FDL Middle School Chromebook Policy Handbook

(Español)

The mission of the 1-to-1 program in the Fond du Lac School district is to create a collaborative learning environment for all learners. This environment 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 life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The Board of Education, district staff and community members will all play a key role in the development of effective and high quality educational experiences.

Device Purpose

The Fond du Lac School District is supplying students with a Chromebook device. This device is property of the Fond du Lac School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows students to access tools useful to the teaching and learning process. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

TABLE OF CONTENTS

1. RECEIVING YOUR CHROMEBOOK:

District Owned/Issued Chromebooks
- Chromebooks will be distributed within the first week of each school year. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Fond du Lac School District. Chromebooks will be collected at the end of each school year.

Student Owned Chromebooks at school
- Student owned Chromebooks will not be allowed in school

2. RETURNING YOUR CHROMEBOOK:

All district owned Chromebooks must be returned following the guidelines posted in respective buildings.
- **Students Leaving the District must return district owned Chromebooks to an ADULT IN THE MEDIA CENTER or to a building administrator in the office.**
- Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.
- The following form will be used to check the return condition of your Chromebook. [Chromebook Condition Return Form](#)

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 Media Center or designated location 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.***

3a: 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.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- ***Students should never carry their Chromebooks while the screen is open.***
- Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin. An identification label with the student's name is acceptable on the Chromebooks.
- Vents **CANNOT** be covered. Chromebooks must have a Fond du Lac School District AV tag on them at all times and this tag must not be removed or altered in any way. If the tag is removed disciplinary action will result.
- 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.
- If your device is in need of repair, please bring it to the Chromebook help desk as soon as possible.

3b: Carrying Chromebooks
- Transport Chromebooks with care.
- 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 the lid closed.
- Case use is encouraged.

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 will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use a water dampened towel or a highly diluted solvent.

4. USING YOUR CHROMEBOOK AT SCHOOL
- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks should be locked in lockers when not in use.

4a: Chromebooks left at home
- If students leave their Chromebook at home, students will be allowed to phone their parent/guardian to bring it to school.

8/2021

- If unable to contact parents, the student will have the opportunity to use a loaner Chromebook from the Media Center if one is available.
- Students must have an ID to check out chromebook.
- Repeat violations of this policy will result in limited checkout of loaner chromebooks.

4b: Chromebooks under repair
- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair in the Media Center or designated location.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the Chromebook. Students will pay full replacement cost if the device is lost or stolen.

4c: Charging your Chromebook
- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Students can drop off their chromebook at the Media Center or designated location for charging if needed.

4d: Backgrounds and Password
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

4e: 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.

4f: Printing
- Digital sharing of documents is encouraged, printing is discouraged.
- Students may use network printers with teacher's permission during class or breaks.

4g: Account Access
- Students will only be able to login using the fondystudents.org account.

5. 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, no matter where you are.
- All items will be stored online in the Google Cloud environment.
- Prior to leaving the district, or graduating, students should 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 save all files in Google Drive.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK
6a: Updating your Chromebook
- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system.
- No need for time-consuming installs, updates, or re-imaging.
- It is important to shutdown and restart your chromebook often so updates can be installed.

6b: 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.

6c: Procedures for Restoring your Chromebook
- If your Chromebook needs technical support for the operating system, all support will be handled by Technology Services or other designated staff.

7. RESPONSIBLE USE GUIDELINES

7a: General Guidelines
- Responsible Use Policy
- 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 the Fond du Lac School District.
- Students are responsible for their ethical and educational use of the technology resources of the Fond du Lac School District.
- Access to the Fond du Lac School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Responsible Use Policy.

8/2021

- 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 technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

7b: 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.
- Remember that storage is not guaranteed to be private or confidential as all Chromebooks are the property of the Fond du Lac School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.

7c: 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

7d: Email 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 any time.

7e: 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 policies of this document or the [Responsible Use Agreement](), will result in loss of privileges.
- 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.
- Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

7f: 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 case or protected backpack.
- Content filtering is provided by the district, even while at home.

8. PROTECTING & STORING YOUR CHROMEBOOK
8a: Chromebook Identification
- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified multiple ways:
  - Record of district asset tag and serial number
  - Individual user account name and password
- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time in middle school, or until the device is replaced.

8b: Account Security
- Students are required to use their [fondystudents.org]() 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 the assigned Chromebook, they should store the device in a locked locker.
- 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.

8/2021

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, field house, locker rooms, LMC, 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 may be confiscated by staff. Loss of privileges may occur if you leave your assigned Chromebook in an unsupervised location.
- Students whose devices are lost/stolen due to negligence will be responsible for the replacement cost of the device.

9. REPAIRING/REPLACING YOUR CHROMEBOOK

9a: Vendor Warranty:

- 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 Media Center or designated staff.

9b: Chromebook Repair Costs

- Students/families are responsible for the cost of replacement parts of a damaged or non-functioning Chromebook as deemed necessary by FDLSD staff.

10. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the Media Center or designated area.
Services provided include the following:

- User account support
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by FDLSD staff

11. CHROMEBOOK FAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for users 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")

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 we provide to students will be a managed device. Members of Fond du Lac School District's Technology Services Department 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**)
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones
- Chromecast

Q. Can the Chromebook be used anywhere at any time?
A. Yes, as long as you have a WiFi signal to access the web.
B. Chrome offers the ability through Apps so users can work in an "offline" mode.

Q. Do Chromebooks come with Internet Filtering Software?
A. No, however the FDLSD will provide a filter on all Chromebooks while at school or home.

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. New Chromebooks have a rated battery life of 9-10 hours. Chromebooks that have been in service for 2-4 years may have a battery life of approximately 6-8 hours. Battery life will be determined by use. We do expect that students charge them each evening to ensure maximum performance during the school day.