



# **Chromebook Care & Usage Handbook**

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## Mission

The mission of the Device Assisted Learning Initiative in the Scottsbluff Public 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, problem solving and higher level thinking 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. Scottsbluff Public Schools endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for college and career readiness.

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## Equipment

Students in grades 6-12 will be issued the following equipment:

- Chromebook
- Power cord
- Protective case

## Operating System and Software

### Operating System

The Chromebook operating system, Chrome OS, updates itself automatically and is managed by the district.

### Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings and Forms.
- Work within these apps is stored via Google Drive in the cloud.
- Student accounts are issued and maintained through Scottsbluff Public School's Google domain.

### Additional Apps and Extensions

- Students in grades 6-12 are unable to install additional apps and extensions on their Chromebooks other than what has been approved by Scottsbluff Public Schools.

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## **Distribution of Chromebooks**

Students will be issued their Chromebook at the beginning of each school year. Before a student is issued a Chromebook the following steps must occur:

- Students and parents are highly encouraged to attend a scheduled Chromebook orientation.
- Students and parents must read and agree to all policies and procedures for use, care and maintenance of the Chromebook.
- Students and parents must have a current Acceptable Use Policy on file.
- Students and parents are asked to pay an annual non-refundable participation fee (optional, covers first repairs up to \$30 from accidental damage).
- Students with outstanding balances for Chromebook repairs from the previous school year will not be issued a Chromebook in the fall until the outstanding balance is paid.

## **Collection of Chromebooks**

At the end of the school year, students will turn in their Chromebooks, including power cords and school issued case. The same device will be returned to students the following year, unless the student is being issued a new device the following year. Students should be sure to remove any accessories they use with the Chromebook (headphones, wireless mice, etc) from their case before turning in their device for the summer.

Students who transfer out of or withdraw from Scottsbluff Public Schools must turn in the Chromebook, power supply, and case to the office on their last day of attendance. Failure to return the device and accessories, in either of these cases, will result in the student/family being charged the full replacement cost.

## **SBPS Device Repair Incentive Program:**

Scottsbluff Public Schools offers the opportunity to participate in the optional SBPS Device Repair Incentive Program designed to help students and families alleviate some of the financial responsibility for device repairs and/or replacement.

## **SBPS Device Repair Incentive Program Optional Participation Fee**

Total cost for participation is \$30.00/\$15.00\* per device, per school year (\*reduced for students who qualify for Free/Reduced Lunch Program). Participation is indicated by and effective upon fee payment online or direct payment to school bookkeeper starting August 1st.

## **Benefit**

The program applies to any device assigned to the student and potentially defrays the costs from damage and/or loss. If a student's Chromebook is damaged, a temporary "loaner" device will be checked out to the student while his or her device is repaired. Do not attempt to fix it. Report the problem to appropriate school staff as soon as possible. A fine will be assessed for necessary repairs based solely on the cost of the parts required to return the device to a working condition. Lost or stolen devices should also be reported to school officials and authorities (police) within 24 hours and a police report must be filed in the school office.

Total cost of repairs or device replacement will be determined by SBPS. Program participants receive a \$30 credit toward repairs after paying the participation fee. Participants pay 50% of all repairs/replacement in excess of the \$30 Participation Fee (per the schedule of repairs and fines).

This incentive program will not apply to damage caused as a result of gross negligence or purposeful damage and the district reserves the right to discontinue participation for students with unusually high numbers of repair requests. Such discontinuation will be effective 10 days after notification to the student and parent/guardian.

## **Effective and Expiration Dates**

The program is effective from the date of the participation fee payment through the date at which the device is returned in good condition or the first student day of the next school year.

*\* The schedule of repairs and fines includes components most likely to need repair/replacement, but is not exhaustive and can be found in the [Parent Guide to Chromebooks](#) on the SBPS website. Costs reflect information for the 2018-19 school year.*

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## **Privacy, Security, and Filters**

### **Network Monitoring and Privacy**

Students should have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

### **Monitoring Software**

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

### **Passwords**

Passwords are provided by Scottsbluff Public Schools and cannot be changed. Do not share passwords with anyone, ever. All password issues are handled through the Scottsbluff Public Schools Technology Department. If a password needs to be reset, the student should submit a Help Desk request. In the event that a student cannot complete the request, they should contact a teacher or administrator.

