Sunman-Dearborn Community Schools

Chromebook Handbook

The policies, procedures, and information outlined in this document are applicable to all Chromebooks utilized at Sunman-Dearborn Community Schools by students or guests. Additionally, any other device deemed by the Administration to fall within these guidelines is also subject to them.

Furthermore, teachers reserve the right to establish supplementary requirements for Chromebook usage in their respective classrooms.

Receiving Your Chromebook:

Chromebooks will be distributed on the first day of each school year. ***Parents & Students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child.*** This document will need to be signed during student registration or during new student enrollment.

Protection Plan:

Sunman-Dearborn Community Schools offers Chromebook accidental damage protection that may be purchased prior to deployment of the Chromebook to your child. The annual fee will be $25 per device and must be paid at student registration or prior to the first claim. Details of this policy are on page 8.

Training:

Students will receive training on how to use the Chromebook from their homeroom teacher. Additionally, comprehensive training materials including documents and videos are accessible online for students to reference as needed.
https://sites.google.com/sunmandearborn.k12.in.us/sdcsstudenthelpsite/home

Return:

Student Chromebooks and accessories (charger and case) will be collected at the end of each school year for maintenance. Students will continue to be reassigned their original Chromebook and case each year while enrolled at Sunman-Dearborn for the lifecycle of the device.

Any student who transfers out of Sunman-Dearborn 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 the full replacement cost of the device. 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. Chromebooks that are broken or fail to work properly must be reported via the technology ticket system. 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 shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Middle school and high school students are required to carry their Chromebook in the school-issued case at all times.

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.

To maintain the screen of your Chromebook in optimal condition, follow these guidelines:

- **Use a Soft, Dry Cloth:** Clean the screen regularly with a soft, dry antistatic, or microfiber cloth. Gently wipe away dust, smudges, and fingerprints to ensure a clear display.
- **Avoid Liquids:** Refrain from using window cleaner or any type of liquid or water on the Chromebook screen. Liquid substances can damage the display and compromise its functionality.
- **Consider Pre-Moistened Cleaning Wipes:** Alternatively, consider using individually packaged pre-moistened eyeglass cleaning wipes. These wipes offer convenience and are relatively inexpensive. They are specifically designed to safely clean delicate surfaces without leaving streaks or residue.

By adhering to these cleaning practices, you can prolong the lifespan of your Chromebook screen and enjoy uninterrupted usage.

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 will 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:
Middle school and high school 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 and bring them ready for use daily. Repeat violations of this policy will result in referral to administration and possible disciplinary action.
If fully charged at home, the battery will last throughout the day.

Sound:
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. (Students are encouraged to use earbuds or headphones.)

Printing:

At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of 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 service. http://google.com/cloudprint

Managing Your Files and Saving Your Work:

Students should save documents to their Google Drive or they may save to an external memory device such as a 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 Sunman-Dearborn Community Schools. Spot checks for compliance will be done by administration or Sunman-Dearborn staff at any time. Personalized Chromebook parts and/or accessories will be replaced and

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Sunman-Dearborn Community Schools acceptable use policy.

Software on Chromebooks:

Originally Installed Software:
Chromebook software is delivered via the Sunman-Dearborn 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 Sunman-Dearborn Community Schools.

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:
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 school district 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 monitoring their Chromebook, they should be stored in their 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 should be charged fully each night at the student's home. Chromebooks should *never* be stored in an unattended vehicle.

Storing Chromebooks at Extracurricular Events:
Students are responsible for securely storing their Chromebook during extracurricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:
Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extracurricular bus, in a car, 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 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 established school location.
- 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 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 the cost to replace the damaged parts.

Accidental Damage or Loss Protection:
As part of the 1:1 Chromebook initiative Sunman-Dearborn Community Schools is recommending the purchase of accidental damage protection prior to the deployment of the Chromebook to your student. Sunman-Dearborn Community Schools will be the sole provider of this protection plan. Under this policy the Chromebooks are protected against accidental damage or loss due to an act of nature. The 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 protection plan policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Sunman-Dearborn Community Schools 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.**

Cost of Repairs for Each Model:

