

HW Mountz

Chromebook

Policy Handbook



The policies, procedures, and information within this document apply to all Chromebooks used at HW Mountz School by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

Chromebook Specifications:

Lenovo Thinkpad X131e Chromebook	Dell Chromebook 11
11.6" (1366x768) display	11.6" (1366x768) display
1.3 inches - 3.9 lbs / 1.8 kg	.97 inches thick - 2.9 lbs / 1.3 kg
Up to 7.5 hours of battery	Up to 10 hours
Intel® Celeron™ processor	Intel® Celeron™ processor
4GB Ram	4GB Ram
Dual band Wi-Fi 802.11 a/b/g/n and Ethernet	Dual band Wi-Fi 802.11 a/b/g/n and Ethernet
HD Webcam	HD Webcam
2x USB 3.0, 1x USB 2.0	2x USB 3.0
1x HDMI Port, 1x VGA Port	1x HDMI Port, 1x VGA Port

Receiving Your Chromebook:

Chromebooks will be distributed each fall during the first week of school. **Parents & Students must sign and return the Chromebook Policy Sign-Off and Student Pledge document before the Chromebook can be issued to their child.**

Insurance:

Spring Lake School District requires that Chromebook insurance and security filters be purchased prior to deployment of the Chromebook to your child. The annual fee will be \$60 per device and must be paid for prior to deployment. Details of this policy are on page 8.

Training:

Students will be trained on how to use the Chromebook by their subject area teachers and technology staff. Training documents and videos will be available online for students to refer to when needed.

Return:

Student Chromebooks and accessories (charger and protective sleeve) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at HW Mountz.

Any student who transfers out of HW Mountz will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Tech Office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

Carrying the Chromebook:

The protective sleeves will only provide basic protection and should be used during storage including transporting and any other time the Chromebook is not in use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded bookbag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not place anything in the carrying case that will press against the cover. **THIS INCLUDES THE CHARGING CABLE. DO NOT KEEP POWER CORD FOR YOUR CHROMEBOOK INSIDE THE PROTECTIVE SLEEVE WITH THE CHROMEBOOK.**
- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

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, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessible using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home: All Students are required to take their Chromebook home each night throughout the school year for charging. ***Chromebooks must be brought to school each day in a fully charged condition.*** Students need to charge their Chromebooks each evening. If students leave their Chromebook at home they will be subject to the school code of conduct-demerit procedure. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day. Additional chargers are available in each class as needed for emergency circumstances within school. The Chromebooks will use a proxy based content filter when outside of the H.W. Mountz network. The content filter uses relaxed filtering policies to protect against inappropriate material while enabling students to use search engines, safe social media and YouTube safely.

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

Printing- At School: Part of the beauty of chromebooks is the ability to create a paperless environment in the classroom. For this reason we will primarily not be printing from the Chromebooks at school. Instead students will submit assignments to teachers digitally through Google Apps. Directions on how to submit work will be provided on an individual basis by the teacher.

Printing - At Home: The Chromebook does 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. While this is not supported by the district, if families feel the need they may look into it at <http://google.com/cloudprint>.

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to an external memory device such as an SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. Students will be trained on proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape or labels that are not the Property of Spring Lake School District. Spot checks for compliance will be done by administration or the Technology Coordinator at any time.

Students may add appropriate themes, music, photos and videos to their Chromebook. Personalized media are subject to inspection and must follow the Spring Lake School District acceptable use policy.

Software on Chromebooks:

Originally Installed Software: Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will

automatically install updates when the computer is shutdown and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students.

Virus Protection: Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software: Students are unable to install additional software on their Chromebook other than what has been approved by HW Mountz School.

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 being carried into the school.

Procedure for Restoring the Chrome OS:

In the event of a malfunctioning device, a restore may need to be performed. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the chromebook that have been synced to Google Drive will be intact.

Protecting and Storing Your Chromebook:

Chromebook Identification: Chromebooks are labeled with an asset tag indicating the assigned student and serial number. **Under no circumstances are students to modify, remove, or destroy identification labels.**

Storing Your Chromebook: When students are not monitoring their Chromebook, the Chromebook must always be in its protective sleeve. When not needed for class they should be stored in student lockers with the lock securely fastened. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in a vehicle.

Storing Chromebooks at Extra-Curricular Events: Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised/Unsecured Areas: Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's Office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Tech Office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to Google so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for Lenovo parts and labor.

