Chromebook Policy and Procedures
Lakeshore High School

The focus of the 1:1 Chromebook initiative at Lakeshore High School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is the Chromebook computer. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from 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 to a facilitator 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 used at Lakeshore High School, including any other device considered by the administration. Teachers may set additional requirements for use in their classroom.

1. Chromebook Distribution and Check-In

1.1 Chromebook Distribution:
- Chromebooks will be distributed each fall during the first days of school.
- Students and parents/guardians must sign and return copies of the *Chromebook Policy and Procedures* and *Acceptable Use Policy* documents.
- Students must complete *Technology Bootcamp* requirements before a Chromebook can be issued.

1.2 Chromebook Identification:
- Students will be assigned a specific asset tagged Chromebook.
- Students are to only use their school assigned Chromebook.
- A student is not allowed to loan his/her Chromebook to another student or individual.
- Lakeshore High School Chromebooks can be identified in the following ways:
    Electronic record of serial number and correlated asset tag
    Lakeshore Public School label

1.3 Chromebook Check-In:
- Chromebooks will be returned prior to the end of the school year so they can be examined for serviceability.
- A student who graduates early, withdraws, is suspended or expelled from Lakeshore High School or leaves for any other reason must return his/her Chromebook on the student's drop date.

1.4 Check-In Fines:
- Individual Chromebooks and accessories must be returned to Lakeshore High School at the end of each school year in satisfactory condition.
- Students will be responsible for any damage to their Chromebook.
- Students will be charged a fee for any needed repairs, not to exceed the replacement cost of their Chromebook. (See section 7)
- If a student fails to return the Chromebook at the end of the school year or on the student's drop date, a theft report will be filed with the Police Department. The student will also pay the cost of the Chromebook.

2. Chromebook Care
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 reported immediately to the Lakeshore High School Media Center for evaluation and completion of necessary documentation. The Chromebook is school property and all users will be held accountable to the maintenance and care of the device outlined in the *Chromebook Policy and Procedures* and the *Acceptable Use Policy* documents.

2.1 General Expectations:
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- The Chromebook must remain free of any writing, drawing, stickers, or labels that are not the property of the Lakeshore School District.
- Students are responsible for keeping foods and beverages away from the Chromebook.

2.2 Carrying and Storing Chromebooks:
- It is strongly recommended that students have a protective carrying case, besides a backpack for carrying the Chromebooks.
- Some backpacks do have device storage compartments, but additional items must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.
- Chromebooks must be shut down before storing.
- Chromebooks must never be left in an unlocked locker or unlocked car.
- Chromebooks must never be left in unsupervised areas, such as unlocked classrooms, locker rooms, student lounge, cafeteria, media center, etc.

- Nothing should be placed on top of the Chromebook when stored in locker, backpack, car, etc.
- Chromebooks must not be left in a hot or cold environment, such as parked cars at school or home. **Extreme heat will damage the device itself. Extreme cold will cause severe screen damage.**

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. Use of harsh chemicals will damage the screen.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it could eventually break the screen.

3. Using Your Chromebook at School
Chromebooks are intended for use at school each day. Students must bring their Chromebooks to school every day and use them according to each teacher's expectations. All aspects of the *Student Handbook*, *Digital Citizenship Agreement* and *Acceptable Use Policy* are applicable to the use of Chromebooks and other electronic devices.

3.1 Battery:
- Chromebooks must be brought to school each day in a fully charged condition.
- Designated charging stations will not be provided at school.

3.2 Chromebook and Classwork:
- If students leave their Chromebook at home or lose Chromebook privileges, they are responsible for getting the course work completed as if they had their Chromebook present.
- A temporary Chromebook may be issued to students when they leave their Chromebook for repair. Parents/students will be expected to sign a repair form and acknowledge damages and potential cost. There may be a delay in receiving a temporary Chromebook.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.
- Chromebooks should always be turned off and secured after students are done working to protect their work and information.

3.3 Sound, Music, Games or Programs:
- Sound must be muted at all times unless permission is obtained from the teacher for educational specific purposes.
- Students are expected to use headphones when listening to approved materials on the Chromebook.
- Students are expected to provide their own headphones.
- Students are not allowed to stream music, videos or any other materials. The only exception would be under the permission of a teacher for specific educational purposes.
- Students are not allowed to access online games or social media sites during the school day.

3.4 Managing and Saving Files:
- It is recommended that students utilize cloud based storage, such as GoogleApps.
- Storage space will be available on the Chromebook, but it will NOT be backed up in case of reimaging.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

4. Using Your Chromebook at Home

Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. The district is not responsible for providing wireless access at home. Printing at home will require a wireless printer, proper settings on the Chromebook, and the correct app. The *Acceptable Use Policy* and *Chromebook Policy and Procedures* will apply to the use of the Chromebooks even when a student takes the Chromebook off-campus and accesses the internet. Any off campus network issues need to be resolved by accessing the network provider.

