

Festus R-VI 1:1 Student Handbook



2020

1.0 Receiving and Returning Your Chromebook	4
1.1 Receiving Your Chromebook:	4
1.2 Returning Your Chromebook:	4
2.0 Taking Care of Your Chromebook	4
2.1 General Precautions	4
2.2 Protective Cases	5
2.3 Carrying Chromebooks	5
2.4 Screen Care	5
3.0 Using Your Chromebook	6
3.1 Chromebook left at home	6
3.2 Chromebooks Undergoing Repair	7
3.3 Charging your Chromebook	7
3.4 Backgrounds and Passwords	7
3.5 Sound, Music, Games or Programs	8
3.6 Printing	8
3.7 Home Internet Access	8
4.0 Managing and Saving Digital Work	8
5.0 Software On Chromebooks	9
5.1 Originally Installed Software	9
5.2 Additional Software and Restricted Apps	9
5.3 Virus Protection	9
5.4 Inspections	9
5.5 Restoring the Chromebook	10
5.6 Software Upgrades	10
6.0 Acceptable Use	10
6.1 General Guidelines:	10
6.2 Privacy and Safety:	11
6.3 Legal Property:	12
6.4 Email:	12
6.5 Consequences:	12
7.0 Protecting and Storing your Chromebook	13
7.1 Chromebook Identification	13
7.2 Storing Your Chromebook:	13
7.3 Chromebooks Left in Unsupervised Areas:	13
8. Repairing/Replacing Your Chromebook	14
8.1 Manufacturer Warranty:	14
8.2 Chromebook Insurance:	14

8.3 Claims:	15
8.4 Estimated Cost of Repairs:	15
8.5 Insurance Enrollment	15
9. Chromebook Technical Support	16
Festus R-VI Student Pledge - Chromebook Use	17

1.0 Receiving and Returning Your Chromebook

1.1 Receiving Your Chromebook:

All parents/guardians and students are required to attend and participate in a Chromebook training and sign the Chromebook insurance agreement, and Acceptable Use Policy before a Chromebook will be issued to their student. Each student will receive a Chromebook, protective case, and power charger. Students who currently have outstanding balances or fines and fees will not be issued a Chromebook until the debts have been resolved.

1.2 Returning Your Chromebook:

Individual Chromebooks, cases and chargers must be returned back to the school at the end of the school year for maintenance. Students who withdraw, or are expelled, or terminate enrollment at Festus R-VI School District for any other reason, must return their Chromebook and accessories to the building's Library Media Center or Tiger Tech Team (T3) on their last day of attendance. Failure to turn in the Chromebook and accessories will result in the student being charged the full \$300.00 replacement cost. Any damage to the Chromebook and/or accessories will be handled on a case-by-case basis, and will be subject to the replacement cost schedule. Unpaid fines and fees of students leaving the Festus R-VI School District may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

2.0 Taking Care of Your Chromebook

2.1 General Precautions

Students are responsible for the general care of the Chromebook they have been issued by the school district. Chromebooks that are broken or fail to work properly must be taken to the Library Media Center as soon as possible to be evaluated. ***District owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.***

- No open food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted and removed carefully.

- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks should be powered down when not in use to conserve battery life.
- Chromebooks must remain free of any writing, drawing, paint, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- 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 temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Keep in mind this is a district owned device loaned to the student for instructional purpose.

2.2 Protective Cases

Each student will be issued a protective case for his/her Chromebook that should ***remain on the Chromebook at all times***. 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.

2.3 Carrying Chromebooks

- Always transport Chromebooks with care and in the school issued protective cases. Failure to do so may result in disciplinary action.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- Never carry Chromebooks with the screen open.

2.4 Screen Care

Chromebook screens can be easily damaged. The screens are sensitive to damage from excessive pressure on the screen.

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids.
- Do not poke the screen.
- 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, or papers).
- Clean the screen with a soft, dry antistatic, or microfiber 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 convenient and relatively inexpensive.

