North Callaway School District

Technology Handbook

Procedures and Information

Regarding Chromebook 1:1 Initiative

2022-2023
Parent/Student Handbook

1:1 Mission

The North Callaway R-1 (NCR-1) is excited to provide Chromebook computers to its students for their educational use. The purpose of our 1:1 initiative is to put current technology into the hands of all students to help enhance and personalize our academic program. Technology is a tool to increase critical thinking, problem solving, communication, collaboration, creativity and innovation: all 21st century skills. Technology in the classroom does not diminish the vital role of the teacher, however, it is a resource that enhances the facilitation of learning.

Program Overview

NCR-1 purchases and owns student Chromebooks and distributes them to students to use for educational purposes during the academic year. Whenever students leave our school district as well as at the end of the school year, their chromebooks are collected, inspected, updated, and maintained by NCR-1 through Quality Network Solutions (QNS).

The policies and procedures in this handbook apply to all district Chromebooks used at home and/or school. Chromebooks will be used in all grades K-12 and at this time only middle and high school students will be permitted to use the device outside of the school building. Each student will be assigned a Chromebook, charger, and protective case/bag (middle and high school) and will be responsible for taking care of it. Students are accountable for:

- Ensuring the care of the equipment entrusted to them.
- Following the expectations set forth in this handbook.
- Following the District's Technology Acceptable Usage Policies and Procedures.

Proper care and expectations for all items is covered in this handbook. As a family, please review the information below, as students will be held accountable for these standards.

We hope to make our 1:1 Initiative a success through collaboration among parents, educators and students. The use of Chromebooks for teaching and learning in NCR-1 Schools is a great opportunity to accelerate the learning for all of our students and to enhance an already strong academic program. We look forward to open communication and to a robust partnership among our community members, parents, students and staff in support of 1:1.

1. Chromebook Distribution

All students grades 6 - 12 will be assigned an individual Chromebook, charger, and case/bag to be used for their educational needs for the school year.

NCR-1 School District retains sole right of possession of the Chromebook. The District lends the Chromebook to the students for educational purposes only for the academic year. Additionally, District staff and QNS staff retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

Chromebooks will be collected at the end of the school year and then re-distributed at the beginning of each school year. The district will maintain a log of all Chromebooks that includes the Chromebook serial number, along with the name of the student assigned to the device. ***Take Good Care of It!***

2.   Special Accommodations

NCR-1 School District is committed to providing all students the tools needed to access curriculum. The individualized education program (IEP) and/or 504 team will make decisions regarding appropriate technology needs of a student on an individual basis.

3.   Repairing/Replacing Your Chromebook

All Chromebooks in need of repair must be brought to the library during school hours. **Chromebooks are NEVER to be sent directly to the manufacturer or to an outside repair service.** All repairs are to be completed by QNS.

Chromebooks are purchased with a limited vendor warranty. This limited warranty covers manufacturer defects. It does not warrant damage caused by misuse, theft, fires, abuse, accidents, or malware. Please report all Chromebook problems to the library. If a Chromebook becomes defective (at no fault of the student) after the vendor warranty expires, NCR-1 School District will replace the Chromebook at no charge with a similar model.

Damage - (assessed by the by the NC Technology Department)
1) Chromebook Damage or lack of functionality of any kind must be reported to the library in a timely manner for Technology Department review.
   a) First incident:
      i) Accidental damage: No charge
      ii) Intentional damage: Full price of repair/replacement
   b) Second incident and subsequent incidents:
      i) Accidental damage: Full price of repair/replacement costs
      ii) Intentional damage: Full price of repair/replacement and loss of Chromebook privileges

Lost or Stolen -
1) If the Chromebook or charger is lost or stolen, you are responsible for the cost to replace the item.
2) Loss of the property must be reported to the building administrator within three (3) school days after the occurrence.
3) Stolen Chromebooks must be reported to the building administration and School Resource Officer (SRO). A copy of the police report must be provided to the school administrator within three (3) school days after the report to local authorities.

