just like they need a pencil everyday will need their Chromebook. This handbook is important to read because it will provide answers to many questions.

The goal for the OPS 1:1 Chromebook Initiative is to inspire a collaborative and safe learning environment for both students and staff at Owosso High School. This environment will enable and support students and teachers to promote the development of self-directed, responsible lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge. Through in the integration of technology and curriculum, this program will enhance classroom environments, implementing high-quality instruction and assessments.

The Chromebook that you will receive is an educational tool that is provided for the purpose of expanding learning opportunities, enriching classroom experiences and creating greater engagement. Please choose to use the Chromebook responsibly and appropriately as outlined by the information found in this document.

All students must return the completed Chromebook Use Agreement at the end of this document before the Chromebook will be issued. Our staff is extremely excited about the transformation of technology and learning at Owosso High School for the 2017-2018 school year.

If you have any questions, feel free to contact me at [phillips@owosso.k12.mi.us](mailto:phillips@owosso.k12.mi.us) or call me at 989-729-5492.

Regards,

Jeff Phillips  
Principal  
Owosso High School

## Chromebook FAQ:

### 1. What is a Chromebook?

"Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

### 2. What kind of software does a Chromebook run?

"Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

### 3. How are these web-based applications managed?

Each Chromebook we provide to students will be a managed device. Administration will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

### 4. Can the Chromebook be used anywhere at anytime? What if I don't have wifi at home?

Yes, as long as you have a WiFi signal to access the web.

Chrome offers the ability through Apps so users can work in an "offline" mode. To use Google Docs, Slides, Sheets in offline mode follow this [Google Drive Offline](#) guide.

### 5. Is there antivirus built into it?

Chromebooks provide multiple layers of protection against viruses and malware including data encryption and verified boot.

### 6. Battery life?

Chromebooks have a rated battery life of 10 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

### 7. Is my internet content filtered?

The District utilizes an internet content filter in compliance with the federally mandated Children's Internet Protection Act (CIPA) when logged onto the District's network. The District will also provide content filtering when logging onto a wireless connection outside of the school through a proxy server.

**9. Can we buy our own Chromebook instead of using the school issued Chromebook?**

Chromebooks require special licensing software for classroom management and internet filtering to work. For our students and teachers to have the best experience possible with these devices all students will be required to use a school issued device. Extra costs would have to be added to a personal device for it to work, and we at OPS do not want to add any undue hardship to our community.

**10. Will Students be expected to use the Chromebook for school-related activities only?**

During the school day, Chromebooks will be used for school purposes in the classroom and students will be able to access any web based resource allowed through the school's internet filter. At home, students can access anything that their parents allow. Since the Chromebook is a District owned device, the [Technology Acceptable Use Policy](#) and Chromebook Use Agreement is in effect at any time the Chromebook is used, whether at school or home.

**11. What happens if my student's Chromebook gets stolen or damaged at school? Who will be responsible for that?**

If the Chromebook is stolen or damaged, the student is responsible for the full cost of replacement or repairs. If a Chromebook is stolen the device can be remotely disabled and cannot be used, again students will be held responsible for the full cost of the chromebook.

**12. Are the Chromebooks uniquely assigned to a specific student?**

Yes, All the Chromebooks are the same, so they look very much alike. However, each Chromebook will have district asset tags with bar codes and a specific device serial number. The district keeps all that data, so if a Chromebook is misplaced, we can determine who it is assigned to get it back to the student user. Any ID stickers that are on the Chromebook when issued must stay on the Chromebook. No additional permanent markings of any kind (engraving, permanent ink pen, stickers etc.) shall be placed on the Chromebook. While the devices are issued to students, they are still district-owned property.

**13. Will my student be using the same Chromebook all 4 years?**

Yes, Our goal is for students to use the same device for a minimum of 4 years before the need arises to rotate in new devices.

**14. What happens if my Chromebook is not working? Will a loaner be available to use for class?**

If the Chromebook is not working, the student needs to go to the high school library and Mrs. Guyski will direct you for repairs and a loaner. Loaners will also be available in most classrooms.

**15. Will there be charging stations at the school?**

Charging stations will not be available at the school. The chromebook has a battery capacity of up to 10 hours when fully charged. Students will need to routinely charge their Chromebooks overnight prior to coming to school the next day.

**17. How will inappropriate use of the Chromebook be addressed?**

Case by case following the rules of the [Technology Acceptable Use Policy](#) and this handbook.

### 18. How do I log on to the Chromebook?

Use your school email address (name@stu.owosso.k12.mi.us) and school password to login to your Chromebook.