3.0 Using Your Chromebook

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 the teachers. 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. While at school, students are provided WiFi, however, when students are not at school, the district is not responsible for any data/usage charges incurred by the device.

3.1 Chromebook left at home

If a student leaves his or her Chromebook at home:

- The student may go to the Library Media Center or Tiger Tech Team (T3) and check out a loaner for the day, provided one is available. A student borrowing a device will be responsible for any damage to or loss of the loaned device, just as if it were his/her original device.
- The student who obtained the loaned device must return the device back to the Library Media Center or Tiger Tech Team (T3) within 5 minutes of the end of the day.
- The student is still responsible for getting the course work completed as if their Chromebook was present.
- The Library Media Center or Tiger Tech Team (T3) will document the number of times a loaner is issued to each student for not having their own device and send reports to the principal's office for those students who have more than 3 occurrences during the school year.

3.2 Chromebooks Undergoing Repair

- Loaner Chromebooks may be issued to students when they leave their school issued Chromebook for repair at the Library Media Center.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device, just as if it were their original school issued device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- Students will be contacted when their devices are repaired and available to be picked up from the Library Media Center or Tiger Tech Team (T3). The loaner Chromebook must be returned when the repaired Chromebook is picked up.

3.3 Charging your Chromebook

Chromebooks must be brought to school each day fully charged. Students need to get in the habit of charging their Chromebooks each evening. A fully charged Chromebook battery should last throughout the entire school day. A student coming to class with a dead chromebook will be subject to discipline according to student handbook.

3.4 Backgrounds and Passwords

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug references or pictures will result in disciplinary actions.
- The presence of inappropriate images and/or graphics may result in disciplinary action.
- The Festus R-VI Administrative staff reserve the right to change a background or theme on a Chromebook at any time for any reason.
- Protect your password. Do not share your password.
- Students enrolling from another school may need to report to the Library Media Specialist to get their password.

3.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from teacher.
- Headphones may be used at the discretion of the teacher.
- All game Chrome apps must meet the requirements of the Acceptable Use Policy, FERPA, and COPPA

3.6 Printing

- Students are encouraged to digitally publish and share their work with their teachers and peers.
- Students will not be able to print directly from their Chromebooks at school. All printing at school will have to be done from the Library Media Center, Tiger Tech Team (T3) or writing labs.

3.7 Home Internet Access

Students will be able to access the internet at home and anywhere else outside of the district. Students may be prompted to supply a password to access the internet.

4.0 Managing and Saving Digital Work

- Students may save work to their Google Drive (cloud based storage medium) via their Chromebook. Google Drive can be accessed by a variety of different platforms with an internet connection (e.g. desktops, laptops, Chromebooks and tablets).
- The Chromebook's hard drive has limited storage capability. Students are encouraged to save files to their Google Drive as much as possible.
- Files left on the hard drives of the Chromebooks will not be backed up by the district in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- The school will not be responsible for the loss of any student work.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

5.0 Software On Chromebooks

5.1 Originally Installed Software

- All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS) and many other applications deemed useful for academic purpose.
- The Chrome OS will automatically install updates when the device is powered down and restarted.
- The extensions/apps originally installed by Festus R-VI School District must remain on the Chromebook in usable condition and be easily accessible at all times.
- Occasionally, the Festus R-VI School District will add necessary software and apps to the student's computer.
- Applications that are no longer needed will automatically be removed by the school.

5.2 Additional Software and Restricted Apps

- Students are unable to install additional software on the Chromebook other than what has been approved by the Festus R-VI School District.
- Students are allowed to load extra extensions/apps on their Chromebook that are pre-approved. Students are responsible for the web apps and extensions they install on their Chromebooks. Apps and other media must be appropriate per the school's acceptable use policy and code of conduct. Students will be asked to remove apps and media if deemed inappropriate. These apps/extensions will be available upon logging into the Chromebook using the official school approved email address.

