

North Lake School District 1:1 Chromebook Handbook

All North Lake School students will be issued a Chromebook for use with our online or in-person school options. Chromebooks are provided at no charge but yearly insurance is highly recommended. Parents and students will be required to sign an agreement stating that they have read the districts acceptable use policy, and this document which covers information about the Chromebook 1:1 program.

This year the district is charging \$20 for Chromebook insurance per student. This will cover limited damage. See chart below:

1. GENERAL INFORMATION

1.1 Overview of Program

- The document contained below identifies as many eventualities as possible regarding the Google Chromebook 1:1 Program at North Lake School. The policies and procedures listed herein are intended for all students using Chromebooks that are a part of the 1:1 initiative (in addition to technology policies outlined by the board such as Acceptable Use, Use of Technology, and District provided Technology to Students),

1.2 Receiving Your Chromebook

- Chromebooks will be distributed each fall after school begins.
- **Parents & students must sign and return the Chromebook Student and Parent Pledge documents before a Chromebook can be issued to their child.**

1.3 Chromebook Check-in

- Chromebooks will be returned prior to the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student transfers out of the North Lake School District during the school year, the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will be returned at that time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at North Lake School for any other reason must return their individual school Chromebook, Chromebook charger, and any other peripheral devices/tools provided, on the date of termination.
- If a student fails to return the Chromebook, Chromebook charger, and any other peripheral devices/tools provided, at the end of the school year or upon termination of enrollment at North Lake School, that student may be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the Chromebook, Chromebook charger, and any other peripheral devices/tools provided. Failure to return the Chromebook, Chromebook charger, and any other peripheral devices/tools provided will result in a theft report being filed with the Lake County Sheriff's Department.
- Furthermore, the student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook Protection plan and must return the computer and accessories to North Lake School in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

1.4 Chromebook Incidents

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact **administration immediately**.
- Any technical issue with the device must be brought to the attention of administration or teacher immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however any accidental or intentional damage to the device will incur a cost.

- Fines will be imposed in accordance with the below chart or as the circumstances may warrant in the discretion of the North Lake School District and its administrators.
- After **two incidents** of accidental damage, the student may lose some privilege of being in the Chromebook 1:1 program and may not be issued another Chromebook. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case-by-case basis.

Issue	Action(s) Necessary	Cost
Accidental Damage (1 st Instance)	A report must be made. The device and charger must be returned to the school so that a new or spare device may be issued	No cost if insured. Up to \$269 if not insured.
Accidental Damage (2 nd Instance)	A report must be made immediately to administration . The device and charger must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a 2 nd break. The student may need to wait until the original device is returned from service.	\$50 if insured Full cost of device if not insured
Accidental Damage (3rd and additional instances)	A report must be made immediately to administration . The device and charger must be returned to the school. However, a spare device may not be issued. The student may need to wait until the original device is returned from service. Some loss of privileges of using the Chromebook may occur such as the following: <ul style="list-style-type: none"> • Limiting participation in the Chromebook program • May not be permitted to take the device home. • This may also result in a referral and disciplinary action. 	\$150 if insured Full cost of device if not insured
Intentional Damage	A report must be made immediately to administration . The device and case must be returned to the school so that a new device may be issued. Deliberate damage will be referred to the Principal. Any and all appropriate discipline for damage to school property or as otherwise may be appropriate and as set forth in applicable existing or future Board policies or school building policies.	All costs of whatever kind that are associated with replacing or repairing the device.
Loss	A report must be made immediately to administration .	Full cost of device
Theft	A report must be made immediately to administration and a police report MUST be filed with the Lake County Sheriff's Department. A copy of that report MUST be brought to administration. Loss of privileges of using the Chromebook may occur such as the following: <ul style="list-style-type: none"> • Will not be issued an additional Chromebook if one is not available. 	No cost with copy of police report if insured \$100 with copy of police report if not insured \$269 replacement cost with no report
Damage or Loss of power cord, extension.	A report must be made immediately to administration: the Chromebook, etc. must be returned to the Office until a new cord is issued.	\$15 each

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the North Lake School Office for an evaluation of the equipment.