Table of Replacement Cost

Model	Part	Cost
HP 11 all models	AC Power Adapter	$40.99
HP 11 G6 EE	Screen	$47.99
HP 11 G6 EE	Keyboard/Palmrest	$54.99
HP 11 G7 EE	Keyboard/Palmrest	$49.99
HP 11 G7 EE	Screen	$47.99
HP 11 G8 EE	Keyboard/Palmrest	$59.99
HP 11 G8 EE	Screen	$47.99
HP 11 G9 EE	Keyboard/Palmrest	$99.99
HP 11 G9 EE	Screen	$47.99
HP 11 all models	Chromebook Replacement	$345.06

4. Chromebooks Under Repair

Students will bring their Chromebook, that is in need of repair, to the library to be evaluated. The librarian will log the Chromebook in and report it to the Technology department. The repair process will be logged and recorded by the Technology department. All fees and fines will need to be paid before the device is returned to the student. The student will be contacted when their device is repaired and available to be picked up in the library.

If available, the student will receive a day loaner Chromebook while a Chromebook is in the repair process. A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device. Chromebooks on loan to students while having devices repaired must be returned to the Library the last hour of the day and then checked out at the start of the next day, they will not be permitted to go home with the student.

5. Chromebook Theft/Loss of Chromebook

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged are the responsibility of the student and/or parent. It is the responsibility of the student and parents to work with the school district and/or law enforcement agencies to help recover lost or stolen items.

Replacement devices and accessories must be purchased through the school and not through an outside retailer. 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.

6. Fines

Fines surrounding Chromebooks will be handled in the same fashion as a lunch account or equipment fine. Unpaid fines may be turned over to a collection agency. Students and parents will be notified of outstanding fines.

7. Taking Care of Your Chromebook

Each student will be issued a protective bag or case for his/her Chromebook that should be used at all times. Although the bags/cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

Students are responsible for keeping their Chromebook charged and ready for each school day. Middle and High School students should take their Chromebooks home every day and charge them fully overnight.

8. General Precautions

- Food or drink is not allowed near your Chromebook.
- Chromebooks should not be exposed to extreme temperatures or direct sunlight (ie: left in a car on a hot/cold day).
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook bag, if provided.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- When students are not using their Chromebook, it is the students responsibility for proper storage (example: in the district provided bag or charging station).

9. Screen Care

- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or jump drives). This is the leading cause of screen damage.
- Never lift Chromebooks by the screen
- Never stack heavy objects such as textbooks on top of a chromebook. The screens are particularly sensitive to damage from excessive pressure.
- The Chromebook can be damaged if subjected to heavy objects, rough treatment, cleaning solvents, and liquids.
- Do not store a Chromebook with the screen open.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. Do NOT use Clorox wipes, Windex or any other liquid.

10. Chromebook, Cover & Bag Personalization

- Students are not allowed to apply stickers or other sticker-like embellishments to their chromebook, cover or case.
- Students are not allowed to draw, write, paint or otherwise permanently alter their chromebook, bag, or case.
- Students are not allowed to remove identification stickers from their chromebook, bag, or case.

11. Unsupervised/Abandoned Chromebooks

- Students are expected to have a fully charged Chromebook at school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.
- Chromebooks should be stored in a secured location when the Chromebook is not being managed by the owner (i.e while in gym, art or lunch). Under no circumstances should Chromebooks be left abandoned.
- Teachers are not responsible for students leaving an unsupervised Chromebook in their classroom.
- Communicate with your teachers, coaches, club sponsors, etc. about ensuring that the Chromebook is kept secure if you have it at school-related activities, sporting events, etc.
- If an unsupervised Chromebook is found, notify a staff member immediately or take it to the school library. **Unsupervised Chromebooks will be confiscated by staff and brought to the school library aide.**

12. Use at Home

Middle and high school students will be allowed to take their Chromebooks home each night. If the student chooses to take their Chromebook home at night please be aware of the following.

