Shell Knob Elementary and Middle School
Google Chromebook Policy, Procedures, and Information
2016-2017

The focus of the Chromebook program at Shell Knob Elementary and Middle School is to provide tools and resources for the 21st century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of the Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all Chromebooks and other technology-able devices used at Shell Knob Elementary and Middle School come under this policy.

*Teachers may set additional requirements for use in their classroom.

Receiving Your Chromebook:
Chromebooks will be distributed each fall during the first week of school. ***Parents and students must sign and return the*** *Chromebook Policy Sign-off and Student Pledge document* ***before the Chromebook can be issued to their child.***

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 Tech Office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook is repaired or replaced.

General Precautions:
- No food or drink is allowed next to your Chromebook while 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 before turning it on.
- Do not stack any heavy materials, books, etc. on top of the Chromebook as it could cause the device to break.

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 of abusive handling. Carrying the Chromebook in a padded bookbag or case. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. Protective padded cases should be used at all times.

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 microfiber 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:
The Chromebook is intended for use at school each and every day.   Students are responsible for charging their chromebook.
Sound:
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that the student bring personal headset or "ear-buds" for any audio projects they work on.
Printing:
At School: Printing will not be available.

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive. 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.

Personalizing the Chromebook:
Chromebooks must remain free of any writing, drawing, or stickers. Spot checks for compliance will be done by administration or teachers at anytime.

Students may add appropriate music, photos, and videos to their Chromebook. Any images set as background must be school appropriate and in line with school policy and practices for maintaining a positive learning environment free from disruption or interference.   Inappropriate media may not be used as a background, which is understood to mean any image that otherwise would not be permitted for display at Shell Knob Elementary/Middle School. Personalized media are subject to inspection and must follow the Shell Knob School 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 the Shell Knob School District.

Inspection:
Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance, as well as, inappropriate material.

Procedure for Restoring the Chrome OS:
If technical difficulties occur, the 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. It is impossible for the 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 storage device 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.

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 etched number
- Individual's Google Account Username

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

Storing Your Chromebook:
When students are not monitoring their Chromebook, they should be stored in their homeroom. Nothing should be placed on top or around of the Chromebooks, when in charging station. Individual teachers will set the charging policy.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:
- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair in the Tech Office.
- If a 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 cloud drives 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 Samsung parts and labor.

Chromebook Technical Support:

The Tech Office will be the first point of contact for repair of the Chromebooks. Services provided by the Tech Office include:
- 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

Disciplinary Actions:
As outlined in this handbook, there are times that students may be subject to disciplinary actions for not following the information outlined in this chromebook handbook. Examples of reasons for disciplinary action could include but are not limited to the following:
- Resetting a chromebook to factory default settings.
- Removal of school issued apps or extensions.
- Use of a proxy server to bypass content filtering.
- Misuse of the internet.
- Inappropriate content.

*Disciplinary action will be determined by school administration and teachers.
Potential disciplinary action could include but are not limited to the following:
- Loss of the Chromebook for a period of time. (1st offense -1 week, 2nd offense- a quarter, 3rd offense- the rest of the year)

Sources:

[link]
[link]

[link]
[link]

[link]
[link]

[link]
[link]

SKS Chromebook Use Agreement

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:
_____I have read and discussed the Chromebook Policy Handbook with my child. I understand that my child's failure to follow the information and expectations outlined in these documents may result in disciplinary action.

Parent
Signature_____ Date _____

_____I have read and understand the Chromebook Policy Handbook. I understand the my failure to follow the information and expectations outlined in these documents may result in disciplinary action.

Student Name (print) _____

Student
Signature_____ Date _____

Circle your grade level.

3   4   5   6   7   8