



East Pennsboro Area School District

Chromebook Guide

**The policies, procedures, and information within this document apply to all
Chromebooks use at East Pennsboro Area School District**

Program Goal

The goal of the 1:1 Chromebook program at the East Pennsboro Area School District is to create a learning environment that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning.

What is a Chromebook?

A Chromebook is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself. This allows the Chromebook to be sold at a much lower price point than traditional laptops.

Receiving Your Chromebook

Chromebooks will be distributed during select dates in August and during the first week of school. ***Parents and students must sign and return a Chromebook Agreement BEFORE a Chromebook will be issued to their child.***

Protection Plan

Students are required to purchase a non-refundable \$25 protection plan for their Chromebooks. Under the plan, the District will cover a one-time replacement cost of the Chromebook should it be stolen or damaged beyond what is covered by the manufacturer's warranty. After the use of the initial protection plan, you will need to purchase an additional protection plan to cover further damages. The District reserves the right to increase the amount of the protection plan for subsequent purchases. Students will be responsible for the full cost of replacement if it is determined that damage has been caused by intentional abuse or misuse. The initial protection plan will be reduced by 50 % for students eligible for reduced lunch. The initial protection plan fee will be waived for students eligible for free lunch. Free and reduced discounted waiver of fee will be verified by presenting the district-generated eligibility letter.

Training

Students will be provided with a brief overview of how to log in to the device and access to Google Drive and Gmail. Training documents will be available online for students to refer when needed.

Return

While enrolled at EPASD, the District maintains ownership of the device. If requested by the Technology Department, students may be required to turn in the Chromebooks for maintenance or inspection.

Any student who transfers, withdraws, graduates, or is expelled from EPASD will be required to return his/her Chromebook and accessories upon termination of enrollment. The Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full.

Using Your Chromebook

At School

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their Chromebooks. Students are responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their Chromebooks.

If a student leaves the Chromebook at home, he/she is responsible for getting the coursework completed as if the Chromebook were present. If available, a classroom loaner may be issued to students who forget to bring their Chromebooks to school. However, students should NOT expect a loaner to be available. Other district computers may be available for student use.

At Home

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 East PennsboroArea School District Acceptable Use of Computers/Networks/Internet Policy (815) and all rules of this Guide regardless of where they use their Chromebooks and regardless of the source of the Internet connection.

Sound

Sound must be muted at all times during school hours unless permission is obtained from the teacher for instructional purposes.

Printing

At School: At this time printing from a Chromebook will not be available at school. Printing will be available from non-Chromebook school computers on a limited basis and subject to classroom requirements. When possible, teachers will facilitate digital assignments.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. Please see <http://support.google.com/cloudprint> for more details.

Managing Your Files and Saving Your Work

Students are encouraged to save files to their Google Drive account. Saving to Google Drive will make the file accessible from any computer with internet access. Some files may be stored on the Chromebook's hard drive.

- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of important work.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook that they have been issued. Chromebooks that are broken or fail to work properly must be immediately taken to the library and logged for repair.

General Precautions

- No food or drink should be placed next to the Chromebook
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
- Chromebooks should never be carried with the screen open.
- Students should never disassemble Chromebooks and attempt their own repairs.

Cases

- Store your charger in the pouch provided on the front of your protective case.
- Refrain from placing items in the protective case on top of the Chromebook.
- Each student will be issued a protective case for his/her Chromebook. This case should be used whenever the Chromebook is being transported or not in use.
- Students must use the District-issued case for their Chromebooks. Personally owned cases are not permitted.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

Charging

- Chromebooks must be brought to school each day in fully charged condition.
- Each Chromebook will include an AC adapter. This adapter should be used to charge the Chromebooks at home.
- Students will be permitted to charge Chromebooks, in emergency situations only, in the classroom at the teacher's discretion.
- Charging stations are available in the library and the commons area.

Screen Care

The most commonly damaged feature of a Chromebook is the screen. The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not carry the Chromebook by its screen.
- 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.
- Only cleaning the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

- All Chromebooks will be labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way while the student is enrolled in the East Pennsboro Area School District. Asset tags may be removed upon graduation.

Storing Your Chromebook

- When students are not monitoring their Chromebooks, they should be stored in their lockers with the locks securely fastened. Nothing should be placed on top of the Chromebook when stored in the locker.
- Chromebooks should never be stored in a vehicle.
- Students are responsible for securely storing their Chromebook during extra-curricular activities and events.
- Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas might include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, in a car, or any other area that is not securely locked or in which there is no supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the Library.
- The District is not responsible for safekeeping and protection of Chromebooks.

