

N o r t h w o o d
S c h o o l s

**Chromebook
Handbook**

2022-2023



Policies and Procedures for Northwood Local Schools 1:1 Chromebook Program

Learning in the 21st Century requires tools and skills students need to be successful and competitive in our global society. Northwood Local School District has made available, to each of its students, a Chromebook to enhance the academic careers of our students, and to provide our faculty with new teaching opportunities.

This document will assist in your understanding of our expectations in the use of these devices.

- Students will receive support from school staff on the proper use of the Chromebook.
- Students in grades 6 through 12 will be able to take the Chromebook home during the school year.
- Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft and damage to their Chromebook.
- The Chromebook comes with preloaded apps/software/extensions and these must not be removed.
- Students are to use the Chromebook to access only socially and educationally appropriate materials and websites.
- Students will be issued accounts for the purpose of accessing school-approved web services.
- Students must not use the Chromebook to purchase goods and services via the Internet. (Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the Chromebook.)
- Students are to use the Chromebook in accordance with the Northwood Local Schools Acceptable Use Regulations and to maintain the Chromebook in accordance with the procedures and information provided.
- Students are expected to adhere to any additional requirements set forth by the classroom teacher.
- Chromebooks are the property of Northwood Local Schools and must be returned at the end of the academic year, upon withdrawal from Northwood Local Schools, or at the request of a teacher or administrator. Willful failure to return the Chromebook in accordance with the stated conditions will result in criminal prosecution.
- Since the Chromebooks are the property of Northwood Local Schools, officials of the school have the right to review all material stored on or accessed by any Chromebook. School officials may revoke a student's Chromebook use privileges for misuse or violation of policies.

Table of Contents

1. Receiving Your Chromebook & Chromebook Check-in	4
1.1 Receiving Your Chromebook.....	4
1.2 Chromebook Check-In.....	4
1.3 Check-In Fines.....	4
2. Taking Care of Your Chromebook	4
2.1 General Precautions.....	4
2.2 Carrying Chromebooks.....	5
2.3 General Care.....	5
3. Using Your Chromebook at School	5
3.1 Chromebooks Left at Home.....	5
3.2 Chromebooks Undergoing Repair.....	5
3.3 Charging Your Chromebook’s Battery.....	5
3.4 General Use.....	5
3.5 Home Internet Access.....	6
4. Managing Your Files and Saving Your Work	6
4.1 Saving Your Work.....	6
5. Software on Chromebooks	6
5.1 Originally Installed Software.....	6
5.2 Additional Software.....	6
5.3 Inspection.....	6
5.4 Procedure for Re-loading Software.....	6
5.5 Software Upgrades.....	6
6. Acceptable Use	7
6.1 Parent/Guardian Responsibilities.....	7
6.2 School Responsibilities.....	7
6.3 Student Responsibilities.....	7
6.4 Student Activities Strictly Prohibited.....	8
6.5 Chromebook Care.....	9
6.6 Legal Propriety.....	9
6.7 Student Discipline.....	9
7. Protecting & Storing Your Chromebook	10
7.1 Chromebook Identification.....	10
7.2 Storing Your Chromebook.....	10
7.3 Chromebooks Left in Unsupervised areas.....	10
8. Repairing or Replacing Your Chromebook	11
8.1 School District Protection Plan.....	11
8.2 Claims.....	11

1. Receiving Your Chromebook & Check-In

1.1 Receiving Your Chromebook

Chromebooks will be distributed each fall. Before receiving a Chromebook, students and parents must sign the Acceptable Use Policy via FinalForms.

1.2 Chromebook Check-In

Chromebooks will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of the Northwood Local Schools District during the school year, their Chromebooks will be returned at that time.

1.3 Check-In Fines

Individual school Chromebooks and accessories must be returned to Northwood Local Schools at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Northwood Local Schools for any other reason must return their Chromebook on the date of termination. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the Chromebook. Failure to return the Chromebook will result in a theft report being filed with the Northwood Police Department.

The student will be responsible for any damage to the Chromebook, consistent with the District's Insurance Agreement Form and must return the iPad and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

2. 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 taken to the Technology Office for an evaluation of the equipment.

2.1 General Precautions

- The Chromebook is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no water or cleansers of any type.
- Cords and cables must be inserted carefully to prevent damage.
- Chromebook must remain free of any writing, drawing, stickers, or labels that are not the property of Northwood Local Schools.
- Chromebooks must never be left in an unattended or unsupervised area.
- Students are responsible for keeping their Chromebooks battery charged for school each day.

2.2 Carrying Chromebooks

Students are encouraged to purchase a protective sleeve or case for their chromebook based on how they transport their supplies from school to home and back, as well as class to class.

- Pack the Chromebook in a backpack in such a way as to limit the amount of pressure applied to the device.
- Avoid bumping the Chromebook or the bag where it is held against any surface.

2.3 General Care

The Chromebook can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure or drops.

- Do not place anything on the Chromebook that could put excessive pressure on it.
- Clean with a soft, dry cloth or anti-static cloth. Use of harsh chemicals may damage the screen and case finish.
- Use on a flat stable surface or on your lap while sitting.

3. Using Your Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebooks, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebooks to all classes, unless specifically instructed not to do so by their teacher. The Chromebook is the property of Northwood Local Schools. Therefore, school staff and administration have the right to check any material stored on a student's Chromebook at any time.

3.1 Chromebooks Left at Home

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. If a student repeatedly (three or more times as determined by any staff member) leaves their Chromebook at home, disciplinary action will be taken. Spares may be available on a first-come-first-serve basis.

