



# Ell-Saline USD307 Middle / High School 1:1 Device Handbook

Ell-Saline has implemented the 1:1 Chromebook initiative to further personalize the way each student uses their time, receives support to master essential skills, and deepens understanding of content. The 1:1 Chromebook initiative supports anytime access to online resources for learning by providing portable devices for each student in middle and high school for use at school and at home. Every student has a device that they can use to access tools and resources, post their current work, track their progress, and interact with teachers and other students around their projects.

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## Use of Technology

Students in grades 7 - 12 will be issued a Chromebook for educational use in school and at home. This document provides students and their parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. Additionally, there is a Device Agreement form for parents and students to complete.

*Students and their parents/guardians are reminded that use of School Technology is a privilege and not a right and that everything done on any School owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of School Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action as stated in the Student Handbook.*

To understand the technology use expectations, students and their parents/guardians are responsible for reviewing the Ell-Saline School’s Technology Acceptable Use Policy.



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### Ownership of the Chromebook

Ell-Saline USD307 retains sole right of possession of the Chromebook. Ell-Saline USD307 lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Ell-Saline USD307 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including electronic remote access and to alter, add or delete installed software or hardware.

#### Receiving Your Chromebook

Students will be issued their device at the beginning of the year or after the student enrolls, when all forms are signed and fees are paid.

#### Returning Your Chromebook

##### End of Year

At the end of the school year, students will turn in the Chromebooks, power adapters and carrying cases. Failure to turn in any of these items may result in the student being charged the full replacement cost. Additionally, a report with the local law enforcement agency may be filed by the school or school designee.

#### Transferring/Withdrawing Students

Students that transfer out of or withdraw from Ell-Saline USD307 must turn in their Chromebooks, power adapters and carrying cases to campus office personnel on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Additionally, a report with the local law enforcement agency may be filed by the school or school designee.

#### Chromebook Identification

##### Records

The school will maintain a log of all Chromebooks that includes the device serial number, asset tag code, name and ID number of the student assigned to the device and any previous damage to the Chromebook.

##### Users

Each student will be assigned the same Chromebook for the duration of his/her time at Ell-Saline USD307. Take good care of it!

#### Repairing/Replacing Your Chromebook

##### Vendor Warranty

- NEW Chromebooks include a one-year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- Always notify the school if the device needs repaired or replaced.
- Guardians may be financially responsible for replacement parts at cost of the replacement.
- School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.



## Rights and Responsibilities

### No Expectation of Privacy

Students should have no expectation of confidentiality or privacy with respect to any usage of a Chromebook or technology, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school 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 school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

### Responsibility for Electronic Data

The students are solely responsible for any apps, extensions or programs on their Chromebooks that are not installed by a member of the Ell-Saline USD307 staff. Students are responsible for backing up their data to protect from loss. Students have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications. Students have no guarantees that data will be retained or destroyed.

### Operating System and Security / Updates

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 school.

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

### 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.

### Content Filter

The school utilizes an Internet content filter that follows the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Parents/guardians are responsible for filtering and monitoring any internet connection students receive that is not provided by the school.

### 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, and can be stored locally on the device.

### Chrome Web Apps and Extensions

- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

### 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.



## **Educational Use**

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Technology Acceptable Use Policy and all of its corresponding administrative procedures at all times.

### **Using Your Chromebook at School**

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

### **Chromebooks being repaired**

- Loaner Chromebooks may be issued to students when the student leaves their school-issued device for repair.
- A student, and/or the student's guardian, borrowing a Chromebook 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.

### **Charging Chromebooks**

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- An uncharged Chromebook is in violation of this agreement.

### **Backgrounds and Themes**

Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.

### **Sound**

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

### **Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school except with the assistance of a teacher or staff member. Any additional printing must be accomplished at home.
- Students may set up their home printers.



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### Logging into a Chromebook

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

### 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 school 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.

### Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks 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 Ell-Saline USD307 Technology Acceptable Use Policy, and all other guidelines in this document wherever they use their Chromebooks.

### Chromebooks Left at Home

Students are required to bring their Chromebooks to school every day. Repeat offenders who leave their device at home face consequences as detailed in the Student Handbook.

## Chromebook Care

### 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 reported to a teacher or administrator as soon as possible so that they can be taken care of properly.

School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.

### Chromebooks left unattended

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offences will result in disciplinary action.



# Ell-Saline USD307 Middle / High School

## 1:1 Device Handbook

### 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 adapter plugged in when the cord to the adapter 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.

### Carrying Chromebooks

- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Chromebooks will be required to be in a carrying case, sleeve or other protective covering any time Chromebooks are moved.

### 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, heat, and light.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, headphones, earbuds or flash drives).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### Asset Tags and Logos

- All Chromebooks will be labeled with a school asset tag and Ell-Saline USD307 School logo.
- Asset tags and logos 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 school asset tag logo or turning in a Chromebook without a school asset tag or logo.

### Warranty and Insurance

All new devices have a one-year Manufacturer warranty that covers the workmanship and material provided by the manufacturer.

The School will repair or replace damaged equipment resulting from normal use. Abuse or neglect may result in damages that are the responsibility of the student to pay for. The School will make its best attempt to purchase replacement parts at the best possible price. In case of theft, vandalism, or other criminal acts, a police report **MUST** be filed with the local police department and a copy submitted to the office of the campus where the student attends.

\*see repairing/replacement for more details



## Digital Citizenship

### Appropriate Uses and Digital Citizenship

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.

### Copyright and File Sharing

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.



## Device Agreement

By signing the below, the student and their parent/guardian agree to follow and accept:  
Acceptable Use Policy

- This Device Agreement in its entirety
- That Ell-Saline USD307 owns the Chromebook, software and issued peripherals
- If the student ceases to be enrolled in Ell-Saline USD307, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the device. In addition, the student must also return both the Chromebook, power adapter, carrying case and any other purchased peripherals. Students may be charged for any piece that is not returned.

In no event shall Ell-Saline USD307 be held liable to any claim of damage, negligence, or breach of duty.

Please complete the boxes below to identify the student and their assigned device.

Student Signature:	
Student Printed Name:	Date Signed:
Guardian Signature:	
Guardian Printed Name:	Date Signed