Software and Security

All Chromebooks are supplied with the latest build of Google Chrome Operating System (Chrome OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

The district does not employ a centralized management system that is utilized to change security settings, update software, and add or remove applications. Students are prohibited from disabling, modifying, circumventing or altering management settings, content filters, or virus protection software.

Virus Protection

Because virus protection is built into the Chrome OS, additional virus protection software is unnecessary.

Content Filter

The District utilizes an Internet Connection 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) and Internet connection, will have Internet activity filtered. Despite the filter, the District cannot guarantee that all controversial or inappropriate materials will be blocked.

Google Apps for Education

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

Chrome Web Apps and Extensions

Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Inappropriate material will result in disciplinary action.

Personalizing Your Chromebook

Students may add appropriate applications, music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the East Pennsboro Area School District Acceptable Use Policy.

Students are permitted to decorate the exterior of their Chromebooks. Skins, stickers or other decorations must be school appropriate, may not affect the working condition of the Chromebook, and may not cover district asset tags or labels.

No Expectation of Privacy

Students have not expectation of confidentiality or privacy with respect to the usage or context of a district-issued 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 school. Chromebooks are subject to confiscation at any time and without prior notice. At no time will webcams be used to monitor students. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Repairing or Replacing Your Chromebook

Vendor Warranty

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

Protection Plan

Students are required to purchase a protection plan for their Chromebooks for a fee of \$25. The protection plan will cover the cost of a one-time Chromebook repair or replacement in the event of accidental damage. The protection plan does NOT provide coverage for the loss of the

Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. The District reserves the right to request parents/guardians to pay additional fees based on claim history on loss, theft and damage. Should damage occur to the Chromebook assigned to my child due to intentional damage, the parent/guardian will be solely responsible for reimbursing the school for repair or replacement costs in full.

Some students may be eligible for a waiver of the initial protection plan fee. The District requires the parents/guardians to purchase an additional protection plan after each claim in order to receive the repaired Chromebook or a replacement Chromebook. Claim history on loss, theft or damage will ultimately determine whether additional fees are necessary beyond the original \$25 protection plan purchase. The replacement prices listed are estimated and the parent/guardian will receive an invoice for the actual cost of the replacement or repair.

Repair Costs:

	Protection Plan Price	Price for Reduced Meals Participants w/ approval letter	Price for Free Meal Participants w/ approval letter
Initial Protection Plan Purchase	\$25	\$12.50	Free
First Repair Due to Accidental Damage	No Charge to repair/replace unit. \$25 to purchase new protection plan	No Charge to repair/replace unit. \$25 to purchase new protection plan	No Charge to repair/replace unit. \$12.50 to purchase new protection plan
Second Repair Due to Accidental Damage	No Charge to repair/replace unit. \$50 to purchase new protection plan.	No Charge to repair/replace unit. \$50 to purchase new protection plan.	No Charge to repair/replace unit. \$50 to purchase new protection plan.

Cost for Replacement Due to Intentional Damage, Theft, Loss of Device, or 3+ accidental claims:

1. Chromebook: \$250
2. Chromebook Screen: \$150
3. Charger/Adapter: \$35
4. Case: \$25

Repair Procedures

- Students who need to have their Chromebook repaired or replaced should leave the device with the School Library Staff.
- The Media Specialist will document the issue for the Technology Department. The Technology Department will collect the device for repair.
- If repair is needed due to malicious damage, the school may refuse to re-issue a Chromebook.
- A repaired Chromebook may need to be restored to its original settings. Locally stored files may not be able to be recovered.

Digital Citizenship

District-issued Chromebooks should be used for educational purposes and students must adhere to the *East Pennsboro Area School District Responsible Use Policy* as well as related policies and procedures at all times when using Chromebooks, on or off campus. Students are expected to understand and comply with this Guide and Responsible Use Policy at all times when using Chromebooks.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizen by adhering to the following:

1. *Respect Yourself* – Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.
2. *Protect Yourself* – Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.
3. *Respect Others* – Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people.
4. *Protect Others* – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
5. *Respect Intellectual Property* – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
6. *Protect Intellectual Property* – Do not use pirated software or distribute music or media in a manner that violates license agreements.