- Chromebooks will connect to a home wireless network that is open and requires only a network key or passcode to connect.
- Students should charge their Chromebook at home and bring it back to school the next day fully charged.
- Students without internet access at home can still work offline on the Chromebook.
- The Chromebook will not support a physical printer connection.
- Chromebooks are NOT intended for family use and are issued solely to the student for school-related purposes only.
- Chromebooks are filtered by the district whether at school or at home. The district uses a 24/7 content filter and monitoring system.

13.   Acceptable Use Policy

Parents and students must be familiar with the district's [Internet Usage Policy 6320](#) and [Regulation 6320](#). A signed Technology Usage Agreement form must be completed before check out. All District Policies can be found through a link on the school's website [North Callaway Website](#).

Cyberbullying is when one or more individuals slander, threaten, harass, humiliate, embarrass or otherwise target another individual using digital technologies. Cyberbullying IS NOT tolerated by this school district. [Policy 2655.](#)

14.   Digital Citizenship

School issued Chromebooks are to be used for educational purposes and students are to adhere to the NCR-1 *Acceptable Use Regulation* and all of its corresponding administrative procedures at all times. Students will be working in a digital and collaborative environment and will be expected to conduct themselves as model digital citizens by adhering to the following:
- **Respect Yourself**
- **Protect Yourself**
- **Respect Others**
- **Protect Others**
- **Respect Intellectual Property**
- **Protect Intellectual Property**

15.   Account Security

Students are required to use their NCR-1 District Google account user ID and password when using their Chromebooks. Personal accounts should not be used. Students must protect their accounts and are required to keep their login credentials confidential.

The NCR-1 School District has the authority and ability to monitor any and all school district devices. Students should not allow anyone else to use their Chromebook while the student is logged in.

16.   District Internet Filtering

The supplied Chromebook device is property of the NCR-1 School District, therefore, it is subject to the monitoring of use and search of contents at the request of district administration. This includes monitoring and filtering internet use on the device at home, as well as at school. The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). This system will provide 24/7 content filtering and monitoring on student Chromebooks when they are

connected to the internet, whether in district or off the district's network. This content filter is very good, however, it is not perfect, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. If an inappropriate site is inadvertently accessed please report it to a staff member immediately to avoid possible disciplinary action. If an educationally valuable site is blocked, students should contact their teachers to request the site to be unblocked. **Any evidence of trying to get around the filter will result in disciplinary action.**

17. Troubleshooting Tips

- Dim your screen to conserve power and make your battery charge last longer. When fully charged the Chromebook should last over 8 hours.
- Keep open only applications and websites you are using. This saves processor power, memory and extends your battery life.
- Work on a flat and level surface and not on top of other items on your desk.
- If not in direct use, do not leave your computer on your desk where it may get knocked off.
- If you are having issues, or your chromebook is locked up, hold the power button for 30 seconds and then try to power it back on.

In addition to the above instructions on power cycling the device off, all other issues should be reported to the school librarian to be reported to the technology department.

18. Using Your Chromebook -Managing & Saving Your Digital Work

Students will always log into their Chromebooks using their school-issued Google account. Students should never share their account passwords with others. The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an internet connection and most mobile Internet devices. It is the student's responsibility to safely store their digital media. The school will not be responsible for the loss of any student work. Additionally, students are encouraged to maintain backups of their important work on portable storage devices as well as on the Google Drive cloud storage. **PLEASE NOTE: GOOGLE FOR EDUCATION (G-Suite) ACCOUNTS WILL BE DEACTIVATED WHEN A STUDENT GRADUATES AND OR LEAVES THE DISTRICT. ALL IMPORTANT INFORMATION WILL NEED TO BE COPIED TO A NEW CLOUD ACCOUNT AND/OR PORTABLE STORAGE DEVICE. THIS IS THE SOLE RESPONSIBILITY OF THE STUDENT.**

19. Printing

Students will not print from their Chromebook. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
All student work will be stored in an Internet/cloud application.