### **Staff 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 as well as inappropriate material contained on the device.

### **Operating System**

As previously noted, the Chromebook operating system, Chrome OS, updates itself automatically and is managed by the district. Students should never be changing or tampering with the settings or operating system. Students found to be changing settings inappropriately or resetting the established

district settings by *wiping the device* will face disciplinary consequences up to loss of device privileges.

### **Filter**

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district.

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## **Device care**

Students are responsible for the general care of the Chromebook they have been issued by the school.

### **General Precautions**

- Chromebooks should always be transported with the lid closed.
- Students should always keep their Chromebook secured in their hallway locker when unattended.
- No food or drink should be consumed or open near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Heavy objects should never be placed on top of a Chromebook.
- Don't lean on or use a Chromebook as a writing surface.
- Never leave the device in extreme temperatures, direct sunlight, or in a vehicle overnight.
- Always bring the Chromebook to room temperature prior to turning it on.
- Asset tags shall not be removed.

### **Transporting the Chromebook**

Chromebooks that are assigned to go home come with a school issued case. The purpose of the case is to protect the device while it is being transported. When not in use, closing the Chromebook lid will save battery life and protect the screen. The Chromebook must be transported in the protective case at all times.

## **Screen Care**

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

## **Cases**

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.

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## **Device Use**

### **Educational Use**

School issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy at all times.

### **Ownership**

Chromebooks are issued to individual students for educational purposes and should be used only by the student to whom it is issued. The Chromebooks are property of Scottsbluff Public Schools, not the student to whom it is issued.

### **Charging Device**

Students are expected to bring a fully charged Chromebook to school every day. Failure to do so may result in the student's inability to participate in classroom learning activities and/or be assigned an extra non-digital assignment. A non-charged Chromebook will NEVER exempt a student from coursework responsibilities. Chromebook chargers (power cords) must be left at home. SBPS will not be responsible for theft or loss of Chromebook power cords.

### **Chromebook Battery**

The Chromebook should be charged using the provided charger. Fully charged Chromebook batteries will typically last 6-8 hours of use. Waiting to charge the Chromebook until the charge is low (less than 20%) will extend the battery life.

### **Personalizing the Chromebooks**

Chromebooks must remain free of any writing, drawing, stickers, paint, tape, adhesives and labels. Students may add appropriate music, photos and videos to their Chromebook via their Google Drive. Personalized media is subject to inspection and must follow the Scottsbluff Public Schools' Acceptable Use Policy.

## **Use Outside of School**

Students are encouraged to use their Chromebooks at home and other locations for educational purposes. A WiFi internet connection will NOT be required for Chromebook use. However, some functions of the Chromebook will only be accessible with a WiFi connection. Students are required to abide by the Acceptable Use Policy and Student Handbooks, local, state and federal laws.

## **Working with Files Offline**

Students can use many types of files on the Chromebook, like documents, PDFs, images, and videos. Almost everything students work on for SBPS will be saved in the Google Drive or another SBPS tool. However, students can choose to save files to the Chromebook's hard drive, or an external hard drive. [This support page from Google](#) or the SBPS ["Working While Offline"](#) page should help with all of these possibilities.

## **Things that Cannot be done Offline**

Students cannot access web pages while offline. For that to work a backup copy of THE WHOLE ENTIRE WORLD WIDE WEB would have to be downloaded onto the Chromebook, and it does not have enough storage space to do that. Also, some Google Apps features such as spell checking, add-ons, sharing files, adding images, and downloading files are unavailable when offline.

## **Sound**

Sound should be muted at all times unless permission is obtained from a teacher. Student provided headphones may be used at the discretion of the teachers.