5. Software on Chromebooks

5.1 Originally Installed Software:
- The software/apps originally installed by the Lakeshore School District 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. The licenses for this software require that the software be deleted from Chromebooks at the completion of the course.

5.2 Periodic Checks/Inspections:
- Periodic and random checks of Chromebooks will be made to ensure that students have not removed required apps.
- **Students shall have no expectation of privacy when using their Chromebook or in the contents of their Chromebook.**

5.3 Procedure for Re-loading Software:
- If technical difficulties occur or illegal software appears, the Chromebook will be restored from backup.
- The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.4 Software Upgrades:
- Upgrade versions of licensed software/apps are available from time to time.
- Students may be required to check in their Chromebooks for periodic updates and synching.

6. Acceptable Use

The use of the Lakeshore School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Lakeshore School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Lakeshore School District. All users should be aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. **Students shall have no expectation of privacy when using their Chromebook or in the contents of their Chromebook.**

The district's Chromebook and network is not an invitation to users for dissemination of information in a "public forum." The district will maintain its technology resources, including the Chromebooks, as a "nonpublic forum." A "nonpublic forum" is an area, which is neither traditionally open to public expression nor designated for such expression by the government. The district owns the information contained in its technology resources, like the Chromebooks, and may take steps to monitor and regulate the content contained in the agreement.

If a student violates any part of the *Chromebook Policy and Procedures* or the *Acceptable Use Policy*, privileges may be terminated. Access to the school district's technology resources may be denied and the appropriate disciplinary action shall be taken. The Lakeshore School District's *Acceptable Use Policy* as well as the *Student Handbook* shall be applied to student infractions**.**

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Student Responsibilities:
Students will use their Chromebook in a manner consistent with the *Board of Education's Policies 7540 and 7540.03*, *Acceptable Use Policy*, the *Student Handbook*, and *Chromebook Policy and Procedures*.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions cause by the student's own negligence, errors or omissions. Use of any information obtained via Lakeshore School District's designated Internet system is at your own risk. Lakeshore School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help the Lakeshore School District protect its computer system, network and devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account.
- Students receiving email containing inappropriate or abusive language or if the subject matter is questionable are required to print a copy and turn it in to the main office.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Students will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity, if you are unsure ask a teacher.
- Plagiarism is a violation of the *Student Handbook* and the *Acceptable Use Policy*. Give credit to all sources used, whether quoted or paraphrased. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

6.2 Student Activities Strictly Prohibited:
- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials, either for personal use or for the use of harassing another individual.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging or content sharing services of any kind for non-school related activities.
- Internet/computer games and music while at school.
- Installation of profiles or connections that intentionally bypass district network including but not limited to virtual private networks or proxies.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of Chromebook setting (exceptions include personal settings such as font size, brightness, etc.).
- Spamming - sending mass or inappropriate emails.
- Gaining access to another student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Inappropriate use of anonymous and/or false communications such as Facebook, Twitter, Snapchat, Yik Yak, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism of school equipment.
- Attempting 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.
- Bypassing the Lakeshore School web filter through a web proxy.
- Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the district.
- Use of personal passwords should be used for security purposes, but must be disabled when asked by a Lakeshore Public School staff member.

6.3 Student Discipline:
- If a student violates any part of the *Chromebook Policy and Procedures*, he/she will be subject to consequences as listed in the *Acceptable Use Policy* and the *Student Handbook*.
- Chromebooks are a privilege. Student misuse will result in restrictions and/or loss of Chromebook use.

7. Repairing or Replacing Your Chromebook Computer
Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order. Students will be responsible for damages to their Chromebooks.

7.1 Damaged or Stolen Chromebooks:
- Chromebooks that malfunction or are damaged must be reported to the Lakeshore High School Media Center. The school district will be responsible for repairing Chromebooks that malfunction.
- Chromebooks that have been damaged will be repaired with the student being responsible for the cost.
- Students will be responsible for the entire cost of repairs to Chromebooks that are damaged or be responsible for full replacement cost.
- Chromebooks that are stolen or lost must be reported immediately to the Main Office or Lakeshore High School Media Center. Chromebooks not recovered will require a report filed with the Police Department.

7.2: Replacement Costs
- Full Replacement $325
- Normal Screen Replacement $75
- Charger $35

7.3 Additional Protection:
- If students or parents wish to carry their own additional personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the Chromebook.
- Most insurance companies will require a rider for electronics