Device	3100	3100 2-in-1	3110	3110 2-in-1	Dell 11
Part	**Price**	**Price**	**Price**	**Price**	**Price**
Speaker	8.99	8.99	8.99	8.99	8.99
Hinge Set	8.99	12.99	12.99	8.99	14.99
Wifi Card	----------	----------	----------	----------	----------
LCD Cable	9.99	9.99	9.99	9.99	9.99
Camera / LED Board	19.99	19.99	19.99	19.99	
AC Adapter	30.00	30.00	30.00	30.00	30.00
Bottom Cover	19.99	19.99	19.99	19.99	19.99
Daughterboard	----------	29.99	----------	----------	
Touchpad	13.99	13.99	13.99	13.99	13.99
Bezel	16.99	----------	16.99	----------	16.99
LCD Panel	24.99	----------	24.99	----------	24.99
Battery	45.99	45.99	45.99	45.99	45.99
LCD Back Cover	22.99	22.99	22.99	22.99	22.99
Palmrest	25.99	41.99	25.99	25.99	25.99
Keyboard	16.99	16.99	16.99	16.99	18.99
Motherboard 4GB	119.99	129.99	215.99	225.99	325.99
Headphone Board	----------	----------	----------	----------	24.99
LCD Touch Screen Digitizer	----------	118.99	----------	125.99	----------
World Facing Palmrest Camera w Cable	----------	9.99	----------	19.99	----------
Sensor Board	----------	19.99	----------	19.99	----------
Sensor Board Cable	----------	14.99	----------	----------	----------
AC Adapter Cord 3 Prong	3.99	3.99	3.99	3.99	3.99
Case	25.00	----------	25.00	----------	25.00
Complete Replacement	250.00	300.00	350.00	350.00	450.00
Dell Active Pen - Stylus	----------	30	----------	----------	----------
Chrome OS MGMT License	30.00	30.00	30.00	30.00	30.00

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Sunman-Dearborn Community Schools
Chromebook Device Protection Plan

Sunman-Dearborn Community Schools recommends that accidental damage protection be purchased prior to the deployment of the Chromebook to your child. The plan cost is $25.00 annually for each Chromebook. Each claim covered by the protection plan will be assessed an incremental deductible within the current school year. The first claim deductible will be at no cost. A second claim will be $50 or the cost of repair, whichever is lower. A third claim will be the actual cost of the damage, up to and including full replacement cost. If a student withdraws from the district 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.

Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
$25 per device	$0	$50	Actual cost of damage

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 - please reference cost chart on page 8
- AC Adapter & power cord - please reference cost chart on page 8
- Protective case for middle school and high school - please reference cost chart on page 8

Chromebook Technical Support:

The DropZone is a support system for student Chromebook issues. Students that experience issues with the Chromebook can submit a technology ticket to request help from the DropZone. After a technology ticket is received, services provided by the DropZone include:

- Password Identification
- User account support
- Distribution of loaner Chromebooks
- Operating System or software configuration support
- System software updates
- Google apps support

Technology issues that cannot be resolved by the DropZone are escalated to the Sunman-Dearborn Community Schools Technology Department for additional support.

Technology Acceptable Use:

The Internet and various forms of technology are a collection of networks that allows access to an unprecedented amount of information and resources. When properly utilized, this can enhance collaboration, communication, learning, and classroom instruction. We are pleased to be able to provide this level of technology to both staff and students.
With access to such a great wealth of information and resources, both staff and students (collectively referred to as “users”) must understand and practice proper ethical use. All users must understand their responsibilities regarding procedures, policy, and security before using the network.

Important General Usage Guidelines

A. S-DCSC seeks to provide access to digital and online materials for learning. Only websites that are related to work, instruction, or research are authorized for use.
B. All Games are strictly forbidden from use unless they are educationally related to the curriculum being taught.
C. Streaming video and audio is not authorized unless educationally or instructionally related. (i.e. music videos, Spinner, etc.)
D. All music sharing programs (Napster, Morpheus, Kazaa, Gnutella, iMesh, etc.) are banned from use on campus.
E. External and personal email, chat rooms, and instant messaging are not authorized for use on campus. Only school-approved and issued accounts (such as Google Apps for Education, iXL, Renaissance Place, and education websites) will be allowed for educational purposes.
F. File storage on campus computer systems is to be used for educational, instructional, or work related use only. Do not store games, videos, inappropriate pictures, hacking utilities, etc. on any computer or network resource.
G. Any unauthorized access or attempted access to the student information system will result in strict disciplinary action.
H. The use of slanderous language via any electronic communication is strictly prohibited.
I. No student or staff member shall access inappropriate material via the Internet while on campus and using school resources. This includes, but is not limited to, pornographic sites, child pornography, racist sites, illegal activities, and any other site that is unlawful, immoral, or unethical. This policy includes all technology resources such as computers, mobile devices (including cell phones)

Computer Usage

Users must never share their accounts with other users. Users are responsible for the accounts they have been issued. Therefore, it is extremely important that the password issued to the user be kept confidential to ensure proper network security.

Users are restricted from downloading, storing, or using any program designed to exploit network vulnerabilities. Copyrighted material such as music, pictures, media files, and programs shall not be downloaded or stored on any campus computer without proof of purchase or written consent from the owner. Any user identified as intentionally sending or infecting computers will be subject to disciplinary action and/or legal action.

