

# York Public School

## Chromebook Policy Handbook

### 2023-24



The policies, procedures, and information within this document apply to all Chromebooks used at York Public 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 each classroom.**

**York Public School**  
**CHROMEBOOK AGREEMENT**

Students in grades 7-12 at York Public School will be issued Chromebooks for use at school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the 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. Students and their parents/guardians are responsible for reviewing the Chromebook Agreement.

**Ownership of the Chromebook**

York Public Schools retains sole right of possession of the Chromebook. The Chromebooks are LOANED to the students for educational purposes for the academic year. Moreover, YPS administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

**Responsibility for the Chromebook**

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:  
Students

- must comply with the Chromebook Agreement, YPS Technology Acceptable Use Policy, and all policies of the school district when using their Chromebooks.
- must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. Note: A fully charged Chromebook should last 8 hours charged.
- must treat their device with care and never leave it in an unsecured location.
- must keep their device in a protective case when traveling and not in-use.
- must promptly report any problems with their Chromebook to the technology department.
- may NOT remove or interfere with the serial number, asset label and other identification.
- may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
- must keep their device clean and must not touch the screen with anything (e.g., pen, pencil, etc..) other than approved computer screen cleaners.

**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 reported immediately to a teacher or the YPS Technology Coordinator. If a loaner Chromebook is warranted, one will be issued to the student until their Chromebook can be repaired or replaced. Should a loaner Chromebook be needed due to student neglect of their assigned device, the Loaner will be required to stay on campus and not go home.

**General Precautions:**

- No food or drink is allowed next to your Chromebooks 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, such as leaving in a vehicle. 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 shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling.

**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 lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the provided case that will press against the cover.
- 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, or 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 accessed 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 must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

## **Working offline**

Students without Internet access at home, or students in special situations (such as a long-distance bus ride for an activity) have several options for working “offline”, including:

- Google Drive (Docs and Sheets) allows students to switch to offline editing functionality, where preloaded documents can still be viewed and edited.
- Students may read and answer email offline, with changes being synchronized back to their online account when the Chromebook is re-connected to an Internet connection.

Students wanting to use this feature should visit with their teacher and/or the YPS Technology Coordinator for help implementing it.

## **Accessing the Internet at Home and Elsewhere**

Students are allowed to connect to wireless networks when their Chromebooks are at home, or in other venues where connectivity is offered (such as public libraries, other school districts on activity trips, etc). Note that York Public School cannot provide any assistance, troubleshooting, or advice on such off site connectivity. When connecting from home, students and parents should be aware that a district account is still being used, so website monitoring and filtering is still being done. No matter the location, students are always using their account assigned by the school district.

## **Sound:**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used with teacher permission.

## **Printing:**

**At School:** Printing will be set up through Google Cloud Print to specific printers in each building. Teaching strategies will facilitate encouraging digital copies of homework.

**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.

<http://google.com/cloudprint>

## **Managing Your Files and Saving Your Work:**

Students should save documents to their Google 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. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures by their teachers.

## **Personalizing the Chromebook:**

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of York Public School. Spot checks for compliance will be done by administration or the YPS Technology Coordinator at any time. Fines may be assessed for damages to the Chromebook.

## **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 shut down 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. Applications that are no longer needed will automatically be removed by the school as well.

**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 York Public 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.

**Monitoring of Use and Content Filtering:**

In compliance with state and federal regulations, the district utilizes CIPA (Children’s Internet Protection Act) compliant filtering methods. The district also uses third party solutions to monitor content for threats, violence, illegal activity, etc. Notifications come to district tech support and administration regarding suspicious activity and, when concerns are identified, disciplinary action and/or parent contact may occur. Students should be aware that there should be no expectation of privacy when using the district network or equipment. Content filtering and internet activity monitoring is active both at school and away from school.

