

CHROMEBOOK PROCEDURES AND INFORMATION GUIDE

El Dorado County Office of Education Charter Alternative Programs

The procedures and information within this document apply to Chromebooks or similar devices provided to students by the El Dorado County Office of Education Charter Alternative programs (EDCOE/CAP).

CHROMEBOOK DESCRIPTION: A Chromebook is a light-weight, energy-efficient, highly portable laptop suitable for web browsing, and Google applications.

RECEIVING YOUR CHROMEBOOK: Parents and students must sign and return the *Chromebook User Agreement* before a Chromebook is issued to their child. Chromebooks will generally be collected at the end of each school year for maintenance and cleaning.

TAKING CARE OF YOUR CHROMEBOOK:

- Students are responsible for the general care of their Chromebook. Chromebooks that are broken or fail to work properly should be reported and turned in to appropriate staff immediately. When students are not monitoring their Chromebooks, they should be stored in a secure place – but not in student vehicles. Nothing should be placed on top of the Chromebook.
- Chromebooks should never be left in an unsupervised area due to the danger of being damaged or stolen. Unsupervised Chromebooks will be confiscated by staff, and disciplinary action may be taken.

GENERAL PRECAUTIONS:

- Food and beverages can damage your Chromebook, and students will be responsible for such damage.
 - Cords, cables, and removable storage devices should be inserted carefully into the Chromebook.
 - Students should never carry their Chromebooks while the screen is open unless directed to do so by staff.
 - Chromebooks should remain free of any writing, drawing, stickers, labels, or similar, unless applied by staff.
- Students will not remove EDCOE/CAP property stickers, Windows Product Key, or serial number stickers. If stickers have or appear to be falling off, take the Chromebook and sticker to staff immediately.
- Chromebooks should never be left in a vehicle or any unsupervised area.
 - The Chromebook screens can be damaged if subjected to rough treatment or excessive pressure:
 - Do not lean on the top of the Chromebook when it is closed.
 - Do not place anything near the Chromebook that could put pressure on the screen.
 - Do not touch or poke the screen.
 - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
 - Clean the screen with a soft, dry cloth or anti-static cloth. Do not use commercial glass cleaners.

Inappropriate media may not be installed, used, shared, or displayed on your Chromebook, including through screensavers. Media showing weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbol/pictures, or similar will result in disciplinary actions. The EDCOE school administrator shall have the final decision regarding what is considered inappropriate use.

MANAGING YOUR FILES & SAVING YOUR WORK: Managing files is through Google Classroom. Computer malfunctions are not an acceptable excuse for losing or not submitting work.

SOFTWARE & FIRMWARE: The software/firmware originally installed by EDCOE/CAP is the only software allowed on your Chromebook, and no other software/firmware may be installed, transferred, or operated on your Chromebook. Since the school may need to add, delete, or modify Chromebook software and/or firmware, you may need to

CHROMEBOOK PROCEDURES AND INFORMATION GUIDE

El Dorado County Office of Education Charter Alternative Programs

periodically turn in your Chromebook. In such cases, a loaner Chromebook may not be available.

ACCEPTABLE USE GUIDELINES:

- Students are responsible for their ethical, educational use of technology resources of EDCOE/CAP.
- Access to EDCOE/CAP technology resources is a privilege and not a right. Each student and parent will be required to read this *Chromebook Procedures & Information Guide* and adhere to the *Student Electronic Information Resource Contract* and the *Chromebook User Agreement*.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to, 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 and school administration will be considered an act of vandalism and subject to disciplinary action in accordance with EDCOE/CAP Policies.

PRIVACY AND SAFETY GUIDELINES:

- Remember that the use of EDCOE/CAP technology resources is not private, and there is no expectation of privacy. Staff may access, review, manage, restrict, or prohibit student use of EDCOE/CAP technology resources, including but not limited to, Chromebooks, the network, internet, and online accounts provided for school work such as Google accounts.
- Students are expected to use and keep their logon password confidential to protect information stored on their Chromebooks. Disciplinary action may result due to actions of an unauthorized user.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, or password(s) to other people.
- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- If you inadvertently access a web site that contains obscene, pornographic, or otherwise offensive material, you must immediately leave the site and notify staff.
- Comply at all times with the *Student Electronic Information Resource Contract*.
- Students are responsible for their use of EDCOE/CAP technology resources, including but limited to, items stored, downloaded, transferred, accessed, emailed, or messaged.

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 unacceptable. 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.
- Violation of applicable state or federal law may result in criminal prosecution or disciplinary action.

E-MAIL:

- Google/Docs are the only programs approved for school use.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- Do not email, instant message, or similar during class without staff permission.

