



Duxbury Public Schools



Chromebook Care and Use Policy Guide

A Resource for Students and Parents/Guardians

2021 - 2022 School Year

1. Receiving Your Chromebook

Chromebooks will be issued to students in Grade 6 during the first week of school. Students in grades 7-12 keep their Chromebooks through the summer.

2. Returning Your Chromebook

a. End of Year

Seniors are required to return their Chromebook, power supply, and case as part of senior obligations. 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 that transfer out of or withdraw from the Duxbury Public Schools (DPS) must turn in their Chromebooks, cases, power supplies, and any other equipment issued with the Chromebook to a staff member in the main office of their school 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.

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 Student Help Desk (B106 in the main hallway of DHS/DMS) 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 except locked in their locker.

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 Duxbury-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, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Asset Tags

- All Chromebooks will be labeled with a Duxbury asset tag. The asset tag indicates the Chromebook is property of the Duxbury 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.
- If the asset tag becomes worn, please stop by the Student Help Desk (B106) to get a new one.

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. Extra power

supplies will be available for purchase at the school store or can be found at a variety of online outlets including amazon.com.

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

- You must get written permission from your assistant principal or principal to get a loaner from the Student Help Desk for the day.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.

b. Chromebooks being repaired

- Loaner Chromebooks will be issued to students that require a repair to their Chromebooks.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home if they have the DPS optional Chromebook Protection Plan. If students do not have the optional Chromebook Protection Plan, they must pay for the repair prior to taking the loaner laptop home.
- Students will be contacted when their devices are repaired and available to be picked up.

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 will be a limited number of charging stations located at the Student Help Desk available to students on a first-come-first-served basis.
- Chargers will be available for purchase at the Student Help Desk or can be purchased online at Amazon.com. DPS Chromebook cases will be available for purchase at the Student Help Desk.

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.
- Students will be able to print from their Chromebooks to a designated printer in the library using **Papercut**. There will be a quota set on the number of copies 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. Information about Google Cloud Print can be found at <http://www.google.com/cloudprint/learn/>.

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 Duxbury Public Schools Empowered Digital Use Policy and all other guidelines in this document wherever they use their Chromebooks.

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

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

7. Content Filter

The district utilizes Securly's 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 teacher or Cheryl Lewis, Technology Director (clewis@duxbury.k12.ma.us) to request that the site be unblocked.

We also have the ability to provide parents access to the Securly Parent Portal. This access will allow parents to view or receive weekly reports on their child's online activity (outside of the school day.) The portal also allows parents to implement additional "parental controls" on their child's Chromebook in their home.

8. Software

a. G-Suite for Education

- Chromebooks seamlessly integrate with the G-Suite 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 are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- 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 number, and name and ID number of the student assigned to the device.

b. Users

- Each student will be assigned the same Chromebook for the duration of his/her time at DPS. *Take good care of it!*

10. Repairing/Replacing Your Chromebook

a. Student Technology Assistance Team (STAT) Help Desk

- All Chromebooks in need of repair must be brought to the STAT Help Desk (located in B106) as soon as possible.
- The Help Desk students under the guidance of the DPS Technology Staff will analyze and fix the problems they can and escalate issues they cannot fix to the appropriate IT staff member.

b. To get tech support for DPS Chromebooks, parents and students can email techsupport@duxbury.k12.ma.us. In the email, include student name, grade, and a description of the problem with the device.

c. Vendor Warranty

- Chromebooks include a one-year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction.
- The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents. See the section on our optional Chromebook Protection Plan below for information that would cover damage, loss, or theft.
- All repair work must be reported to the Student Help Desk (B106).

d. Optional Chromebook Protection Plan(subject to change)

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
- The district is using a voluntary Chromebook Protection Plan for accidental damage protection. The plan will cover accidental damage, loss, and theft. The procedure for obtaining/renewing this plan will be communicated to families via mail and email. Malicious and/or intentional damage is not covered by this policy.
- We highly recommend that families purchase the optional DPS Chromebook Protection Plan as students/families are responsible for damage to their school issued Chromebook.

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. When Chromebooks are on the school network, staff will have access to a third party application called LanSchool that allows teachers to have a ‘birds-eye’ view of their students’ Chromebooks.
2. As mentioned in Section 7 (Content Filter), 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. The LanSchool monitoring application only works in the classroom.
2. 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 DPS staff have the ability to manipulate the Chromebook webcam in any way.

12. Appropriate Uses and Digital Citizenship

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

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following responsible use guidelines:

CLEAR: **C**onsiderate, **L**egal & **E**thical, **A**ppropriate and **R**esponsible

Considerate: People in our community reflect a diverse set of customs, values and points of view. Digital communication should be respectful, polite and considerate of others.

Legal & **E**thical: Respect copyright laws by copying media including text, music and videos only with permission and by crediting and citing the source where the information was found. Respect the privacy of others, ask permission before taking photographs, video or audio recordings. Illegally copied or downloaded software, files, pictures, music or games may not be used on DPS computers. (it is a good general practice to link to others' work rather than reproduce it)

Appropriate: School technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate material are viewed or received, it is the responsibility of the recipient to delete them.

Responsible: Ensure that care is taken with all hardware, software, shared resources (printers, scanners) and use of the school network, so as to prevent damage or misuse whether intentional or not; your actions should not inhibit the work of others. Personal information and passwords will be kept private.

If you see someone not being **CLEAR** report the abuse/misuse to a responsible adult.