5.3 Virus Protection

Virus protection is unnecessary on the chromebook.

5.4 Inspections

- Students may be selected at random to provide their Chromebook for inspections.

- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability and various violations of student acceptable responsibilities when using the Chromebook.
- Inappropriate use or content will be subject to disciplinary action.

5.5 Restoring the Chromebook

- If technical difficulties occur, the Chromebook may be restored to its original factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image the device.
- All data stored on the hard drive of the Chromebook will be removed if the device has to be restored to its original settings.

5.6 Software Upgrades

- Each time you turn on your Chromebook, the system automatically checks for updates and applies any updates that it finds.
- It is highly recommended that students completely turn off their Chromebooks at night. This will allow the device to update on its own when powered on the following day.

6.0 Acceptable Use

6.1 General Guidelines:

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Festus R-VI School District.
- Access to the Festus R-VI School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges, as well as other disciplinary action as defined by the Festus R-VI Acceptable Use Policy, Plan of Discipline, or other policies.
- It is up to the discretion of the Director of Technology and/or school administration to use judgement as to what is acceptable in any undefined instances that may arise.

- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- All users of the district's technology resources and/or school network must sign the district's Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies outlined in the 1:1 Handbook.

6.2 Privacy and Safety:

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.
- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for education purposes.
- Do not open, use or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, identifiable information, credit card numbers, password or passwords of other people.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify a teacher.

6.3 Legal Property:

- All students and staff must comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the Festus R-VI School District Code of Conduct. 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 of hacking software is strictly prohibited and violators will be subject to discipline outlined in the Festus R-VI School District Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.4 Email:

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Festus R-VI School District. The network is heavily monitored by the district's technology department and is subject to filtering of inappropriate content.
- Always use appropriate and proper language in your communication.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- District issued student email accounts will only be able to communicate with other Festus R-VI students and staff.

6.5 Consequences:

- Students will be responsible for accounts and/or computer hardware issued to them.
- Non-compliance with the policies of the 1:1 Handbook or the Festus R-VI Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the year.

7.0 Protecting and Storing your Chromebook

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the Festus R-VI School District. Chromebooks can be identified in the following ways:

- Record of serial number
- Festus R-VI District etching on the Chromebook
- Student Identification number
- Student ID card in the pocket of the Chromebook case
- Students should not remove labels and/or serial number labels that are placed on the device or protective case.

7.2 Storing Your Chromebook:

- When students are not using their Chromebook, they should store them in their locked locker.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

7.3 Chromebooks Left in Unsupervised Areas:

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Library Media Center or Tiger Tech Team (T3) or the main office and may result in disciplinary action.

8. Repairing/Replacing Your Chromebook

8.1 Manufacturer Warranty:

- Chromebooks include a one year hardware warranty from the manufacturer.
- The manufacturer warrants the Chromebook to be free from defects in materials and workmanship.
- The manufacturer warranty covers normal use, mechanical breakdown, and faulty construction. The manufacturer will provide repair to the Chromebook inside the scope of this warranty.
- The manufacturer warranty does not warrant against damage caused by misuse, abuse, or accidents.

8.2 Chromebook Insurance:

Chromebook Insurance Protection against breakage, damages, loss and theft is available and highly recommended, but not mandatory. Insurance Protection must be paid in full before the first claim can be processed. Insurance will not be offered after breakage or damages have occurred.

- Insurance Protection cost per device is \$30.00 annually and covers one claim in full for accidental damage or breakage of any Chromebook parts.
- Second claim within a year will require a \$10.00 deductible.
- Third claim within a year will require a \$20.00 deductible.
- Payment of each deductible is required before the device will be repaired.
- Subsequent claims beyond the third claim within a year will be at a total cost to the student.
- Reimbursement of insurance for students who withdraw from the district will be prorated at \$15 per semester, with the maximum refund being \$15.00 within a given year.

