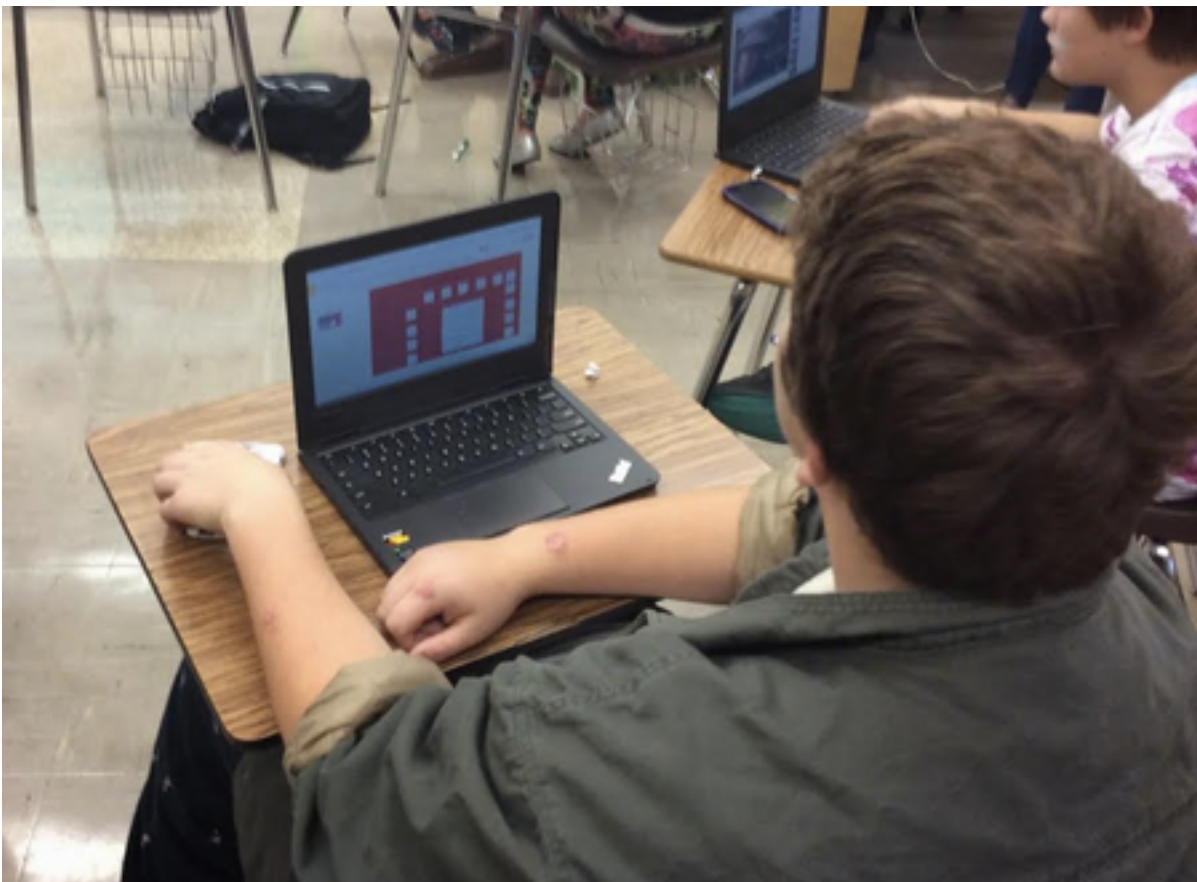# Shattuck Middle School Chromebook Procedures and Information

The goal in the Shattuck Middle School 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. 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

Shattuck Middle School is supplying students with a Chromebook device. This device is property of the Neenah Joint School District. The supplied device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

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1. RECEIVING YOUR CHROMEBOOK:

District Owned/Issued Chromebooks

● Chromebooks will be distributed during the Shattuck Registration days prior to the start of the school year. Parents/Guardians and students MUST sign and return the Shattuck Middle School Chromebook Agreement document before the Chromebook can be issued to their child. The Chromebook Procedures/Information Handbook outlines the guidelines for families to protect the Chromebook investment for the Neenah Joint School District. Chromebooks will be collected at the end of each school year.

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 the School Office.

- 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.
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.

- Never carry a Chromebook with the screen open.
- Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin.
- Vents should not be covered.
- Chromebooks must have a Shattuck Middle School Asset Tag (Barcode) on them at all times and this tag must not be removed or altered in any way. If 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 day.

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 lid closed.
- Case use is encouraged.

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 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 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.

4a: Chromebooks left at home
- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student will have the opportunity to use a replacement Chromebook from the Library Media Center if one is available and returned each day.

- 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 incurred while in possession of the student. Student 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.
- Students need to charge their Chromebooks each evening.
- 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, 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

Students may print at home through the Google Cloud.

4g: Account Access

Students will only be able to login using an email with @ neenah.k12.wi.us 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 who want to save any work need to transfer their data to a personal gmail account.

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 without you having to do a thing. No need for time consuming installs, updates, or re-imaging.

6b: Virus Protections & Additional Software

With defense in-depth technology, the Chromebook is built with layers of protection against malware and security attacks. Files are stored in the cloud, 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 in the Library Media Center.

7. ACCEPTABLE USE GUIDELINES
7a: 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 the Neenah Joint School District.

- Students are responsible for their ethical and educational use of the technology resources of the Neenah Joint School District.
- Access to the Neenah Joint School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- 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 Chromebook equipment is the property of the Neenah Joint 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 anytime.

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 Technology Use Agreement, 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.
- 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.
- Students without an internet connection at home can check out a device from the Shattuck Library that will allow them to use their chromebook at home.
- Chromebook care at home is as important as in school, please refer to the Taking Care of Your Chromebook section.
- Transport your chromebook in a case or protected backpack.
- School district supplied filtering will be provided for use with the Chromebook while at home.

8. PROTECTING & STORING YOUR CHROMEBOOK
8a: Chromebook Identification

Student Chromebooks will be labeled with a barcoded school asset tag. Chromebooks are the responsibility of the student. This device is for your

use during the duration of your time with the Neenah Joint School District. *Take good care of it!*

8b: Account Security
Students are required to use their @ Neenah Google Apps 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 a secure location. 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 but not limited to: the school grounds and campus, the cafeteria, computer labs, locker rooms, LMC, unlocked classrooms, bathrooms 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.

9. REPAIRING/REPLACING YOUR CHROMEBOOK
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 will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for. The District will make its best 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 Distribution of loaner Chromebooks.
> ALL REPAIRS must be completed in the Library Media Center.

11. CHROMEBOOK FAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full sized keyboard, large display and clickable track pad, all day battery life, light weight and built in ability to connect to WiFi and mobile broadband networks, the Chromebook is ideal for any time, 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 the Neenah Joint School District'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)
- External monitors and projectors
- Headsets, earsets, microphones
- SIM cards
- SD cards

Q. Can the Chromebook be used anywhere at anytime?
A. 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.

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 in 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 approximately 7 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.