Accidental Damage or Loss Protection:

As part of the 1:1 Chromebook initiative, the Spring Lake School District is requiring the purchase of accidental damage insurance and security filtering prior to the deployment of the Chromebook to your child. Spring Lake School District will be the sole provider of this insurance and filter. Under this insurance policy the Chromebooks are protected against accidental damage or damage due to an act of nature. The Spring Lake School District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This insurance policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Spring Lake School District will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional**

misuse or abuse.

Chromebook Device Insurance

Spring Lake School District requires that insurance and a security filter be purchased prior to the deployment of the Chromebook to your child. The insurance/filter cost is \$60 annually for each Chromebook. This covers a one time replacement cost. In the event that a device needs to be replaced through insurance, the replacement device will need to be insured for an additional \$60. If a student withdraws from HW Mountz School and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Lost or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Chromebook - \$449.99
- AC Adapter & power cord - \$59.99
- Protective sleeve - \$19.99

Chromebook Technical Support:

The Tech Office (Extension 404) will be the first point of contact for repair of the Chromebooks. Services provided by the Tech Office include:

- Password identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates:

Technology Acceptable Use:

We are pleased to offer Spring Lake Public School students access to the school's electronic network. Parental permission is required for all students under the age of 18 prior to accessing the network via an acceptable use consent form. Access to the Internet and network will enable students to explore thousands of libraries and databases throughout the world. Families should be forewarned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Our intent is to make Internet access available to further educational goals and objectives. A school-sponsored firewall and security filter has been established which is designed to block these inappropriate sites.

These are the expectations for all students accessing the network:

- Appropriate language use while using the network
- Report all concerns or misuses to the teacher
- Follow all school rules of behavior*
- Be responsible for keeping computers in good working condition
- Follow instructions given by teacher
- All resources used, including web sites, are given appropriate credit • Respect privacy of other people's work
- Accessing only appropriate, educationally-related sites; Blogs, Wikis (e.g., Wikipedia) and Social networking websites (e.g. Facebook/My Space) are not permitted in the school setting
- Obtain a teacher's permission prior to downloading anything from the Internet
- Never give personal information, such as name, address, age, or telephone number

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials and support them in learning appropriate technology etiquette. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

*Inappropriate use of Internet may result in loss of privileges of school computers. Parents will be notified immediately if this should occur.

Notice Pursuant to the New Jersey Anti-Big Brother Act

The electronic device provided to the students of HW Mountz School may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. Please be advised that the Spring Lake School District shall not use any of such capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

Privacy and Safety:

- Do not go into any chat rooms other than those set up by your teacher or mandated in other education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your 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 you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, 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:

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of HW Mountz discipline code. 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 in need of email 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 Spring Lake School District. The interface is heavily monitored by network administrators and is subject to filtering or inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to

others.

- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other HW Mountz students and faculty.

Consequences:

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its inappropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or HW Mountz's Acceptable Use Policy will result in disciplinary action as outlined by the discipline code 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 network administrator or other school administrators to ensure appropriate use. HW Mountz School fully cooperates with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Spring Lake School Chromebook Policy Handbook Sign-Off and Student Pledge

- I understand that all rules and expectations for the appropriate use of technology outlined in the Chromebook Handbook Policy as well as the district's acceptable use policy are applicable when using my Chromebook both at school, at home, or anywhere else off-campus.
- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- **I will charge my Chromebook's battery to full capacity each night.**
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will ONLY use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Spring Lake School District.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible to all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger and case in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charge and case in good working condition at the end of each school year.

Student Name: _____ (Please Print)

Student Signature: _____

Parent Signature: _____

Date: _____

**Spring Lake School Chromebook Insurance/Security Filter
Payment Form**

Parents/Guardians: _____

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Address:

Spring Lake, NJ 07762

Phone #: _____

Student

Name: _____ **Grade** _____

Checks made payable to the Spring Lake Board of Education

Check # _____ **\$** _____ **Date** _____

Date Received: _____

Please Return this form and the Handbooks sign-off with payment to The Main Office of HW Mountz School (411 Tuttle Avenue, Spring Lake, NJ 07762) in an envelope marked Chromebook. Students will not be able to take home the Chromebook until both forms and payment is made. If you need assistance with this please contact Mr. Mackres in the Business Office 732-449-6380.