Pecatonica School District

Chromebook Technology Handbook

2018-2019

The Pecatonica Area School District will provide each student a diverse education in a safe, supportive environment that challenges and equips students to become productive and innovative learners, leaders, and citizens in our ever-changing global community.

Pecatonica Area School K-12 Technology Vision

1:1 Technology Initiative Rationale

The staff and administrators of the Pecatonica Area School District have noticed the trend with today's digital technology. In order to provide our students with 21st Century skills, the decision was made to provide each student with a Chromebook to gain those skills and other daily learning opportunities.

The learning opportunities possible with Chromebooks promote important life skills including planning and organization, creativity, problem solving and analyzing. The use of Chromebooks can provide an individualized learning environment where students can work at their own pace and at their own level. However, technology immersion does not take away from the important role of the teacher as they will continue to provide highly effective educational experiences for all students.

The individual use of the Chromebook is a way to empower students to learn at their full potential and to prepare them for the real world of post secondary school and/or the workplace. The Chromebook is a "Next Generation" device that makes learning more engaging and accessible as well as creating digital technology learning with higher level application opportunities for the success of our students at the career and college level.

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Pecatonica Area School District Technology Vision

1. Chromebook Distribution and Check-In

1.1 Chromebook Distribution
- Chromebooks will be distributed for MS and HS on Open House night. A mandatory meeting will be held for parents and students before the Chromebooks will be disbursed. Before receiving the Chromebook, students and parents/guardians must sign and return the Acceptable Use Policy.

1.2 Chromebook Check-in
- Chromebooks will be checked back in during the final weeks of school. Any Chromebooks not returned will be considered stolen property and local law enforcement officers will be notified.

- Students who withdraw, are suspended or expelled must return their Chromebook on or before the date of withdrawal/departure. Failure to return the Chromebook will result in either paying the full cost for a replacement Chromebook or a stolen property report being filed with local law enforcement officers.

2. Chromebook Care

Students are responsible for the general care of the Chromebook. If a Chromebook fails to work properly or breaks, it should be brought to the library. **District owned Chromebooks cannot be taken to an outside computer service center for any type of repairs or maintenance.**

2.1 General Precautions
- The Chromebook is property of Pecatonica Area School District. All users will follow board policies and the Acceptable Use Policy for the internet and technology use.
- Keep food and drink away from the Chromebook at all times.
- Cords, cables and removable storage devices must be inserted and removed carefully to prevent damage to those ports.
- Removable storage devices (flash drives) must be removed before transporting Chromebooks.
- Chromebooks must remain free of any writing, drawing, stickers or labels that are not property of Pecatonica Area Schools.
- Students are responsible for keeping Chromebooks with them at all times.
- Chromebooks should not be left in a car or exposed to extreme temperatures for long periods of time

2.2 Carrying Chromebooks
- Transport Chromebooks with care.
- Elementary (K-4th) Chromebook cases should remain on devices at all times

- Upper elementary through MS (5th-8th) Chromebooks should be transported with device closed, zipped inside the messenger bags provided, with strap over student's head. Charging cord must accompany the Chromebook and bag at all times.
- HS (9th-12th) Chromebooks should be transported with device closed, zipped inside the messenger bags provided, and can be carried by bag handles or with shoulder strap. Charging cord must accompany the Chromebook and bag at all times.
- Do not carry other items on top of the Chromebook or inside the bag.
- Chromebooks should never be lifted by the screen or lid.
- Do not place other items in the carrying case with the Chromebook.

2.3 Screen Care

Chromebook screens can be easily damaged and are particularly sensitive to pressure applied to them.
- Do not lean on the Chromebook when it is open or closed.
- Do not place objects on the Chromebook.
- Do not place items on the keyboard before closing the cover (pens, markers, etc)
- Do not touch the screen with fingers.
- Do not poke the screen.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

3. Using Your Chromebook at School

The Chromebook is intended for use at school every day. Kindergarten through 4th grade will have access during school. 5th grade through 12th grade students are expected to take Chromebooks to all classes everyday, unless specifically advised not to do so by their teacher. The Chromebook is property of the Pecatonica Area School District. Therefore, **school staff and administration have the right to check any material stored on a student's Chromebook at any time.**

3.1 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 library if one is available.
- Repeat violations of this policy will result in disciplinary action.

3.2 Charging
- Chromebooks (K-4th) will be stored and charged overnight in the classroom ready for school the next day.
- Chromebooks (5th-12th) will be stored and charged overnight at home ready for school the next day. To prolong battery life, it is suggested to power off the Chromebook if it will not be in use for an extended period of time.
- Repeat violations of this policy will result in disciplinary action.

3.3 Chromebook Repairs
- Students *may* be given a loaner Chromebook from the library, if available, for use while their assigned Chromebook undergoes repair.
- 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.

