



## ***1:1 Chromebook Procedures and Information***

### ***L'Anse School District 1:1 Chromebook Program***

*The mission of the 1-to-1 program in the L'Anse School district 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 and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. 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.*

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## 1. RECEIVING YOUR COMPUTER:

Chromebooks will be distributed within the first two weeks of each school year. Parents/Guardians and students **MUST** sign and return the LAS Acceptable Use Policy before the Chromebook can be issued to their child. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the L'Anse Area Schools. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at LAS.

### 1a: Probationary Student Privileges

To protect the assets of the L'Anse Area School District, some students will be required to turn in their Chromebooks to the Help Desk at the end of each day for a period of two weeks unless otherwise specified in the Acceptable Use Policy. The Help Desk will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.

Students who will be included as probationary will be the following:

- All newly arriving students to the district (Students who were not enrolled in the L'Anse Area School District at the end of the previous semester.)
- Students who have violated the Acceptable Use Policy during the current or previous semester

## 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 an ADULT AT THE LAS 1:1 HELP CENTER**
- Any Chromebook not returned will be considered 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 LAS 1:1 Help 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 while plugged in.
- ***Students should never carry their Chromebooks while the screen is open.***
- Chromebooks must remain free of any writing, drawing, or stickers.

- Vents **CANNOT** be covered. Chromebooks must have an identification tag 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 school 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 mandatory.

### 3c: Screen Care

**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 the carrying case 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 or anti-static 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 LAS 1:1 Help Center, if one is available.

#### 4b: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the LAS 1:1 Help Center if one is available.
- 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.

#### 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

- If a student needs to print for a school related project, the computer labs are available with printing services.

#### 4g: Account Access

- Students will only be able to login using the student.laschools.us.
- Students should always use the Chromebook with their own account.
- Make sure you are not in guest mode or you will not be able access your Chrome extensions.
- Your Chromebook should be connecting to the Appliance WLAN internet connection while at L'Anse Area Schools.

### 5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Docs is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files -- all online.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere in the world.
- All items will be stored online in Google Cloud environment.

### 6. OPERATING SYSTEM ON YOUR CHROMEBOOK

#### 6a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. 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.
- And since files are stored in the cloud, 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 by the LAS 1:1 Help Center.

#### 6d: Software Installation

- Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web.

7. ACCEPTABLE USE GUIDELINES - See L'Anse Acceptable Use Policy in the L'Anse student handbook. (Appendix D, p. 62-65)

#### 7a: At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.
- Transport your chromebook in the case provided. Do not put your device in your backpack.

#### 7b: Filtering

- The Chromebooks will be filtered at all times (in and out of school) to comply with the Children Internet Protection Act (CIPA).

### 8. PROTECTING & STORING YOUR CHROMEBOOK

#### 8a: Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password
- Chromebooks are the responsibility of the student. This device will be yours for the duration of your time at LAS. *Take good care of it!*

#### 8b: Account Security

- Students are required to use their [lanseschools.org](http://lanseschools.org) 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 their **locked** locker.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home every day 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 the school grounds and campus, computer labs, locker rooms, restrooms, cafetorium, commons areas, buses, unlocked classrooms, 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 will be taken for leaving your Chromebook in an unsupervised location.**

## 9. REPAIRING/REPLACING YOUR CHROMEBOOK

### 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 LAS 1:1 Help Center.

### 9a: Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements based on REMC Support (L'Anse Area Schools Network Administration) evaluation of damage:

- Replacement: \$300
- Screen: \$125
- Keyboard/Touchpad: \$55
- Power cord: \$30

### 9b: Optional Insurance (subject to change)

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
- Individual policies may also be available from other companies.

## 10. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the LAS 1:1 Help Center.

Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by LAS 1:1 Help Center Staff

## 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 Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, 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 L'Anse Area 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](#))
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones

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

A. Yes, as long as you have a WiFi signal to access the web.

### Q. Will our Chromebook have 3G?

A. No. The district Chromebooks will not have 3G broadband.

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

**12. AGREEMENTS**

Student/Parents

Staff

Insurance



# L'Anse Area Schools

## LAS1to1 - L'Anse Area Schools 1:1 Technology Initiative Student & Parent Agreement

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Access to electronic devices in the L'Anse Area Schools has been established for educational purposes. All electronic devices must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic devices.

Below are general guidelines for use:

### BE RESPONSIBLE.....

- *The L'Anse Area Schools Acceptable Use Policy (AUP) will be followed at all times.*
- *Care and Maintenance*
  - The care of my electronic device is my responsibility.
    - In my possession at all times
    - Charged nightly
    - Free of decorations (stickers, markers, etc.)
  - Electronic devices will be serviced by the LAS 1:1 Help Center.
    - My electronic devices will not be disassembled or repaired by me.
    - Applications and software installed will not be removed.
  - My electronic device will be returned with the case, power cords, and accessories in good working condition.
  - I will assume responsibility for any and all damage or loss caused by neglect or abuse.

### BE RESPECTFUL.....

- *Respect Your Privacy and the Privacy of Others*
  - My electronic device will not be loaned out to other individuals.
  - Represent yourself truthfully and create a positive digital legacy.
  - Use only school appropriate language, images and videos. Communicate in a way that is kind and appropriate.
- *Respect Your Device*
  - My electronic device will be kept away from extreme temperatures and direct sunlight.
  - Avoid using objects that may scratch the screen.
  - Use proper care to keep the electronic device clean.
  - Foods and liquids will be kept away from my electronic device.
  - The serial number on any electronic device will remain intact and undamaged.

### BE SAFE.....

- My electronic device will be used in ways that are educational and appropriate.
- Report threatening or offensive materials to a teacher or administrator.
- My electronic device is subject to inspection at any time without notice.
- A police report will be filed in cases of theft, vandalism, and other acts covered by insurance.
- My electronic device will be tracked through GPS tracking software if necessary.

By signing below, I agree to the expectations and procedures as detailed above and in the L'Anse Area Schools Acceptable Use Policy. In the event that my device needs to be replaced or repaired, I am responsible for the amount as outlines in the Chromebook Handbook. In order for a student to receive an electronic device, parents/guardians must have all agreements signed and returned to the school before an electronic device will be issued.

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

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

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Device Serial #: \_\_\_\_\_ Student Grade: \_\_\_\_\_

**Electronic devices and accessories must be returned to the L'Anse Area School at the end of each school year. Students who graduate, withdraw, or terminate enrollment within the L'Anse Area School for any other reason must return their electronic device on the date of termination.**