20. Operating Systems & Updating Your Chromebook

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update Chromebooks. G Suite extensions and applications will be loaded to student Chromebooks through the school district based on educational need, district discretion and admin/teacher request. Students may not use or install any custom operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district. Wiping/altering the operating system will result in disciplinary action. Students will NOT power-wash or factory reset their device.

21. Returning Your Chromebook

At the end of the school year, students will turn in their Chromebooks, bag/case and charger/power adapter to a designated location on their assigned day during the last week of school. Every effort will be made to ensure students receive the same device at the beginning of the next school year. Students that transfer out of or withdraw from the NCR-1 School District must turn in their Chromebooks, carrying case, and chargers/power adapters to the Library Media Center on their last day of attendance. Failure to turn in the Chromebook will result in the students being charged the full replacement cost (Chromebook, carrying case, and charger/power adapter). Unpaid fines and fees of students may be turned over to a collection agency along with restricting participation privileges at NCR-1 District events. The District may also file a report of stolen property with the local law enforcement agency.

Chromebook FAQ's

Q. What is a Chromebook?
A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?
A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q: When will my student receive their device?
A: Devices will be distributed in August. At that time, students will receive a Chromebook, a protective case/bag, and a charger. Students and parents will be asked to sign an agreement prior to receiving their device that acknowledges that maintaining possession of the device and keeping it in good working order is the responsibility of the student.

Q: Who should we see, call, or e-mail if there is a problem?
A: The school librarian will record and report all technology issues for students throughout the school day. Services include: distributing a loaner computer when a computer isn't functioning properly, checking minor issues, and reporting all bigger issues to the school technology department.

Q. Is there antivirus built into it?
A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q: How long does the battery last?
A: The normal life of the battery of the Chromebook is 8-10 hours. A fully charged computer should last the entire day.

Q: How can a student access a device if their Chromebook is being repaired?
A: If available, the student will receive a day loaner Chromebook while a Chromebook is in the repair process.

Q: Does the district have the ability to track technology that may be lost or stolen?
A: Yes, steps have been taken to allow us to track devices in these scenarios.

Q: Will Chromebooks take the place of all textbooks?
A: Teachers will still be using a variety of resources to support their instruction. The technology enhanced classroom will support innovative practices and new resources for students to showcase their learning. The NCR-1 School District views Chromebooks as a vital resource to student learning but not the only resource that we use.

Q. How are these web-based applications managed?
A. The NCR-1 School District, through QNS, will maintain and manage all devices through our Google for Education account. QNS can pre-install as well as block specific web-applications from a centralized management console.

Q: Can I or another family member use my student's Chromebook?
A. No. Chromebooks should only be used by the student assigned to it. Parents/Guardians, family, friends, or other individuals are not permitted to use it.

Q: My student has a personal google account, can they use that account on their chromebook?
A. No. Students should only use their district assigned Google account on their Chromebook.

North Callaway R-1 School District Chromebook

Student/Parent/Guardian Acknowledgment -
- I understand and agree that if I do not honor all the terms in the NC Technology Handbook, I may be subject to disciplinary action and my NCR-1 issued Chromebook may be revoked.
- As a parent or guardian, you have the authority to enter into this agreement on behalf of the student(s) named on this agreement.
- I have read and agree to the North Callaway Policy and Regulation 6320.

Student Information (Please Print)

_____

Last Name   First Name   MI   Student ID Number (Lunch Pin)

_____

Student Signature   Date of Birth (MM/DD/YYYY)

Parent / Guardian Information (Please Print)

_____

Last Name   First Name   Email address

_____

Address   City   State   Zip

_____

Phone #1   Phone #2

_____

Parent/Guardian Signature   Date Signed

Chromebook Serial Number: _____   **QNS Number: _____**