

# Wickliffe School Distance Learning Chromebook Policy and Handbook 2020-2021



The policies, procedures, and information within this document apply to all Chromebooks used at Wickliffe 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.

Wickliffe School

Wickliffe School students will be issued Chromebooks for use in 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**

Wickliffe Public School retains the sole right of possession of the Chromebook. The Chromebooks are **LOANED** to the students for educational purposes for the academic year.

Moreover, Wickliffe 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:

- must comply with the Chromebook Agreement, Wickliffe 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 6.5 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.
- must promptly report any problems with their Chromebook to tech support.
- may NOT remove or interfere with the serial number 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., your finger, 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 to a teacher or reported to [jamie.carney@wickliffeschool.com](mailto:jamie.carney@wickliffeschool.com). If a loaner Chromebook is warranted, 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 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. 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 and the Chromebook sleeve will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag 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 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 a backpack 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.

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

Wickliffe families may check out a hotspot device for a student’s household to complete student work. The device is provided through AT&T and will work in areas that are within the AT&T service area.

Students are allowed to connect to wireless networks when their Chromebooks are at home, or in other venues where connectivity is offered (such as a McDonald’s , other school districts on

activity trips, etc). Note that Wickliffe School can not 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 is still being done. No matter the location, students are always using their account assigned by the school district.

Printing:

- Printing will not be available at school. Teaching strategies will facilitate digital copies of homework.
- 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 may save documents to their Google Drive, or they may save to an external memory device such as a 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. 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.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Wickliffe School. Spot checks for compliance will be done by administration or Wickliffe Faculty at any time.

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. 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 Wickliffe 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:

In compliance with state and federal regulations, the district utilizes CIPA (Children's Internet Protection Act) compliant filtering. 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.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. 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. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored unless the student requests that an attempt be made to salvage it.

### **Protecting & Storing Your Chromebook**

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number and Wickliffe School asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:

When students are not using their Chromebook, they should be stored in the carts provided in each classroom. Nothing should be placed on top of the Chromebook.

The Chromebook should be charged fully each night.

### **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 not supervision.

Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

### **Network Connectivity**

Wickliffe 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.

### **Repairing or Replacing Your Chromebook**

Chromebooks Undergoing Repair:

- Loaner Chromebooks (if available) may be issued to students when they leave their Chromebook for repair with the Wickliffe District.
- 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.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for replacement parts and labor.

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.

### Damage and Repair

The school will repair or replace damaged equipment resulting from normal use. All other breakages 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 \$300.00 replacement cost to purchase a new device.

## **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?

Wickliffe 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?

Chromebook: \$300

AC Charger: \$30

Sleeve / Case: \$20

4. As a parent/guardian, how do I monitor my student's use of the internet?

Please see the attached document entitled "Parents' Guide to Safe and Responsible Student Internet Use" for suggestions on monitoring your student's use of the internet.

5. 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 Wickliffe campus.

6. What if a student forgets to charge the Chromebook?

There will be a limited number of power outlets in the classrooms. Students who consistently (three times or more) come to class unprepared without a charge will be required to leave their chromebook at school for overnight charging.

7. Will students keep the Chromebook for the summer?

Chromebooks and all Wickliffe 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.

Please contact Mrs. Carney with any questions regarding student use of Chromebooks.

Parents' Guide to Safe and Responsible Student Internet Use

Wickliffe 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 child 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 socializes 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.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

## **Wickliffe School - Chromebook Policy Handbook**

### Signatures and Student Pledge

- 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 Chromebooks' 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 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 Wickliffe School.
- I will follow the policies outlined in the Chromebook Policy Handbook and the District

### **Acceptable Use Policy**

while at school as well as outside the school day.

- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, and protective sleeve in the event that any of these items are lost, intentionally damaged or stolen.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

Student Name: \_\_\_\_\_ (Please Print)

Parent Name: \_\_\_\_\_ (Please Print)

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Wickliffe School**  
**Student/Parent Chromebook Use Agreement 2020-2021**

In this agreement, "Chromebook" means the Chromebook and all its components, software, battery, and charger.

Parent and Student please initial each section:

P: \_\_\_\_\_ S: \_\_\_\_\_

TERMS:

- You will comply at all times with the Wickliffe School Chromebook Policy Handbook and its guidelines as well as the Wickliffe School Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.

P: \_\_\_\_\_ S: \_\_\_\_\_

TITLE:

- Legal title to the Chromebook is Wickliffe School and it shall remain the possession of Wickliffe School. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.

P: \_\_\_\_\_ S: \_\_\_\_\_

LOSS OR DAMAGE:

- If the property is accidentally damaged or incurs loss due to an act of nature, Baldwin Community Schools will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to Wickliffe School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.

P: \_\_\_\_\_ S: \_\_\_\_\_

REPOSSESSION:

- Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.

P: \_\_\_\_\_ S: \_\_\_\_\_

TERM OF AGREEMENT:

- Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School District or upon student withdrawal from Wickliffe School.

P: \_\_\_\_\_ S: \_\_\_\_\_

APPROPRIATION:

- Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school Property

P: \_\_\_\_\_ S: \_\_\_\_\_

Student's Full Name (Please Print) \_\_\_\_\_

Parent/Guardian's Full Name (Please Print) \_\_\_\_\_

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by the Wickliffe School Acceptable Use Policy Guidelines as stated in this document.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Agreement

In consideration of the privileges and opportunities afforded by the use of the Wickliffe School technology and computer resources, I hereby release the Wickliffe School and its agents from any and all claims of any nature arising from my student's use or inability to use the Wickliffe School technology and computer resources.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_