

# BULLDOG STRONG

Green High School

ChromeBook Handbook

2016-2017

Beginning this August 2016, every student at Green High School will be assigned a Chromebook for school and home use. This new initiative is called GHS: One to World.

Chromebooks are laptop computers that are designed to be used primarily while connected to the Internet and utilize applications and document in the cloud. These devices will provide all of our high school students with the same powerful learning tool to complete both in-class and at-home academic projects and assignments.

## **GHS Chrome Book Initiative**

- Expands and enhances our students' educational opportunities
- Encourages integration of 21st century technology skills throughout the learning process.
- Uses Google Classroom as the foundation for collaboration, thereby transforming instruction and learning.
- Provides students with access to anytime, anywhere learning by harnessing cloud-based applications to extend learning time beyond the school day.

Green Local School has purchased the initial set of Chromebook computers with grant monies raised through the Young Entrepreneurship Consortium. A \$25 technology fee will be assessed for high school students each school year to provide sustainability to our Chromebook program. Additionally, the district is leveraging existing technology department funding to sustain this project.

## Chromebook Check Out / Return Procedures

1. Parent and students sign three forms (Chromebook Usage Agreement, Acknowledgement of Receipt of Chromebook 2016-2017, and the Green Local Schools Acceptable Use Policy).
2. Chromebooks are checked out and assigned to student just like any textbook.
3. Students turn in Chromebooks and textbooks at the end of each academic year or when withdrawing from the district. (Students will receive the same device the following year.) Chromebooks are assessed for damages and fines are assessed as needed.

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## Green High School Chromebook Handbook

### **Chromebook Basic Care and Instructions**

- Bring it to school every day.
- Charge your Chromebook every night. Leave your charger at home during the day.
- Keep your Chromebook in its protective sleeve when not in use. (need to look into)
- Keep only school-appropriate media on your computer.
- Do not take images, video, or audio without subject consent and school staff permission.
- Leave the District-loaded apps on your Chromebook.
- Avoid eating and drinking while using your Chromebook. Be aware of this during lunch.
- Close your Chromebook and place it in the protective sleeve when walking and switching classes.
- Never leave your Chromebook unsecured. Your Chromebook should never be in an unlocked locker car, or any unsupervised area.
- Never leave your Chromebook exposed to extreme elements. Chromebooks are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp, or wet should be avoided.
- Notify a teacher or media specialist if your Chromebook has a problem.
- Never try to repair your Chromebook yourself.
- Clean only with a dry or slightly damp cloth.
- Students are permitted to put school-appropriate, removable stickers on the top cover of their Chromebook. All stickers must be removed when the Chromebook is turned in each year.

### **Web and Content Filtering**

All Green Chromebooks access the internet via filtered Internet access. We've extended the same web filtering required of all schools to these devices regardless of physical location or time of day.

Chromebooks are an academic tool, extending the academic environment beyond the school day and enriching student learning in a contemporary and relevant 21st century format.

### **Student Privacy**

Green Chromebooks utilize Google Apps for Education for word processing and productivity software.

More than 40 million students, teachers, and administrators rely on [Google Apps for Education](#) to learn, communicate and work together more efficiently. Google is committed to protecting the privacy and security of all users, including students.

## **Frequently Asked Questions**

### **When will Green be signing out Chromebooks?**

Each year, GHS holds a schedule pick up time during the week prior to school. Students will also be able to pick up Chromebooks during this time. Students will be required to attend Chromebook 101 session before receiving their Chromebook. All necessary forms must be signed in order to pick up their Chromebook.

Pick up dates are: August 9 (Seniors), August 10 (Juniors), August 11 (Sophomores).

Make up date on: August 13

Freshmen will receive their Chromebooks on Freshmen Orientation Day, August 17<sup>th</sup>.

### **When does Green collect Chromebooks?**

Students turn in Chromebooks and textbooks at the end of each academic year. Chromebooks are assessed for damages and fines are assessed as needed. Students will receive the same device the following year. Students withdrawing from the district for transfer purposes are required to turn in their Chromebook and textbooks. Chromebooks are assessed for damages and fines are assessed as needed. Seniors are required to return Chromebooks and textbooks at the end of their academic career at Green. Chromebooks are assessed for damages and fines are assessed as needed.

### **What are students loaned and required to turn back in?**

Each eligible student is given a Chromebook, charger, and protective sleeve. At the end of each academic year (or when a student leaves the district), they are required to turn in the same Chromebook, charger and protective sleeve. If a student is missing a Chromebook, charger, and/or sleeve, a fine will be added to their student account and the parent/guardian will be notified. If a student turns in a damaged Chromebook, charger, and/or sleeve, it's condition will be evaluated by a member of our technology team. The device will be repaired (if possible), a fine will be added to their student account and the parent/guardian will be notified.

### **What do I do if I need help?**

Students are encouraged to ask a teacher for help or bring their Chromebook to the building Media Center for basic troubleshooting. Once in the Media Center, the Media Specialist may need to coordinate additional repairs with the technology department. The Media Specialist can issue a loaner Chromebook if needed (see below).