### 19. How do I log into Email?

Goto <http://outlook.com/owosso.k12.mi.us> and use your school email address (name@stu.owosso.k12.mi.us) and password.

## RECEIVING YOUR CHROMEBOOK

### District Owned/Issued Chromebooks

- Chromebooks will be distributed within the first few weeks of the school year.
- Parents/Guardians and students **MUST** sign and return the Chromebook Use Agreement at the end of this handbook before the Chromebook can be issued to any student.
- This Chromebook policy outlines the procedures for families to protect the Chromebook investment for Owosso Public Schools.
- Students will retain their original Chromebook every year while enrolled at Owosso Public Schools.

## RETURNING THE CHROMEBOOK

- All graduating seniors must return their district owned Chromebook before they can graduate.
- Students leaving the district must return district owned Chromebooks before exiting.
- Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.

## TAKING CARE OF YOUR CHROMEBOOK

- Students are responsible for the general care of the Chromebook they have been assigned by the district.
- Chromebooks that are broken, or fail to work properly, must be reported to a classroom teacher or the OHS media center as soon as possible so that they can be taken care of properly.
- Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

## General precautions

- ❑ Cords, cables, and removable storage devices must be inserted carefully into the Chromebook; improper use will result in damage.
- ❑ Never transport your Chromebook with the power cord plugged in.
- ❑ Never transport your Chromebook while the screen is open.
- ❑ Chromebooks must remain free of any writing, drawing, or stickers.
- ❑ An identification label must not be removed or altered in any way.
- ❑ Chromebooks should never be left in a car or any unsupervised area.
- ❑ Students are responsible for bringing completely charged Chromebooks for use each day.
- ❑ Take care to protect your passwords. Do not share your passwords.
- ❑ The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
  - ❑ Do not lean or put pressure on the top of the Chromebook when it is closed.
  - ❑ Do not store the Chromebook with the screen in the open position.
  - ❑ Do not place anything near the Chromebook that could put pressure on the screen.
  - ❑ Do not place anything in a carrying case or backpack that will press against the cover.
  - ❑ Do not poke the screen with anything that will mark or scratch the screen surface.
  - ❑ Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, headphones, or disks).
  - ❑ Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
  - ❑ Do not use cleaning solvents on Chromebooks. Use water-dampened cloth if necessary.

## USING YOUR CHROMEBOOK AT SCHOOL

- ❑ Chromebooks are intended for use at school each day.
- ❑ Students are expected to bring a fully charged Chromebook to school each day unless specifically directed otherwise by their teacher.
- ❑ In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- ❑ Students will be responsible to bring their Chromebook to all classes.

## Chromebooks left at home

- ❑ If students leave their Chromebook at home or their Chromebook is not charged appropriately, they will **Not** be allowed to contact their parent/guardian to bring it to school, nor will they be provided a loaner. Students will still be responsible for assigned coursework.

## Chromebooks under repair

- ❑ Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- ❑ Students using loaner Chromebooks will be responsible for any damages incurred.
- ❑ Student will pay full replacement cost if the loaner chromebook is lost or stolen.

## Charging your Chromebook

- ❑ Chromebooks must be brought to school each day fully charged.
- ❑ Students need to charge their Chromebooks each evening.
- ❑ Repeat violations of this policy will result in referral to administration and possible disciplinary action.

## Sound

- ❑ Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- ❑ Headphones may be used at the discretion of the teacher.

## Printing

- ❑ Digital online file sharing between staff and students is one of the great advantages of the Chromebooks and is an easy and efficient way to distribute and turn in assignments without printing. It also saves on paper, ink and toner use, thereby saving the district money. Printing functionality will be available on a limited basis at school and subject to classroom requirements.
- ❑ Printing for home use is done through Google Cloud Print. More information on printing can be attained here: <http://support.google.com/cloudprint?hl=en>

## Account access

- ❑ Students will only be able to login using their OPS provided Google Apps for Education account.

# MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- ❑ Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real-time with other people, and store your documents, as well as your other files, in the cloud.

- ❑ With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time.
- ❑ All items will be stored online in the Google Cloud environment.
- ❑ Offline storage and application access is available in most environments.
- ❑ Prior to leaving the district, or graduating, students want to save any work need to use [Google Takeout](#) to transfer any work to a personal gmail account.
- ❑ If your device needs repairs, it may require a reload of the operating system which will delete all locally stored files on your Chromebook. Be sure to re-save all files in Google Drive.

## OPERATING SYSTEM ON YOUR CHROMEBOOK

### Updating your Chromebook

- ❑ When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. There is no need for time-consuming installs, updates, or re-imaging.