3.4 Chromebook Images
- Inappropriate media may not be used as a background, screensaver or profile photo.
- The presence of guns, weapons, inappropriate language, alcohol, drugs, gang related symbols or other media deemed inappropriate by staff, will result in disciplinary actions.

3.5 Sound
- Sound must be muted at all times unless permission is obtained from the teacher for for instructional purposes.
- Headphones may be used at the discretion of the teacher

3.6 Printing
- Printing material will require permission and may be limited by teachers.

3.7 Account Access and Passwords
- Students will only be able to login with their school issued Google accounts.
- Personal logins will not be accessible on the Chromebooks, only school accounts are allowed.
- Students should create strong passwords and protect them by not sharing with anyone.

4. Chromebook Operating System
- Chromebooks use the Chrome operating system created by Google.
- Additional software, such as iTunes and Microsoft Word, cannot be added to the Chromebook due to lack of hard drive space.
- It is good practice to power down the Chromebook at night so updates may occur when it is turned back on.

5. Managing and 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. Chromebook Updates and Protection

6.1: 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 reimaging.

6.2: 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.

6.3: Procedures for Restoring your Chromebook
- If your Chromebook needs technical support for the operating system, all support will be handled by the Library.

6.4: 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.
- Teachers and Administration will indicate when an app needs to be added, otherwise, students are not allowed to add apps to their Chromebooks.

7. Protecting Your Chromebook

The Pecatonica Area School District Acceptable Use Policy can be found on the district website. All students are expected to follow this policy when using Technology.

7.1 Chromebook Identification
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 assigned to the same student for the duration of four years at Pecatonica Area Schools.

7.2 Chromebook Storage and Transportation

Grade K-4th
- Chromebooks will be stored in mobile carts or tech tubs located in their classrooms. However, students are expected to carry Chromebooks appropriately within the classroom and between classrooms with the cases on at all times.

Grades 5th-8th
- Chromebooks will be expected to go home every night to be used and charged. Power cords must accompany the Chromebook inside the messenger bag at all times. Transportation of Chromebook will be in the closed position while zipped closed inside the messenger bag, with carrying strap over the head.

Grades 9th-12th
- Chromebooks will be expected to go home every night to be used and charged. Power cords must accompany the Chromebook inside the messenger bag at all times. Transportation of Chromebook will be in the closed position while zipped closed inside the messenger bag, and can be carried by bag handles or with shoulder strap.

7.3 Chromebooks Left in Unsupervised Areas
- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include any public places, school grounds, lunchroom, computer lab, locker rooms, library, lobbies, hallways and unlocked classrooms and lockers. Any Chromebooks left in these areas are in danger of being stolen or damaged. **Students are responsible for stolen devices**. Any lost devices will be taken to the Library Media Center for identification.

8. Chromebook Repair and Replacement

8.1 Basic Maintenance
- Basic repairs will be done in the Library or District Office by trained staff.
- If the Chromebook can't be fixed in house, it will be sent out for repairs.

8.2 Technology Fee and Damages
- Students will be charged a yearly technology fee included with school registration fees.
- This fee will cover basic maintenance, however *intentional* damages will be charged at additional cost.
- If the damage is deemed intentional the student/family will be notified of the specific charges.

9. Technical Support

9.1 Technical support
Technical Support will be available in the library. Services provided include the following:
- Hardware maintenance and repair
- User account support
- Distribution of loaner Chromebooks
- All Repairs MUST be made by Pecatonica Area Schools.

10. Chromebook FAQ's

Q: What is a Chromebook?
A: Chromebooks are lightweight mobile devices that allow users to access the web. They include a full size keyboard, trackpad, full size screen, long battery life, and Wi-Fi accessibility. Chromebooks are ideal for anytime and place that wireless Internet is available. The low maintenance Chromebook provides a fast, safe and secure online presence for the user.

Q: What kind of software does a Chromebook run?
A: A Chromebook uses web-enabled extensions. A Chromebook is a web-based device that does not support software. For example, Microsoft Word is not a valid program on a Chromebook.

Q: How are these web based applications managed?
A: Each Chromebook we provide to students will be managed by Pecatonica Area Schools. Members of Pecatonica School District 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
● SIM cards
● SD cards
● External monitors and projectors
● Headsets, earbuds and microphones

Q: Can the Chromebook be used anywhere at anytime?
A: Yes, a chromebook can be used anywhere with a wireless internet connection.

Q: Do Chromebooks come with Internet Filtering Software?
A: Chromebooks do not automatically come with Internet filtering software. However, our district Chromebooks are programmed to always use our filters.

Q: Is there antivirus built into it?
A: It is not necessary to have antivirus software on Chromebooks because there are not running programs for viruses to infect.

Q: How long is the battery life?
A: Chromebooks have a rated battery life between 6.5-9 hours. Battery life will diminish over time.