## **Printing**

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

Chromebooks are only able to print using a protocol called "Cloud Print" created by Google. While Chromebooks are unable to print to any SBPS printers, it may be possible that your home has a "Cloud Print" enabled printer. A far more likely (and simpler) situation would have students log into their "@sbbearcats.net" Google account from a home computer that has the capability to print to a printer in your home. Information about Google Cloud Print can be obtained here:

<http://www.google.com/cloudprint/learn>

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## **Chromebook Maintenance & Repair**

### **Tech Support**

All Chromebooks in need of repair must be brought to the SHS or BMS Library as soon as possible

- Students will complete a help desk request in the school library.
- All repair work must be provided by Scottsbluff Public Schools.

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## Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Scottsbluff technology acceptable use policy 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. I will not publish others' personal details, contact details, or a schedule of their activities.

5. **Respect Intellectual Property** - I must request permission to use copyrighted or otherwise protected materials. I must suitably cite all use of websites, books, media, etc. I must acknowledge all primary sources and validate information. I must 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.

### Acceptable Use

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and

network resources.

- As a safety precaution, full names or addresses are not to be revealed online.
- Computer and network resources have been provided for educational purposes - game-playing and commercial uses are prohibited.
- Sharing of individual accounts is prohibited.
- Electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
- Vandalism or "hacking" of any kind is prohibited.
- The security of the system and the rights of other users are to be respected at all times.
- Students knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Scottsbluff Public Schools and/or civil authorities.
  - Based on the severity of the offense, such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Scottsbluff Public Schools harmless from any claims or damages arising from such use. Scottsbluff Public School District makes no warranties for the information or the services provided.
- Board Policy 504.10 - Student Use of Computers.
- Board Policy 606.06 - Internet Safety and Acceptable Use Policy

### **Privacy and Safety**

- Students should not go into any chat rooms other than those set up by the teacher or mandated in other distance education courses.
- Students should not open, use, or change computer files that do not belong to them.
- Students should not reveal their full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If a student inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, they should notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

### **Legal Propriety**

- Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.
- Plagiarism is a violation of the Scottsbluff Public Schools 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.

### **Email**

- Students are provided an email account for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Scottsbluff Public Schools. This email system is monitored by the

Scottsbluff Public Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass email, chain letters, or spam.
- No private chatting during class is allowed without permission.
- Email is subject to inspection at any time by school administration.

### **Discipline Consequences**

- The student to whom a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Handbook or the Scottsbluff Public Schools' Acceptable Use Policy will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Scottsbluff Public Schools Technology Department to ensure appropriate use. The Scottsbluff Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

### **Compliance with the Law and Use of Computers / Internet**

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publishers' rights, license agreements, acts of terrorism, cyber bullying, assault, threats, and student right of privacy.

#### **Child Pornography**

In Nebraska, teenagers who send or receive sexually explicit photographs by cell phone or computer are at risk of felony child pornography charges. Child pornography includes depiction of someone under the age of 18 engaged in sexually explicit conduct – such as actions, poses or nudity.

Even if the student was not there to capture the photo or video, it is against the law to be in possession of such photographs – or to share such photographs with other students.

Possession and distribution of child pornography carry serious penalties that will affect the future of our students.

In addition, there are real risks that sexually explicit pictures, meant to be shared with a friend or partner, will make their way into wider publication on the Internet.

Students who come into possession of child pornography should immediately contact a trusted adult and notify police. Students should not delete the image or video, because that would destroy potential evidence. They should save the images to share with police.

### **Access to the Internet by Minors (students under the age of 18) or Adults (over age 18)**

Minors or adults shall:

1. Not access material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for education.
2. Not use Scottsbluff Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Not engage in any illegal activities on the Internet.
4. Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Scottsbluff Public Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Scottsbluff Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Scottsbluff Public Schools.
6. Minors shall not disclose personal identification information on the Internet.

### **Policy Violations**

Any violation of this policy may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Scottsbluff Public Schools, including applicable State and Federal laws.

- Board Policy 504.10 - Student Use of Computers
- Board Policy 504.10A - Internet/Email Acceptable Use
- Board Policy 504.10F - Acceptable Use of Computers, Technology, & Internet

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Acceptable Use Policy Signature form available from the student's local building administrator.

Click [here](#) to view complete version of the Scottsbluff Public Schools Acceptable Use Policy.