### Virus protections & additional software

- ❑ With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- ❑ All files should be stored in Google drive, so there's no need to worry about lost homework.

### Procedures for restoring your Chromebook

- ❑ If your Chromebook needs technical support for the operating system, all support will be handled by the technology department.

## ACCEPTABLE USE GUIDELINES

### General guidelines

- ❑ Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of Owosso Public Schools.
- ❑ Students are responsible for their ethical and educational use of the technology resources of Owosso Public Schools.
- ❑ Access to Owosso Public Schools technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Owosso Public Schools [Technology User Agreement Form](#).

- ❑ Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- ❑ Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or Director of Curriculum and Technology, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

## Privacy and safety

- ❑ Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- ❑ Do not open, use, or change files that do not belong to you.
- ❑ Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people online.
- ❑ Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Owosso Public Schools.
- ❑ If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.

## Legal property

- ❑ Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- ❑ Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text (For example, a special “thank you” to Stockbridge Public Schools for sharing the foundation of this document).
- ❑ Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

## Email and electronic communication

- ❑ Always use appropriate and proper language in your communication.
- ❑ Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- ❑ Do not send mass emails, chain letters or SPAM.
- ❑ Email & communications sent / received should be related to educational needs.
- ❑ Email & communications are subject to inspection by the school at anytime.

## Consequences

- ❑ The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
- ❑ Non-compliance with the Owosso Public Schools [Technology User Agreement Form](#) and the policies of this document will result in disciplinary action.
- ❑ Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- ❑ The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

## At home use

- ❑ The use of Chromebooks at home is encouraged.
- ❑ Chromebook care at home is as important as in school; please refer to the care section.
- ❑ Transport your chromebook in a protective backpack or bag. Be careful of how it is placed in your bag; heavy books or sharp objects can damage the screen.

# PROTECTING & STORING YOUR CHROMEBOOK

## Account security

- ❑ Students are required to use their name@stu.owosso.k12.mi.us domain user ID and password to protect their accounts and are required to keep that password confidential.

## Storing your Chromebook

- ❑ Nothing should be placed on top of the Chromebook.
- ❑ Students are encouraged to take their Chromebooks home everyday after school.
- ❑ Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

## Chromebooks left in unsupervised areas

- ❑ Under no circumstances should Chromebooks be left in an unsupervised area.
- ❑ Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, field house, locker rooms, unlocked classrooms, dressing rooms and hallways.
- ❑ Any Chromebook left in these areas is in danger of being stolen.
- ❑ If an unsupervised Chromebook is found, notify a staff member immediately.
- ❑ **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

# REPAIRING/REPLACING YOUR CHROMEBOOK

## Vendor warranty

- ❑ The equipment vendor has a one year hardware warranty on new Chromebooks.
- ❑ The vendor warrants the Chromebooks from defects in materials and workmanship.
- ❑ This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- ❑ The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- ❑ Please report all Chromebook problems to the high school media center ASAP.

## Chromebook repair costs

- ❑ The devices will be maintained by Owosso Public Schools.
- ❑ The district reserves the right to charge for the entire replacement cost if negligence is determined on the handling of the device.
- ❑ If the device is stolen, students are responsible for obtaining a police report for the building liaison officer.
- ❑ A loaner device may be issued while the student's device is being repaired over an extended period of time.
- ❑ Students are responsible for keeping the provided Chromebook in good functioning condition. The following table includes known costs for the most common Chromebook issue, it is not exhaustive.

Repair Costs <i>Policy does not cover device or parts that are lost or stolen.</i>	Broken Screen	Cover, Front or Back	Keyboard	Power Cord	Battery	Lost Device
	\$39	\$50	\$50	\$33	\$49	\$180

# CHROMEBOOK TECHNICAL SUPPORT

Services provided include the following:

- ❑ Hardware maintenance and repairs
- ❑ User account support
- ❑ Coordination and completion of warranty repairs
- ❑ Distribution of loaner Chromebooks
- ❑ ALL REPAIRS must go through the Owosso Public Schools technology department

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LastName:

First

## OPS Chromebook Use Agreement Beginning of the year - 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 all below)

- \_\_\_ I have read and discussed the [Chromebook Technology Handbook](#). I understand that my child's failure to follow the information and expectations outlined in this documents may result in disciplinary action.
- \_\_\_ I Understand that lost or stolen Chromebooks or Accessories are the responsibility of the student/family and must be replaced at full value.

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

### Student: (initial below)

- \_\_\_ I have read and understand the [Chromebook Technology Handbook](#). 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:      9      10      11      12