2.1 General Precautions

- The Chromebook is school property and all users will follow this policy and the North Lake School District acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers, or labels that are not the property of North Lake School District.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.

2.2 Carrying Chromebooks

The Chromebooks have a handle and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks should always be carried by the handle or placed in a protective case when transporting.
- Students are allowed to use his/her own carrying case, but it should be approved for use by administration or technology support staff to ensure that it has proper padding etc. to protect the school issued device.

2.3 Screen Care

The Chromebook screens 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 the top of the Chromebook when it is closed.
- 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.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc as it will eventually break the screen.

3. 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 instructed not to do so by their teacher.

3.1 Chromebooks Left at Home – Onsite students

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
- If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, they may be required to "check out" their Chromebook.

“Checking out” identifies that the student will only be able to utilize the Chromebook during school hours. The Chromebook will be checked out in the morning from a central location and returned at the end of the school day to the same central location.

- After the first “check out” period, the Chromebook will be returned for student use at home. If this incident occurs again, the student may be referred to the principal.

3.2 Chromebook Undergoing Repair

- Replacement Chromebooks, if available, may be issued to students when they leave their Chromebooks for repair in the Office. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- Replacement Chromebooks may not be issued for use until all fines have been paid.

3.3 Charging Your Chromebook's Battery (for onsite instruction)

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.
- Chargers should be kept in the district issued Chromebook Case.
- Labels on chargers should NOT be removed.

3.4 Photo Library/Screensavers/Background photos

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo. If this happens a school approved screen saver will be placed on your device and you will be barred from making changes to this.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored. Chromebooks will be reset periodically and all information stored on the device will be erased.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of a teacher.
- Internet games are not allowed on the Chromebooks. If game apps are installed, it will be by the direction of North Lake School staff only.
- All software/Apps must be district provided or requested in writing for school approval. Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.

3.6 Printing

- Printing from Chromebooks is only available for juniors and seniors or those that have college courses. All other students should Google share what they want printed with their teacher, and the teacher will print from their account.

3.7 Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- If parents/guardians are interested in providing additional content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support. Any district provided content filtering will still require parent monitoring of student use.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chromebook

- Students may save work to their Google Docs (Drive) accounts (or other cloud based storage medium) via the Chromebook.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only. It is also important to note that Chromebooks will NOT be backed up by the district in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

- North Lake School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

- The Operating System & Extensions/Apps originally installed by North Lake School must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.
- Any attempt to "jailbreak" the Chromebook or change the configuration of the device as provided in the fall each school year will result in an immediate disciplinary action.

5.2 Additional Software

- Students are allowed to load extra extensions/Apps on their Chromebooks. However, any apps that are not provided by the school will need approval in writing as mentioned in section 3.5 above. North Lake School will provide any required extensions/apps on the Chromebook. These apps/extensions will be available upon logging into the device using the official school approved email address.
- Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, e-Books, and apps as noted in section 3.5 above. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

5.3 Inspection

- Students may be selected at random to provide their Chromebook for inspection.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

5.4 Procedure for Re-loading Software

- If technical difficulties occur or illegal software are discovered, the Chromebook may be restored to original factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image any device.
- Students are highly encouraged to create a backup of all Chromebook documents and work as identified in section 4 above.
- Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

5.5 Software Upgrades

- Each time you turn on your Chromebook, the system automatically checks for updates and applies any updates that it finds.
- It is highly recommended that students completely turn off their Chromebooks at night. This will allow the device to update on its own when powered on the following day.
- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS .

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.
- NetSmartz: <http://www.netsmartz.org/Parents>
- CommonSense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>

6.2 School Responsibilities are to:

- Provide Internet and online Course Materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as able.
- Chromebooks will be treated similar to the policy surrounding school lockers. North Lake School District reserves the right to review, monitor, and restrict information stored on or transmitted via North Lake School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

6.3 Students are responsible for:

- Using computers/devices in a responsible, ethical, and educational manner. Use or possession of hacking software is strictly prohibited and violators will be subject to North Lake School Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid North Lake School District in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- Complying 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
- Giving 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. Plagiarism is a violation of the North Lake School District Code of Conduct.
- Immediately reporting to a teacher or administrator any emails containing inappropriate or abusive language or if the subject matter is questionable.
- Returning their Chromebook to the school at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at North Lake School for any other reason must return their individual school Chromebook and other peripherals on the date of termination.
- Monitoring all activity on their account(s).

6.4 Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their Chromebook (North Lake School District reserves the right to modify this list at any time.):

- Chromebooks are not permitted in the cafeteria during student lunch periods. They should remain in a classroom or be placed in the student's locker
- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future Board policy and any applicable laws.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services-EX: MSN Messenger, ICQ, etc.
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- Spamming-Sending mass or inappropriate emails
- Using the internet to access personal (non-school related) accounts - i.e. non-school provided email accounts (yahoo, hotmail), facebook, other social media sites, etc.
- Giving out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting-up Internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.

- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the North Lake School District web filter through a web proxy

6.5 Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by North Lake School District may be applied to the device.
- Chromebook sleeves, if furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- Chromebooks that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- Chromebooks that are stolen **must be reported immediately to your local police department.** The police report must be submitted **to school administration.**

6.6 Legal Propriety

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the North Lake School District Code of Conduct. 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 North Lake School Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, he/she will be disciplined in accordance with our discipline policy (outlined in the student handbook). See Section 9 below for more details.

7. PROTECTING & STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

Student Chromebooks can be identified in the following ways:

- Record of serial number
- North Lake School District label
- Student Identification number

Students should not remove labels and/or serial # labels that are placed on the device.

7.2 Storing Your Chromebook

- When students are not using their Chromebooks, they should be stored in their lockers or in a classroom cart. During gym periods North Lake School District recommends the students charge their Chromebooks in a classroom cart.
- To prevent damage, nothing should be placed on top of the Chromebook.
- If a student needs a secure place to store their Chromebook, they may check it in at their 6th hour (for Jr High) or 7th hour (9th -12th) classroom for storage.

7.3 Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office and may result in disciplinary action.

8. REPAIRING OR REPLACING YOUR CHROMEBOOK

8.1 School District Insurance Protection

- The North Lake School District offers insurance for Chromebooks.
- This protection package covers any type of device malfunction at no expense to the user.
- It also covers limited damage for the Chromebook.
- The fee for a lost Chromebook will be the replacement cost of the device.

8.2 Personal Home or Homeowners coverage

- Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the Chromebook.
- Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

8.3 Claims

All insurance claims must be reported to the school office. Students or parents must provide a report in instances of theft, vandalism, or fire related damage. A copy of this report must be submitted to school administration before a Chromebook can be repaired or replaced with School District Protection.

9. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to: losing Chromebook privileges, Chromebook restrictions, lunch detentions, in-school suspensions, and out-of-school suspensions.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading unapproved apps that are not on the North Lake Apps and Extensions List without receiving permission.
- Leaving Chromebook unattended.
- Deleting school installed settings from a Chromebook.
- Bringing Chromebook to Gym - unless directed by gym teacher
- Lack of adequate care for Chromebook, case, charger, etc.
- Resetting Chromebook to factory defaults.
- Placing the Chromebook in developer mode.
- Adjusting settings on someone else's Chromebook.
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.

- Logging in under personal Google account to download purchased apps for yourself or another student(s).
- Forgetting Chromebook in locker or another classroom. Lack of preparation for classes.
- Loaning of student device to other students inside and outside of school.
- Failure to store Chromebook carefully in locker when it is not in use or carrying by the handle when the device is being carried in the hallway.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.

10. DIGITAL CITIZENSHIP

School-issued Chromebooks should be used for educational purposes and students are to adhere to the AUP and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.