3.2 Chromebooks Undergoing Repair

Replacement Chromebooks will be issued to students when they leave their device for repair in the technology office.

3.3 Charging Your Chromebook's Battery

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Only charge your Chromebook with the school provided charger.

3.4 General Use

- Sound volume should be at a level relative to the student's environment. Be aware of others. Do not be disruptive. Use headphones where needed.
- All software/apps/extensions provided by the district, must remain on the Chromebook. Data storage will be available through Google Apps.

3.5 Home Internet Access

Students are allowed to set up wireless networks on the Chromebooks where ever they may be.

4. Managing Your Files & Saving Your Work

4.1 Saving Your Work

Storage space will be available on the Chromebook – but it will not be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work. The school recommends that documents created should be stored on Google Drive.

5. Software on Chromebook

5.1 Originally Installed Software

The software/apps originally installed by Northwood Local Schools must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time the school may add software applications for general use or use in a particular course. Periodic checks of Chromebooks may be made to ensure that students have not removed required apps.

5.2 Additional Software

Students may not load any apps other than those approved by Northwood Local Schools. If your Chromebook is found to have any of these apps, it will be confiscated, the apps will be removed.

5.3 Inspection

Students may be selected at random to provide their Chromebook for inspection. These inspections may include an inspection of all material saved on the Chromebook.

5.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-Northwood Local Schools installed apps are discovered, the Chromebook will be restored from backup to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students will be required to check in their Chromebooks for periodic updates and syncing.

6. Acceptable Use

The use of Northwood Schools' technology resources is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Northwood Local Schools. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Northwood Local Schools' Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions. Violations may result in disciplinary actions up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities

- School will provide Internet access to its students while at school.
- School will provide Internet blocking of inappropriate materials as able while at school.
- School will provide Google Apps as a cloud-based data storage area and an account for each student. These will be treated similar to school lockers. Northwood Local Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Northwood Local Schools owned equipment and to investigate inappropriate use of resources.
- School will provide support and guidance on how to appropriately use the Chromebook.

6.3 Student Responsibilities

- Students will use Chromebooks/Tablets/computers in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to Chromebook/Tablets/computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment or school data.
- Students will help the Northwood Local Schools protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s). Students will protect their accounts by not sharing information about their account, any passwords or details about themselves over the Internet or with other students.
- Students should always turn off and secure their Chromebook after they are finished working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to report it.
- Students will return their Chromebook to the office at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Northwood Local Schools for any other reason must return their individual school Chromebook on the date of termination.

6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyright materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services (i.e. MSN Messenger, ICQ, iMessage, etc.)
- Changing of Chromebooks setting (exceptions include personal setting such as font size, brightness, home WiFi connection, etc.)
- Downloading apps which violate the Acceptable Use Policy.
- Spamming – sending mass emails or messages, regardless of intent.
- Gaining access to another student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSM Messenger, Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the Internet.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism, (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Use of the Chromebook camera to take and/or distribute inappropriate or unethical material.
- Bypassing the Northwood Local Schools web filter through a web proxy.

6.5 Chromebook Care

Students will be held responsible for maintaining their individual Chromebook and keeping them in good working order. Students will be responsible for damages to their Chromebooks.

- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers applied by Northwood Local Schools may be applied to the Chromebook.
- Any accessories (charging blocks and cables, cases, etc.) furnished by the school district must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- Chromebooks that malfunction or are damaged must be reported to the technology office. The school district will be responsible for repairing Chromebooks that malfunction.
- Chromebooks that are stolen or lost must be reported immediately to the office and the Northwood Police Department.

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is viewed as a form of cheating thus is a violation of the Northwood Local Schools Student Handbook. 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.
- Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

6.7 Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and Northwood Local Schools Student Handbook.

7. Protecting & Storing Your Chromebook

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial numbers and correlated asset tag.
- Northwood Local Schools Label.

7.2 Storing Your Chromebook

When students are not using their Chromebooks, they should be stored in their locker or kept with the student. Nothing should be placed on top of the iPad when stored in student lockers. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage in the office.

Do NOT leave your Chromebook in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, unlocked classrooms and lockers, dressing rooms, busses, and hallways. Any iPad left in these areas is in danger of being stolen or damaged. If a Chromebook is found in an unsupervised area, it will be taken to the office.

8. Repairing or Replacing Your Chromebook

Students will be responsible for damages to their Chromebooks including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction of maintenance issue, the Northwood Local Schools District Protection Plan would be used to determine the cost of the repairs. In the case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device.

8.1 School District Protection Plan

Insurance is available through Northwood Local Schools. The cost of the insurance protection is \$60 annually. This cost is added as an option for each student in their yearly fees. The insurance policy covers one Chromebook per student per school year for any costs outside the manufacturer's warranty. Purchasing the insurance is not required, but students are responsible for all repair/replacement costs. Refer to the following coverage table for repair costs with and without insurance.

Claims	With Insurance	Without Insurance
Lost Chromebook	\$300	\$300
Stolen Chromebook (w/ Police Report)	\$0	\$300
Damage to Glass/LCD	\$0 (covering 1 repairs)	\$120
Damage to headphone port	\$0 (covering 1 repairs)	\$50
Damage to charge port	\$0 (covering 1 repairs)	\$50
Damage to Case/Keyboard	\$0	\$50
Damaged/lost power cord	\$0	\$20
<i>Prices are subject to change</i>		

8.2 Claims

All protection plan claims for accidental damage or maintenance must be reported and filed with the office. In cases of theft, students or parents must file a police or fire report and bring a copy of the report to the office before a Chromebook can be replaced with the School District Protection Plan.