Colville School District
Chromebook Handbook

Student Chromebook Checkout 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 lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. This program enhances classroom environments by 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 School Board, district staff and community members will all play a key role in the development of effective and high quality educational experiences.

Chromebook Purpose

Distributed Chromebooks are the property of the Colville School District. The supplied instructional device's function will provide students access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, district approved learning management systems (LMS), 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. The policies, procedures, and information within this document apply to all Chromebooks used at Colville School District by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers and Administrators may set additional requirements for Chromebook use in their classrooms.

Receiving Your Chromebook:

Parents & Students must sign and return the *Student Device Checkout Form* and *Acceptable Use Policy* before the device can be issued to a student. These documents can also be submitted via the online Skyward Student Enrollment.

Chromebook Checkout

Students will be issued a school district Chromebook via their building library checkout system. Each building librarian will be equipped to check the device and corresponding charging cord out to students as well as manage the return process.

Chromebook Resources

Extra resources and supports will be available on the Colville School District website for student reference when needed. These documents can be located under Departments > Technology.

Return:

Student Chromebooks and accessories (charger) will be collected at the end of each school year or when

requested by administration for maintenance. Students will check-in the Chromebook to their building librarian for the return check-in process.

Any student who transfers out of Colville School District will be required to return their Chromebook and accessories. If the 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 may be turned over to a collection agency.

Summer School:

In the event that the Summer School or Extended School Year (ESY) program is held remotely, students in attendance may keep their designated Chromebook until the end of the program.

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.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook, which they have been issued by the Colville School District. Chromebooks that are broken or fail to work properly must be checked in at the main office of the building associated to that student. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted and removed carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- 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.

Carrying the Chromebook:

It is your responsibility to prevent damage to your issued device from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag will provide basic protection from everyday use provided the backpack or book bag is handled with care. For example, you should not toss the bag or drop the bag if your Chromebook is inside.

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 microfiber cloth. Do not use window cleaner, water or any type of liquid on the Chromebook.

Using Your Chromebook

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:

At school, sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that students bring a personal headset or 'earbuds' for any audio projects they work on.

Printing:

At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

At Home: The Chromebook will not support a physical printer connection.

Managing Your Files and Saving Your Work:

Students may save documents to their Google 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.

Offline storage: Chromebooks have limited storage capabilities. Other than curriculum related materials for offline learning needs, no other documents can be stored locally on a device.

Personalizing the Chromebook:

Chromebooks must remain free of any writing, drawing, or stickers. An identification label with the Colville School District name and asset information will be placed on each device. This identification label must stay on the device at all times. Under no circumstances are students to modify, remove, or destroy identification labels. Spot checks for compliance will be done by teachers, administration or Colville School District Technicians at any time.

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 the Colville School District.

Protecting & Storing Your Chromebook:

Storing Your Chromebook:

When students are not monitoring their Chromebook at school, they should be stored in their lockers _with the lock securely fastened._ Nothing should be placed on top of the Chromebook at any time. Chromebooks should _never_ be stored in a vehicle.

Storing Chromebooks at Extra-Curricular Events: Students are responsible for securely storing their Chromebook during extra-curricular events.

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, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office.

Repairing or Replacing Your Chromebook:

Chromebook Repair:

Please report all Chromebook problems to the IT Department by emailing helpdesk@colsd.org

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with the IT Department.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to Google Drive so documents and class projects will not be lost. Personal information should not be stored on school district devices.
- Students and parents may be charged for Chromebook damage that is a result of misuse or abusive handling.
- If a Chromebook becomes defective (at no fault of the student) Colville School District will replace the Chromebook at no charge with a refurbished Chromebook. The IT Department 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 may be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Lost, Stolen 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 deemed necessary, the user will not be given another device or accessory.   Parents/Students may be charged for full replacement cost of a device that has been lost, stolen or intentionally damaged due.

Chromebook Technical Support:

Contact your building main office phone number.