TECHNOLOGY USAGE ADDITIONAL GUIDELINES
Conditions, Rules, and Acceptable Use Agreement

INTERNET: Sunman-Dearborn Community Schools (S-DCSC) has actively pursued advanced technology to provide access to learning opportunities for our students and staff. We believe that computers connected to the Internet will help propel today's schools into the information age by allowing students and staff to access and use information sources from distant computers, communicate and share information with individuals or groups of other students and staff, and significantly expand their knowledge base. The Internet is a tool for lifelong learning that will open the door to many advanced educational tools.
PROPER AND ETHICAL USE: With this new learning tool students and staff must understand and practice proper and ethical use. All students and staff must attend in servicing regarding procedures, ethics, and security involving the use of the Internet before receiving an account name and password in order to use the system.

CONDITIONS AND RULES FOR USE

A. Acceptable Use

1. The purpose of the Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of S-DCSC. Access to the Internet is made possible through an appropriate provider to be designated by S-DCSC at its sole discretion. S-DCSC and all users of the Internet must comply with existing rules and acceptable use policies, which are incorporated into this document.
2. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material, or material protected by trade secrets.
3. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

B. Privilege

The use of the internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. S-DCSC, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account, at any time, based upon its determination of inappropriate use by the account holder or user.

C. Monitoring

The S-DCSC reserves the right to review any material on user accounts, computers, and file server space in order for S-DCSC to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user accounts and file server space, S-DCSC will respect the privacy of those accounts.

D. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not use abusive language in your messages to others.

2. Use appropriate language. Do not use profanities, vulgarities, or any other inappropriate language. Do not engage in activities that are prohibited under state or federal law.

3. Do not reveal any personal information about yourself, students, or colleagues. This includes personal addresses and phone numbers.

4. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges.

5. Do not use the network in such a way that you would disrupt the use of the network by other users.

6. All communications and information accessible via the network is assumed to be private property.

7. Personal purchases on the school Internet are prohibited.

E. No Warranties

S-DCSC makes no warranties of any kind, whether expressed or implied for the services it provides. S-DCSC will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, incorrect deliveries, or service interruptions caused by the S-DCSC negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. S-DCSC specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they contain and consider how valid that information may be.

F. Security

1. Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use the system.

2. If you feel that you have identified any security problem on the network, you must notify a system administrator. Do not demonstrate the problems to other users.

3. Do not use another individual's account.

4. Attempts to log on to the network as a system administrator may result in cancellation of user privileges.

5. Any user attempting to operate a malicious piece of software designed to hack, crack,

or alter any part of the network, elevate user privileges, or produce unnecessary bandwidth consumption will have disciplinary action taken against them.

6. S-DCSC may deny Internet access to any user identified as a security risk for having a history of problems with other computer systems.

G. Vandalism and Harassment

1. Vandalism and harassment will result in cancellation of user privileges.

2. Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, the Internet or other networks that are connected to the Internet backbone. This includes, but is not limited to, defacing hardware, changing network or individual computer settings or configurations, uploading or creating of computer viruses, trojans, and other malicious software. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted email.

H. Procedures for Use

1. Student users must always get permission from their instructors before using the network or accessing any specific file or application. Follow written and oral classroom instructions.

2. All users have the same right to use the equipment. Therefore, users shall not play games (network or local) or use the computer resources for other nonacademic activities. In addition, users shall not waste nor take supplies, such as paper, printer cartridges, diskettes, or cd's that are not provided by the S-DCSC.

I. Encounter of Controversial Material

Although the district employs an Internet Filtering Device, users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material. Any decision by S-DCSC to restrict access to Internet material shall not be deemed to impose any duty on S-DCSC to regulate the content of material on the Internet.

PENALTIES FOR IMPROPER USE

A. Any user violating these rules, applicable state and federal laws or posted classroom and district rules are subject to loss of network privileges and any other District Disciplinary options.

B. In addition, pursuant to the State of Indiana Law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of Indiana Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

USER: I understand and will abide by the above Conditions, Rules, and Acceptable Use Agreement. I further understand that any violation of the above Conditions, Rules, and Acceptable Use Agreement

is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; disciplinary action may be taken and/or appropriate legal action.

PARENT OR GUARDIAN: (If you are the parent or guardian of a student under the age of 18, you must also read and sign this agreement.) As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes only. I also recognize that it is impossible for the S-DCSC to restrict access to controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Sunman-Dearborn Community Schools
Chromebook Policy Handbook
Sign-Off 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 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 use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook or Chromebook case.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Sunman-Dearborn Community Schools.
- 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, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger and case in good working condition at the end of each school year.

Student Name:_____(Please Print)

Student Signature:_____

Parent Signature:_____

Date:_____