Introduction

Use of Technology – Chromebook Procedures and Information for Students and Parents

The mission of the 1:1 program at Fairview is to create a collaborative learning environment for all participants. This setting 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. As students prepare for the world of tomorrow, the skills embedded for productive citizenship are inherently more electronic; therefore, Fairview's efforts to make technology commonplace will focus on responsible computing in all respects. Our end goal is for students to conduct themselves with the same level of kindness and decency in the cyber world as they would in the hallways of Fairview.

District 72 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 whatever path they choose after graduating from Fairview. Learning experiences will afford students opportunity to evaluate information, synthesize ideas into new understandings, and use their contributions to add to the growing online world of knowledge.

1. Receiving Your Chromebook

a. Parent/Guardian Orientation

All parents/guardians are **required** to sign the Fairview Chromebook Agreement and pay the technology fee before a Chromebook can be issued to their student.

b. Distribution

Students will receive their Chromebook on the first day of school, if all requirements are met. Students must sign the Fairview Chromebook Agreement prior to receiving their Chromebook. Students and parents that miss the pick-up day will be able to pick up their Chromebook from the school office, but must still sign off on the Fairview Chromebook Agreement and pay the technology fee in full.

c. Transfer/New Student Distribution

All transfer/new students will be able to pick-up their Chromebook from either the Core teacher or the school office. Both students and their parents/guardians must sign the Fairview Chromebook Agreement prior to picking up a Chromebook and pay the technology fee in full.

2. Returning Your Chromebook

a. End of Year

At the end of the school year, students will turn in their Chromebook, charging unit, and case. Failure to turn in a Chromebook will result in the student being charged the full $250 replacement cost. The District may also file a report of stolen property with the Skokie Police Department. Lost or damaged cases cost $30 for replacement while chargers will be a $20 fee for a new unit.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from Fairview must turn in their Chromebook, charging unit, and case to the school office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full $250 replacement cost. Lost or damaged cases cost $30 for replacement while chargers will be a $20 fee for a new unit. Unpaid fines and fees of students leaving Fairview may be turned over to a collection agency. The District may also file a report of stolen property.

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 District Office as soon as possible, so they can properly be repaired. District-owned Chromebooks should never be taken to an outside computer service for any type of repair or maintenance. Students should never leave their Chromebook unattended except locked in their hallway locker.

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in in classroom spaces where the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

b. Carrying Chromebooks

- Students are expected to transport their Chromebook in the District 72 issued case or another approved cover/case at all times. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

c. 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.

d. Asset Tags

- All Chromebooks will be labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

4. Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher. Chromebooks will be used for a variety of purposes and at all levels of curriculum. The Chromebook is an essential tool for learning.

a. Loaner Chromebooks

- Loaner Chromebooks are only available to those students who have a device that is out for repair. Loaners will NOT be available to students who fail to bring a charged device to school or have forgotten it at home.
- A student borrowing a Chromebook will have it checked out to their standard library account and will be responsible for any damage to or loss of the issued device.
- Fairview will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to the principal's office for those students that have more than one occurrence during the school year.

b. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- A member of the Fairview Tech Department will contact students when their device is repaired and available for pick-up.

c. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebook at home every evening.
- There will be a limited number of unsupervised charging stations in the library and some classrooms available to students on a first-come, first-served basis.

d. Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

e. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teacher.
- Students should have their own personal set of headphones for sanitary reasons.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing stations will be available in the library and other various locations. Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebook

at school. Each print station will consist of a desktop computer and networked printer. Students may log into a print station to print their work.
- Students may set up their home printer with the Google Cloud Print solution to print from their Chromebook at home. Information about Google Cloud Print can be obtained here: http://www.google.com/cloudprint/learn/.

g. Logging into a Chromebook

- Students will log into their Chromebook using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

h. Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebook at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet.   Students are bound by the Fairview Chromebook Agreement, Fairview Chromebook Procedures, and Board of Education policies at all times.

Through use of content filtering software installed by the District, the Chromebook records a history of all sites, searches, and images visited by a user. Parents should regularly and randomly check their student's browsing history in addition to monitoring conducted by the school.

The Chromebook is designed for a level of use expected from one user completing their schoolwork on the computer. Devices that get used by other members of the household for prolonged periods of time, in addition to use from a Fairview student, tend to require more frequent repairs or completely malfunction prematurely. Therefore, we ask Chromebook use be limited to Fairview students while completing their assignments. Suggested approaches to limiting screen time to appropriate usage include:

- Moving the Chromebook into a common area of your home (kitchen, family room, etc.), **NOT** their bedroom.

- Setting a time limit for homework completion and collecting the device at that time to ensure overnight charging occurs.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

a. Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

7. Content Filter

The district utilizes the Securly Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). Chromebooks will have all Internet activity protected and monitored by the District both at school and at home. If an educationally valuable site is blocked, students should contact their teacher or the Fairview Technology Department to request the site be unblocked.

8. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Students are not allowed to install Chrome web apps and extensions from the Chrome Web Store.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. Chromebook Identification

a. Records

- The district will maintain a log of all Chromebooks including: the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

b. Users

- Each student will be assigned the same Chromebook for the duration of his/her time at Fairview. *Take good care of it!*

10. Repairing/Replacing Your Chromebook

    a. Fairview Tech Department
- All Chromebooks in need of repair must be brought to the District Office as soon as possible.
- Fairview Tech staff will analyze and fix the problems they can and escalate issues they cannot.

b. Vendor Warranty
- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.

The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the Fairview Tech Department (Director of Technology).

c. Damaged Devices
- The District will repair or replace damaged equipment resulting from normal use. The District will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full $250 replacement cost to purchase a new device. Please review the following procedures and consequences for damage to Chromebooks.
- **First incident of accidental damage (drops, spills, loss of device, etc.)*:** $25 fee. A letter will be sent to parents.
- **Second incident of accidental damage:** A fee of $25 *or* up to the replacement cost ($250) of the device, based on level of damage to the device, and a letter will be sent to parents.
- **Third and subsequent incidents of accidental damage:** A fee of $25 *or* up to the replacement cost ($250) of the device, based upon the level of damage. A parent/guardian meeting with the school principal will be required.

*Chargers cost $20 and cases $30 even in the instance of first loss or damage.

11. No Expectation of Privacy

Students 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 related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

a. Monitoring Software
1. Teachers, school administrators, and the Fairview Technology Department may use monitoring software that allows them to view screens and activity on student Chromebooks.

12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Fairview Chromebook Agreement, relevant Board of Education policies, and 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.
5. **Respect Intellectual property**. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will 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.