**Chromebook Identification:**

Chromebooks can be identified in the following ways:

- Record of serial number and York Public School asset tag
- Individual’s Google Account username

**Under no circumstances are students to modify, remove, or destroy identification labels. If the ID labels are peeling off due to normal wear and tear, notify the YPS Technology Coordinator ASAP.**

**Storing Your Chromebook:**

When students are not using their Chromebook, they should close the lid and place the Chromebook in its protective case. Nothing should be placed on top of the Chromebook. Each classroom/teacher will have different safe locations for storage during class. Examples include table tops, in a storage rack underneath a desk, on a cart, etc. If the Chromebook is stored in a student’s locker, the locker should be locked and not barred down for quick opening.

**Chromebooks Left in Unsupervised / Unsecured Areas:**

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, or any other entity that is not securely locked or in which there is no supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal’s office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

## **Network Connectivity**

York Public School makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

## **Damage and Repair**

The school will repair or replace damaged equipment resulting from normal use. All other breakages (including those due to misuse or abusive handling) will be the responsibility of the student to pay for. The school 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 \$180.00 replacement cost (plus accessories if applicable) to purchase a new device.

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the District Tech Office. If repair is needed due to malicious damage or any other misuse, 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 cloud drives 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.

## **YPS Chromebook Assurance Program**

Parents/guardians have the option to enroll in the YPS Student Chromebook Assurance Program designed to protect students and families from full financial responsibility for device repairs and/or replacement. Participation in the program is optional and the cost is \$45 per device per school year. The Participation Fee covers repairs up to \$45. Participants pay 50% of all repair/replacement costs in excess of the \$45 Participation Fee. Enrollment and fee payment must be made at the time of Chromebook checkout.

## **Responsibility for Electronic Data**

The students are solely responsible for any apps or extensions on their Chromebook that are not installed by a member of the school staff. Students are responsible for backing up their data to protect from loss. Users of school technology 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 and are given no guarantees that data will be retained or destroyed.

## **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.

## FREQUENTLY ASKED QUESTIONS, HINTS & TIPS FOR PARENTS

### 1. What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?

York Public School will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is damaged, stolen, or lost, the student/parent/guardian is responsible for the repair or replacement. The School regards the Chromebook as all other materials that are checked out to a student (e.g. library materials, sports equipment, etc.)

### 2. What are the replacement costs of the Chromebook and accessories?

	Without Assurance Program	With Assurance Program
Chromebook:	\$200	\$100
Cracked Screen	\$60	\$30
AC Charger:	\$25	\$12.50
Case/Shell	\$50	\$25
Other components not listed will be priced when they are needed; Repair labor is covered by the school		

### 3. What if we don't have Wi-Fi at home?

A Chromebook's use is maximized with Wi-Fi, but it can be used in an offline mode should Wi-Fi not be available. It will automatically connect to Wi-Fi and upload work upon entering the YPS campus.

### 4. What if a student forgets to charge the Chromebook?

YPS will NOT check out loaners for Chromebooks brought to school uncharged for the day. It is the responsibility of the student to bring their school issued device fully charged each day, or bring the school issued AC Charger with them. We will have a few charging stations in the Media Center where devices can be left and charged.

### 5. Will students keep the Chromebook for the summer?

Chromebooks and all YPS accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year. Returning students will be reissued their same Chromebook the following year. Students and parents will be notified if this process were to change.

### 6. What if students forget the Chromebook at home?

We will not have Chromebooks available for temporary checkout. Students will need to find a way to get their issued device to school, or make arrangements with the teacher.

Please contact the high school office or Technology Department with any questions regarding student use of Chromebooks.

## **Parents' Guide to Safe and Responsible Student Internet Use**

York Public School recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your student's use of the Chromebook.

- Take extra steps to protect your child. Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your student to help develop safe surfing habits. Children often model adult behavior.
- Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, and help teach them how to act as they work and socialize online.
- Review your child's friends list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
- Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
- Limit the time your student is on the Chromebook. While the Chromebook is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
- Report unwelcome or malicious online threats. Report immediately to the school any online interactions that can be considered threatening.
- Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
- Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
- Read and share with your child the Chromebook Student User Agreement and Parent Permission Form. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

### **General Tips for Parents for Internet Safety:**

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
- Monitor your child's computer use. Know their passwords, profiles, and blogs. When the Chromebook is taken home by the student, it is strongly recommended that it will always be used in a common family location.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.