### **I broke my Chromebook! How much should I expect it to cost?**

Each Chromebook comes with a limited factory warranty which covers manufacturer defects only.

Cracked screens and damages due to accidents and/or abuse will incur repair costs up to the cost of the device. It will be the right of the building principal, technology director or his/her designee to determine if damages were due to negligence or accidental. The administration will review all damages determined to be from misuse or negligence and will assess the student's continued privilege of taking the Chromebook to and from School.

Damage(s)	Price:
Screen	
Battery	
Power Charger	
Protective Sleeve	
Keyboard	
Hinges	
Chromebook Intentional Damage / Neglect Water Damage / Motherboard Loss / Theft	\$203
Chromebook, Charger & Sleeve	

*\*actual costs will be published at the beginning of the school year*

#### **How long will repairs take?**

Most repairs to Chromebooks are typically completed within 48 hours by our technology staff. Parent/guardians are notified of all damages to Chromebooks so they can acknowledge any fine(s) associated with the repair of the device.

#### **My Chromebook is getting fixed. Can I get a loaner Chromebook?**

Green will maintain loaner devices for students while repairs are being made to their Chromebooks.

Loaner Chromebooks are not to leave the school and should be returned to the media center at the end of the day.

#### **I left my Chromebook at home. Can I get a loaner?**

Students are required to bring their Chromebooks to school daily, fully charged. On a very limited basis, loaner Chromebooks are available to students who accidentally leave a Chromebook at home.

However, if your student becomes a PCB (perpetual Chromebook borrower), district staff may restrict the number of times a student can borrow a Chromebook during a semester, provide them to students with damaged Chromebooks first, or restrict loaning entirely.

#### **Can I fix it myself or take it somewhere else to have it repaired?**

No. Students and parents may not attempt to open their Chromebooks to complete any repairs as this will invalidate the manufacturer's warranty. The Green technology department is the sole agent for all tech support, repairs, or warranty claims for Green Chromebooks. Other repairs (store or technology service) are not permitted. Repairs are done at cost of the replacement parts, with no charge for labor.

You will not be able to fix your Chromebook for a lower price than we can.

#### **Can students access the Internet at home using their own Internet provider?**

Students may connect to any wifi network, whether at home or in a public place.

**What if I do not have Internet access at home?**

The District will not be providing Internet access for families. Students without home wireless access will be able to complete Google Docs and other Chromebook functions that are available 'offline'. Teachers will assist students in learning to develop skills to continue use of their device when wifi is not available.

**Can my student install software on the Chromebook?**

The Chromebook is a web-based device that does not allow for software to be installed by users. Students will access web-based applications at school and home, although some features are also available for use 'offline'.

**Can I install a home printer?**

Students are encouraged to digitally publish and share their work with their teachers and peers. Many teachers have created online learning environments within Google Classroom. Other teachers will encourage students to complete some assignments electronically within email and the full suite of Google Apps (Google Drive, Docs, Sheets, Slides, etc.).

Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be found here: <http://www.google.com/cloudprint/learn>.

**What will the technology fee (\$25 per year per student) be used for?**

The assessed \$25 technology fee will be used to help sustain our Chromebook program, provide maintenance and care of our devices, and sustain software costs used by our students and staff.

**Are textbooks being replaced with online textbooks?**

The High School will continue using their current textbooks at this time. Several courses have access to online materials from the textbook manufacturers and these will be used where appropriate. Having a laptop will allow the teacher to utilize a broad range of online resources and materials.

**Turn off Camera in Chrome**

If you would like to deactivate the camera installed on your child's Chromebook, [please click here for instructions](#). **\*Any user is able to activate and deactivate this function. While the camera can be turned off, it cannot be locked.**

## **Chromebook Insurance Options 2016-17**

Each Chromebook comes with a limited factory warranty. It covers the cost of repair for manufacturer defects, but cracked screens and damages due to accidents or abuse can incur repair costs up to the cost of the device. Lost or stolen Chromebooks increase that cost to \$203 to replace. Some of the items can be repaired, for the cost of materials, at school.

\*most current price as of April 2016

One of the suggested options that families will want to consider is third party insurance which usually covers breakage, theft, or loss. Green Local Schools does not offer an insurance policy, and purchasing insurance is optional. However, we recommend contacting your insurance company and/or other third party insurers to inquire about the policies they offer.

Cost effective insurance company that work with many families and school districts are:

Go Care - <http://www.gocare.com>

(The Green Local School District receives no payments or incentives for recommending either company.)