CHROMEBOOK PROCEDURES AND INFORMATION GUIDE

El Dorado County Office of Education

Charter Alternative Programs

PROHIBITED ACTIVITIES include, but are not limited to, the following, as well as those listed in the *Student Electronic Information Resource Contract*:

- Sending, accessing, uploading, downloading, or distributing offensive, harassing, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Using email, games, and other technology resources during class or during other inappropriate times without permission.
- Downloading or transmitting multi-player game, music, or video files using the school network.
- Vandalizing, damaging, or disabling technology property of the school.
- Accessing another individual's materials, information, or files without permission.
- Using the network or internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- Promoting, sharing, or soliciting for illegal activities.
- Attempting to repair, remove, or install hardware components reserved for authorized service technicians.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.
- Attempting to defeat computer or network security, including but limited to, bypassing or attempting to circumvent security protocols (firewalls, proxy servers, etc).
- Installing, enabling, launching, transporting, transferring, possessing, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses or malware, and use or possession of malware is strictly prohibited and violators will face disciplinary action.

CONSEQUENCES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Suspension of EDCOE/CAP technology resources, including Chromebook use.
- Suspension or expulsion.
- Referral to law enforcement.
- Reimbursement for damage to EDCOE/CAP technology resources, including but not limited to the Chromebook, other hardware, and the network, which includes the time for EDCOE/CAP staff to repair such damage.

THEFT, VANDALISM, AND DAMAGE, INCLUDING WHILE CHROMEBOOK IS OFF SITE:

- In cases of theft, vandalism, and other criminal acts, a police report - or in the case of fire, a fire report - should be filed by the student or parent. A copy of the police/fire report should be provided to the principal's office. There is a \$350 charge for replacing a Chromebook, which is the responsibility of the student/parent, and this is to be paid prior to the Chromebook being repaired or replaced.
- Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the Chromebook computer.
- All insurance claims should be reported to the principal's office. In instances of theft, loss, or fire, students or parents should file a police or fire report and bring a copy of the report to the principal's office before a Chromebook

CHROMEBOOK PROCEDURES AND INFORMATION GUIDE

El Dorado County Office of Education Charter Alternative Programs

can be repaired or replaced. Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false or misleading report will also be subject to disciplinary action. The school will work with law enforcement to support investigations.

FREQUENTLY ASKED QUESTIONS:

Can I have my Chromebook computer this summer?

No, unless part of an approved summer program. All Chromebooks are collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their Chromebooks again in the fall.

How much will it cost if my Chromebook and/or accompanying resources is damaged, lost, or stolen?

Students and their parents are responsible for the actual cost to repair and/or replace damaged, lost, or stolen Chromebooks and accompanying EDCOE/CAP technology resources, including the time for purchasing and configuring. The current cost to replace a Chromebook is \$350. The best insurance is to take care of and properly watch over your Chromebook. Do not leave your Chromebook in vehicles unattended.

What if I want to add options or software to my Chromebook later?

Only EDCOE/CAP is authorized to add options and upgrades to your Chromebook computer. Only the operating system chosen by EDCOE/CAP will be authorized to run on a student-issued Chromebook computer.

Will I be given a new battery if mine goes bad?

The Chromebook battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and for proper battery maintenance.

What has the school done to help prevent students from going to inappropriate sites?

EDCOE/CAP has installed software which is designed to help filter and monitor internet usage and websites, including blocking inappropriate sites and logging a history of every site that users access. However, like any technology, the software may occasionally fail or be unsuccessful due to a number of factors which may be beyond our control, including but not limited to, malware, viruses, hacking, or changes occurring on the internet. Because of this, parents and guardians understand and accept that there is no absolute guarantee that students – especially those who seek to circumvent built in protections – will not encounter inappropriate material. Parents further understand and accept that they are expected to be active partners with EDCOE/CAP in monitoring and supervising their student's Chromebook and internet use.

OWNERSHIP:

- The Chromebook and related equipment remain the property of the El Dorado County Office of Education Charter Alternative programs (EDCOE/CAP). EDCOE/CAP retains the sole right of possession of the Chromebook and related equipment. EDCOE/CAP retains the right to collect and/or inspect the Chromebook at any time and to alter, add, or delete installed software or hardware. The Chromebook will generally be collected at the end of each school year for inventory and maintenance purposes.

CHROMEBOOK PROCEDURES AND INFORMATION GUIDE

El Dorado County Office of Education
Charter Alternative Programs

LOSS OR DAMAGE TO THE CHROMEBOOK:

- Students must report damage or loss of the Chromebook to the school administrator immediately.
- If the Chromebook is damaged due to abuse or neglect, or if the Chromebook is lost or stolen, the student must pay a loss/damage fee of \$350. _____ (PARENT INITIAL)

I have read and will adhere to the policies of this, the *Chromebook Procedures & Information Guide*. Failure to abide by the terms of this agreement and those policies may result in a loss of use of the equipment and EDCOE/CAP technology resources, and further discipline as determined by EDCOE/CAP. I agree that I shall be responsible for all costs to repair or replace EDCOE/CAP technology resources due to misuse, damage, loss, or theft.

Student Signature _____ Date _____

Print Name _____ Date _____

Parent Signature _____ Date _____

Print Name _____ Date _____

Serial Number: _____ Label: _____