

The Newport Public Schools

Chromebook Use and Care Guide

**A Resource for Students and
Parents/Guardians**

Version 1.0 - For the 2019-20 School Year

1. Receiving Your Chromebook

a. Distribution Dates/Times

Chromebook distribution dates will be established before the start of school. Dates will be communicated through the website and school principals.

Note: If someone is unable to make one of the established distribution dates, Chromebooks will be available for pick-up by appointment only. Please coordinate with the Rogers High School Office Staff.

b. Distribution of Chromebooks

Any chromebook distributed through inventory reallocation has been inspected by the technology department and condition has been noted.

c. Transfer/New Student Distribution

All transfers, new students or students that miss the summer distribution should go to the Main Office to obtain their Chromebook.

Students & parent/guardian must sign the *Chromebook Loan Agreement* prior to picking up a Chromebook.

2. Returning Your Chromebook

a. End of Year

At the end of the school year, students must turn in their Chromebooks, cases, power supplies, and any other equipment issued with the Chromebook. Students and asset tags will be referenced with the collected Chromebooks. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. There will also be a charge for any missing peripheral equipment such as the case or power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

b. Transferring/Withdrawing Students

Students transferring out of or withdrawing from the Newport Public Schools must turn in their Chromebooks, cases, power supplies, and any other equipment issued with the Chromebook by or on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. There will also be a charge for any missing peripheral equipment such as the case or power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

3. 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 Department, as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended.

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be exposed to extreme temperatures, such as leaving it in a car overnight during the winter.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Heavy objects should never be placed on top of Chromebooks.

b. Cases

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the 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.

c. Carrying Chromebooks

- Always transport Chromebooks with care and in Newport-issued protective cases.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

d. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, ear buds or storage devices).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Asset Tags

- All Chromebooks will be labeled with a Newport Public Schools asset tag. The asset tag indicates the Chromebook is property of the Newport Public Schools and provides information that allows us to determine the name of the student to which the specific Chromebook has been assigned.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with an asset tag or turning in a Chromebook without an asset tag.

4. Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

a. If a student does not bring his/her Chromebook to school

- There are a limited number of loaner devices available for distribution. Priority for loaners will be given to students that have devices being repaired. A student is not guaranteed to receive a loaner if they forget their device or forget to charge their device.
- Multiple occurrences of coming to school without one's Chromebook may result in disciplinary action.
- Students that obtain a loaner will be responsible for returning the borrowed device to the Main Office before 2:00 p.m.

b. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair with the Technology Department.
- Chromebooks on loan to students who are having their device repaired may be taken home.
- Students must return loaner devices promptly after receiving notification. Any payments for repairs are also expected to be made at this time.
- The loaner device will be disabled if not returned within five days of notification.

c. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- There is a limited amount of charging stations available to students.

d. Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

e. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. There will be limited printing available in school.
- Students will be able to print from their Chromebooks to designated printers. There will be a quota set on the number of pages each student can print in any given year. Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home.

g. Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued Google Apps for Education account.
- Students should never share their account passwords with others, including faculty and staff.

h. Managing and Saving Your Digital Work With a Chromebook

- 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.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Newport Public Schools Responsible Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

Students are responsible for all aspects of network connection and printing outside of school.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

a. Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

- There is no need for additional virus protection.

7. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers or a

member of the Technology staff to request that the site be unblocked.

8. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Students may be allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Requests for appropriate apps or extensions that may be currently blocked can be submitted to the NPS Technology Department.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. Chromebook Identification

a. Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

10. Repairing/Replacing Your Chromebook

a. Repairs/Replacements

- The District shall repair or replace equipment breakages due to manufacturer defect or mechanical breakdown. The cost of all other breakages, accidental or intentional, shall be the responsibility of the student/parent/guardian. These instances shall be reviewed on a case by case basis. The District shall make its best attempt to repair or replace the device at the best possible price.
- Loss or theft of the device is the responsibility of the student/parent/guardian and shall result in the student/parent/guardian being charged the full replacement cost..

b. Optional Insurance

- Optional insurance through a third party provider shall be made available for students and their families to purchase, if they so choose.

11. Privacy Expectations

School-issued Chromebooks have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines.

a. On Campus Chromebook Use

1. All devices on the school network go through a content filter that prevents students from accessing harmful content. This filter also logs user activity, including those websites accessed by the end user. The filtering policies are a requirement of the Children's Internet Protection Act (CIPA).

b. Off Campus Chromebook Use

1. Chromebooks will be filtered for the purpose of preventing students from accessing harmful content in a similar way they are filtered on school grounds.

At no time will any member of the Newport Public School staff have the ability to manipulate the Chromebook webcam in any way. The webcam will never be remotely activated by the Newport Public Schools.

Remote access to student devices off campus will be limited to the following:

- There is reasonable suspicion that the student has engaged in a specified misconduct and there is reasonable suspicion related to the health and safety of a student
- Access is necessary to address technological threats to the school computer system or to update or upgrade the device's software
- A warrant will be obtained if the search is designed to look for evidence of criminal activity
- The parent has given consent to search on an individualized basis

A physical search of the contents of a student's device will be limited to the same reasons stated to obtain remote access, or for legitimate educationally related reasons.

12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the NPS Responsible Use Policy and all of its corresponding administrative procedures at all times.