**ONE to  
WORLD**

**Your world in one place.  
Your place in one world.**

Green High School

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## Chromebook Usage Agreement

<p><b>The following items reiterate the important points covered in the Green High School Chromebook Handbook. Review/initial each statement as agreement and understanding of your part in the program.</b></p>	<p><b>Student Initial</b></p>	<p><b>Parent Initial</b></p>
<p>I understand that I am responsible for taking care of the Chromebook and accessories, including proper cleaning, avoiding hot and cold temperatures, and keeping the Chromebook in the provided sleeve.</p>		
<p>I will not leave my Chromebook unattended unless it is locked in a secure place. My parent/guardian may be fully responsible for the cost of replacement should my Chromebook become lost or stolen.</p>		
<p>I understand that I (or parents) may be fully responsible for the cost of repair/replacement of damages that occur to the Chromebook issued to me or damages I am responsible for on another person's Chromebook.</p>		
<p>I will read and follow the handbook, policies, and adhere to notices and messages from the technology department and administration (instructions, changes in settings, backing up files, accounts, etc)</p>		
<p>I understand that my parents will supervise my use of the school-issued Chromebook at home. I will discuss and honor our family's values and expectations regarding the use of the Internet and email at home.</p>		
<p>I will bring the Chromebook to school every day and, to the best of my ability, have it fully charged. I understand that I am responsible for all necessary assignments and coursework at all times.</p>		
<p>I will use the Chromebook for educational purposes and in accordance with the Green Chromebook Handbook and other applicable GLSD policies, including, but not limited to, the Green Student/Parent Acceptable Use Policy (<a href="http://www.greenlocalschools.org">www.greenlocalschools.org</a>) I will use academic appropriate applications.</p>		
<p>I will not attempt to alter the profiles or settings, access setup, or use any software, utilities, applications, or other means to change the settings, or access Internet sites or content blocked by filters.</p>		
<p>I will only use the Chromebook camera capabilities for academic purposes, with consent of the participants, their knowledge of the media's intended use, and staff approval.</p>		
<p>I will report any problems with my Chromebook to a teacher or the Media Specialist in a timely manner. The Green technology department is the sole agent for all tech support, repairs or warranty claims for Green Chromebooks. Other repairs (store or technology service) are not permitted.</p>		

I understand that the District owns the Chromebook and has the right to collect/inspect the Chromebook at any time. I have no expectation of privacy on the Chromebook and/or content contained therein.		
While off campus, I will abide by Green’s policies and agreement with respect to use of the Chromebook, including but not limited to the Green Chromebook Handbook, this Chromebook Usage Agreement, and the <b>Student Parent Acceptable Use Policy</b> . I understand that my activity is monitored.		
I will turn in the Chromebook and accessories on or before the designated day.		

We have read the Green Chromebook Handbook and the Student Parent Acceptable Use Policy and agree to the stated conditions. Questions or accommodations regarding the Chromebooks should be directed to building principal, Mrs. Cindy Brown ([browncindy@greenlocalschools.org](mailto:browncindy@greenlocalschools.org)).

Student Name (print) \_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (print) \_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



Chromebook Acknowledgement of Receipt

Student:		Building:	GHS
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**Student Agreement:**

I, \_\_\_\_\_, (print student's first/last name) agree to the following: I have read the Green Local Schools Acceptable Use Policy and the Chromebook Handbook. I will follow all of the school policies and this handbook at all times, while at school as well as outside of the school day. I understand I am responsible for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect or intent. I will notify my teacher, library media specialist, technology support staff or administration in case of damage, theft, vandalism, and loss of device within 24 hours; further I will file a report with school resource officer in case of theft, vandalism, or loss of device within 48 hours. I agree to return the District Chromebook, power adapter, cord and any accessories provided by the District in good working condition at the end of the school year or when withdrawn from GLS. I understand my parent or guardian will be responsible for all fines associated with the damage of my Chromebook, power supply, and protective sleeve.

**Parent/Guardian Agreement**

I, \_\_\_\_\_, (print parent's first/last name) agree to the following: I have read the Green Local Schools Acceptable Use Policy and the Chromebook Handbook. I will follow all of the policies and regulations included the policy and the handbook at all times, and will hold my child accountable to these policies and regulations. I understand that this Chromebook is designated for educational purposes and therefore my child's violations of this agreement may be cause for the removal of his/her Chromebook privileges. I assume financial responsibility for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect, or intent. Further, I understand that if my child accidentally or purposefully damages or breaks another student's Chromebook, power adapter, cord, or accessories, I am financially responsible for all expenses related to repairs or replacement. I understand Green Local Schools does not offer an insurance policy, and purchasing insurance is optional. I will assume full responsibility for any harmful or illegal content on the Chromebooks and will monitor my child's use of the device at home. I understand that the Chromebooks are District-owned devices and all content stored on the Chromebook is subject to review at any time. I accept these responsibilities when I accept a Chromebook on loan from the District. If my student fails to return to the District the Chromebook, power adapter, and protective sleeve provided by the District at the end of the school year or upon termination of enrollment in Green Local School District, I will pay the replacement cost of the Chromebook, power adapter, and protective sleeve provided by the District. Failure to do so may result in a criminal and/or civil court prosecution.

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

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