*If you choose not to purchase insurance and the computer is damaged, lost or stolen, you are responsible for all repairs and/or replacement.

**Annual is determined to be first of school year distribution until end of the regular school year, or end of summer school session of which your student is enrolled. If Insurance Protection is enrolled on the first day of Second Semester or after, the cost per device is \$15.00.

***Insurance Fee will be capped at \$60 for families with 3 or more students

8.3 Claims:

- If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact Library Media Center or Tiger Tech Team (T3) immediately.
- Any technical issue with the device must be brought to the attention of Library Media Center or Tiger Tech Team (T3) staff immediately. This includes but is not limited to; Chrome OS (operating system), battery issues, loss of internet connectivity, failure of apps to launch, etc.
- Fines will be imposed in accordance with the below chart or as the circumstances may warrant at the discretion of the Festus R-VI School District administration.
- All reports will be investigated and addressed on a case by case basis.

8.4 Estimated Cost of Repairs:

All repairs and/or replacements must be processed by the Festus R-VI School District.

- Replacement of the Chromebook \$250
- Motherboard \$115
- AC Adapter and Power Cord \$40
- Battery \$50
- Protection Case \$35
- Screen Replacement \$40
- Screen hinges (L&R pair) \$20
- Top Cover (A-Side) \$40
- Screen Bezel (B-Side) \$23
- Keyboard (includes palmrest) (C-side) \$90
- Bottom casing (D-Side) \$40
- Power port \$10
- LCD video cable (motherboard > screen) \$18
- USB Board \$18
- Speakers \$11
- Camera \$15

8.5 Insurance Enrollment

The optional insurance program will be managed via One2One Risk Solutions (operated by A. J. Gallagher Insurance). All enrollment, claims, and payment processing will take place one2onerisk.com. A parent or guardian must complete the enrollment via one2onerisk.com even if declining the insurance coverage.

9. Chromebook Technical Support

The Library Media Center or Tiger Tech Team (T3) will be the first point of contact for the following:

- Password identification and reset
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating system or software configuration support
- Restoring Chromebook to factory default
- System software updates

Festus R-VI Student Pledge - Chromebook Use

As a student of the Festus R-VI School District, I will:

- Take good care of my Chromebook.
- Never leave my Chromebook unattended.
- Never loan out my Chromebook to other individuals.
- Know where my Chromebook is at all times.
- Fully charge my Chromebook each night before I come to school.
- Keep food and beverages away from Chromebook.
- Not disassemble any part of my Chromebook or attempt any repairs.
- Keep my Chromebook in the district-provided always-on case at all times.
- Use my Chromebook in ways that are appropriate, meet Festus R-VI School District expectations and are educational.
- Keep my Chromebook and case free of any decorations (stickers, markers, writing, etc.).
- Not deface the serial number sticker located on the bottom side of the Chromebook.
- Understand that the Chromebook is subject to inspection at any time without notice and remains the property of the Festus R-VI School District.
- Follow the policies outlined in the 1:1 Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- File a police report in case of theft or damage caused by fire.
- Be responsible for all damage or loss caused by neglect or abuse.
- Return the district Chromebook, case and power cord in good working condition at the end of the school year.
- Pay the full replacement cost of my Chromebook, power cord with charger and case in the event that any of these items are lost or intentionally damaged.

I agree to the stipulations set forth in the above documents including the 1:1 Handbook, the Chromebook and Acceptable Use Policy, the Chromebook Insurance Agreement Form and the Student Pledge for Chromebook Use.

Student Name (please print first and last name): _____

Student Signature: _____ Date: _____

Individual school Chromebooks and accessories must be returned to the Festus R-VI School District at the end of the school year. Students who withdraw, are suspended or expelled or terminate enrollment at a Festus R-VI school for any reason must return their individual school Chromebook on the date of termination.