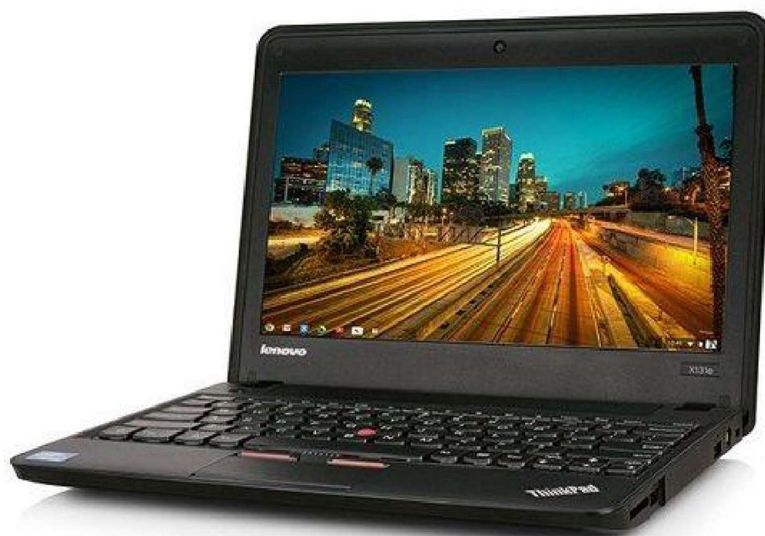




# **RIPLEY UNION LEWIS HUNTINGTON**

**Local School District**



## **Chromebook Policy Handbook**

The policies, procedures, and information within this document apply to all Chromebooks used at Ripley Union Lewis Huntington Schools by students, staff, or guests including any other device considered by the Administration to fall under this policy.

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

## Receiving Your Chromebook

Chromebooks will be distributed each fall either during registration or during the first week of school. ***Parents & Students must sign and return the Chromebook Parent - Student Agreement form found on the last page of this document before the Chromebook can be issued to their child.*** This document will need to be signed during student registration or during new student enrollment.

## Training

Students will be trained on how to use the Chromebook by Ripley Union Lewis Huntington Schools.

## Return

Student Chromebooks and accessories, if applicable (charger and case) will be collected at the end of each school year for maintenance over summer vacation. Devices are assigned to a building, then a student. Students will retain their original Chromebook (and case, if applicable) while at the Middle School or High School each year while enrolled at Ripley Union Lewis Huntington Schools for the lifecycle of the device.

Any student who transfers out of RULH Schools will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency and/or law enforcement. Student grades and/or records will not be released until the device and accessories are returned or replacement fees are paid.

## 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 reported to the supervising teacher, who will issue a tech help ticket that includes the student's name, Chromebook number, and information about the damage and how it happened. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced. Applicable Incident Repair Cost must be paid within 24 hours when a device is turned in for repair (refer to RULH Chromebook Device Maintenance Plan).

## General Precautions

- No food or drink is allowed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- 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 Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.
  - Do not lay items on the keyboard as this may break the screen when you close the Chromebook.
  - Keep your Chromebook in a secure location. This means the Chromebook should either be in your possession or in a locked area.

## **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 or abusive handling.

## **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 micro-fiber 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. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

### **Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

## **Managing Your Files and Saving Your Work**

Students may save documents to their Google Drive, or they may save to an external memory device such as an SD card or USB flash 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. Students will be trained on proper file management procedures.

## **Personalizing the Chromebook**

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Ripley Union Lewis Huntington Schools. Spot checks for compliance will be done by administration or RULH Technicians at any time. Noncompliance may be considered vandalism and disciplinary consequences may apply.

## **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 shut down 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 RULH Schools.

### **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 being carried into the school. Inappropriate material found on a Chromebook will be referred for appropriate disciplinary action. Chromebooks belong to RULH Schools and any information stored on the Chromebook is the property of the school and is subject to review.

### **Procedure for Restoring the Chrome OS**

If technical difficulties occur, 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. In a One-to-One environment it is impossible for 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 mini-SD card, USB flash drive, 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 unless the student requests that an attempt be made to salvage it.

## **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 RULH asset tag
- Individual’s Google Account username

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

## Storing Your Chromebook

When students are not monitoring their Chromebook, they should be stored in their locker, *with the lock securely fastened*. At the Elementary School, Chromebooks will be stored in the cart. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to return their Chromebook to the assigned room for charging every evening.

## Storing Chromebooks at Special Events

Students are responsible for securely storing their Chromebook during special events, such as assemblies or club meetings.

## Chromebooks Left in Unsupervised / Unsecured Areas

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, media center, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other location that is not securely locked or in which there is not supervision.

**Unsupervised Chromebooks will be confiscated and taken to the Principal's Office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised area.**

## Repairing or Replacing Your Chromebook

### Chromebooks Undergoing Repair

- Loaner Chromebooks or laptops may be issued to students when they turn in their Chromebook for repair to the supervising teacher.
- Repaired Chromebooks may 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 on an external storage device.

### Chromebook Technical Support

The student's supervising teacher will make the initial report for repair by creating the Tech Help Ticket. Tech Department will respond to teacher and student as needed per the list below.

- 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
- Any other services as directed by the technology director

# Ripley Union Lewis Huntington Schools

## Chromebook Device Maintenance Plan

RULH provides routine maintenance for each student's Chromebook. Students will be required to pay for repair per the chart below for **Accidental** incidents per school year. If a student withdraws from RULH and then re-enrolls later in the school year, the maintenance plan at the student's initial registration will be reinstated where it left off at the time of withdrawal.

First Incident	Second Incident	Subsequent Incidents
\$50	\$100	Up to full replacement cost

### What is included in the routine maintenance plan?

The list below highlights some of the services/items included in the routine maintenance plan.

- Routine summer maintenance and cleaning
- Technology support and troubleshooting
- Software installation
- Cost of labor for completing repairs
- Shipping and handling for replacement parts
- Replacement part cost that exceeds the incident limits above

### Lost or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. If a student damages another student's device they will be charged with vandalism and responsible for full replacement or repair and other applicable disciplinary actions. The RULH Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school or a payment plan is established.

This maintenance plan **does not** cover loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Ripley Union Lewis Huntington Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

# RIPLEY UNION LEWIS HUNTINGTON SCHOOLS

## Chromebook Policy Handbook

### Parent - Student Agreement

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year while at the Middle School or High School.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will keep food, beverages, pencils, pens, etc. away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Ripley Union Lewis Huntington Schools.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger and in good working condition at the end of each school year.
- I will follow the policies outlined in the Chromebook Policy Handbook while at school as well as outside the school day.
- I understand the RULH Student Network and Internet Acceptable Use and Safety Agreement which can be found on the district website.

By signing below, I acknowledge my responsibilities as outlined in this Handbook to use and properly maintain my Chromebook throughout the school year, and the applicable costs if my Chromebook is lost or damaged.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Grade: \_\_\_\_\_