

Medford Area Senior High - Chromebook Handbook

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1. RECEIVING YOUR CHROMEBOOK

Chromebooks will be distributed within the first two weeks of each school year. Parents/Guardians and students MUST sign and return the MASH Chromebook Agreement document before the Chromebook can go home with their child. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Medford Area Senior High. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at MASH.

1a: STUDENT CHROMEBOOKS

- Chromebooks from the District, even though they are assigned to specific students, do not rescind the District's right to inspect the Chromebook at anytime while on school district property.
- If families choose not to sign and return the agreement, a student will not be able to remove the Chromebook from school. A Chromebook will be assigned to the student; however, they will only be allowed to check it out at school to use for school purposes. They will still need to follow the terms of the Chromebook handbook.

2. RETURNING YOUR CHROMEBOOK

Students leaving the District must return district owned Chromebooks to the Library Media Center.

- Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.

3. TAKING CARE OF YOUR CHROMEBOOK

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 Library Media Center as soon as possible so that they can be taken care of properly. District owned Chromebooks should not be taken to an outside computer service for any type of repairs or maintenance.

3a: General Precautions

- No food or drink is allowed next to the Chromebook while it is in use.
- During lunch, the Chromebook can either be stored in a student's locker or on the shelves by the lunchroom. The Chromebook cannot be set on the floor in the hallway or be taken to the lunch table.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

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- Never transport the Chromebook with the power cord plugged in.
- Students should never carry their Chromebooks while the screen is open, unless the base is supported with two hands.
- Chromebooks must have a MASH Barcode on them at all times and this barcode must not be removed or altered in any way. If the barcode is removed, disciplinary action will result. Student's name shall remain on the device at all times. No other decals or decorations are allowed on the Chromebook.
- The Chromebook should be properly ventilated when in use or being charged.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day. Students should not bring their charging cord to school.

3b: Carrying Chromebooks

- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- District approved case use is required. If a case is lost or damaged, a new case can be purchased from the Library Media Center.
- The case should not be used to carry other school materials such as folders, papers, books, etc.

3c: Screen Care

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 may mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (i.e. pens, pencils, lip gloss, etc).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do NOT use window cleaner or water. Chromebooks can be cleaned with a solution of 50/50 white vinegar and distilled water, spray onto a cloth, not directly on the screen.
- A cleaning station is available in the Library Media Center.

4. USING YOUR CHROMEBOOK AT SCHOOL

- Students are responsible to bring their Chromebooks to all classes, unless

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specifically advised not to do so by their teacher.

- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- In case of an emergency, students will be instructed to leave their Chromebooks in the classroom.

4a: Chromebooks left at home

- Students will have the opportunity to use a replacement Chromebook from the Library Media Center if one is available.
- Repeat violations of this policy will result in disciplinary action.

4b: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair in the Library Media Center.
- Students using loaner Chromebooks will be responsible for any damages.
- Students will pay full replacement cost if it's lost or stolen.

4c: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Repeat violations of this policy will result in disciplinary action.

4d: Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, sexual innuendos, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary actions.
- Students should protect their passwords. **Do not share passwords.**

4e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones/earbuds may be used at the discretion of the teacher.
- Streaming video/audio (such as Pandora) uses a large amount of bandwidth, and therefore should not be used.

4f: Printing

- Chromebooks and the Google Apps are designed to decrease or eliminate the need to print. There are no wireless printers available in the school building.

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4g: Account Access

- Students should always use the Chromebook with their own account/log in.
- District policies apply. See policies:
 - Internet Safety/Telecommunications-Students
 - Internet Safety/District Website-Students

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Apps for Education is a suite of products which includes mail, calendars, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that allow students to create different types of online documents, collaborate in real time with other people, and store documents, as well as other files. With a wireless Internet connection, students can access documents and files from any Chromebook, anywhere, at any time.
- All items will be stored online in the Google environment.
- Prior to leaving the district, or graduating, students who want to save any work need to transfer their data to a personal account.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

6a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the latest version of the Chrome operating system.

6b: Virus Protections & Additional Software

- The Chromebook is built with layers of protection against malware and security attacks.

6c: Procedures for restoring the chromebook

- If a Chromebook needs technical support for the operating system, all support will be handled in the Library Media Center.

7. ACCEPTABLE USE GUIDELINES CHROMEBOOK

7a. General Guidelines

- **WI 175.22 State Statute prohibits the use of any recording device in a locker room. Under no circumstances should Chromebooks be in locker rooms or bathrooms.**
- Refer to Telecommunications Policies in digital District Handbook

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7b. At home use

- The use of Chromebooks at home is encouraged for educational purposes.
- Chromebook care at home is as important as in school; please refer to the care section.
- Transport Chromebooks in a case.
- School district supplied filtering will not be provided for use with devices outside of school district buildings.

8. PROTECTING & STORING CHROMEBOOKS

8a. Chromebook Identification

- Student Chromebooks will be labeled in a manner specified by the school. There will be a record of district barcodes and serial numbers.
- Chromebooks are the responsibility of the student. Students will be assigned the same Chromebook for the duration of their time at **MASH**. Take good care of it!!

8b. Account Security

- Students are required to use their @student.medford.k12.wi.us domain user ID and password to protect their accounts and are required to keep that password confidential.

8c. Storing Your Chromebook

- When students are not using their Chromebook, they should store them in their locked locker or in a supervised and designated area.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

8d. 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, locker rooms, Library Media Center, 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 Chromebooks in an unsupervised location.**

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9. REPAIRING/REPLACING YOUR CHROMEBOOK

Technical support will be available in the Library Media Center. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- Cleaning station
- General information for using Chromebooks

9a: Vendor Warranty:

The equipment vendor has a one year hardware warranty on the Chromebook. 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 Library Media Center.

9b: Chromebook Repair Costs

The District's additional insurance, paid for with student activity fees, will cover repairs or replace damaged equipment resulting from accidental breakage incurred during normal usage. All other breakages will be the responsibility of the student. Replacement power adapters are not covered under any district insurance.

The District will attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.

10. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the Library Media Center. Services provided include the following: Hardware maintenance and repairs, password resets, user account support, coordination and completion of warranty repairs, and distribution of loaner Chromebooks. ALL REPAIRS must be completed in the Library Media Center.

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11. CHROMEBOOK FAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. Chromebooks have a full-sized keyboard, large display and clickable trackpad, all-day battery life and built-in ability to connect to Wi-Fi. 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)

Q. What kind of software does a Chromebook run?

A. "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)

Q. How are these web-based applications managed?

A. Each Chromebook provided to students will be a managed device. Members of School District of Medford's Information & Instructional Technology Dept. 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.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB storage, mice and keyboards (See supported file systems)
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones

Q. Will our Chromebook have 3G?

A. No. The district Chromebooks will not have 3G broadband.

Q. Do Chromebooks come with Internet Filtering Software?

A. No. Chromebooks do not come with Internet filtering software. However, while being used in the district, Chromebooks will use the School's WiFi to access the internet which is filtered. While at home, the Chromebooks will be filtered based on the protection provided by your home WiFi system.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. Battery life?

A Chromebooks have a rated battery life of 8.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.