

# **Windsor Locks Public Schools**

## Chromebook 1:1 Handbook

Windsor Locks High School students in grades 9-12 will be assigned Chromebooks for use at home, as well as at school. Chromebooks have been the standard technology device for the Windsor Locks Public Schools since we transitioned from Microsoft Office 365 to Google G Suite. Chromebooks with G Suite provide students with access to online resources and productivity tools. The educational version of G Suite allows the district to create a closed environment with settings to protect students while giving them access to vetted educational online resources and tools. Making these resources available 24/7 allows for anytime, anywhere learning and encourages students to become responsible consumers and creators of information.

The policies, procedures, and information in this document apply to all Chromebooks associated with the 1:1 program at the high school. During the year, additional rules regarding the use of Chromebooks may be added, and you will be notified of any change(s). Teachers may set additional requirements for the use of technology within their respective classrooms.

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## 1. CHROMEBOOK DISTRIBUTION

Chromebooks will be distributed at the beginning of each school year. Chromebook distribution include the Chromebook, charger, and carrying case. Students will be issued the same Chromebook they had during the previous school year, barring extenuating circumstances, including but not limited to irreparable damage or wear and tear.

### 1.1 Returning your Chromebook

- Chromebooks will be collected at the end of each school year in the Library Media Center.
- Students leaving the district should return Chromebooks to the High School Office Staff. Any Chromebook not returned will be considered stolen property and result in a \$150\* charge on the student's account and a hold on student transcripts and diplomas. If necessary, law enforcement agencies will be notified.
- Students who withdraw or terminate enrollment in Windsor Locks Public Schools for any reason, must return their individual Chromebook on the date of termination.

### 1.2 Purchasing your Chromebook

- During the students senior year, the student may purchase their assigned Chromebook for \$50. This includes the Chromebook, charger, and carrying case.

## 2. CHROMEBOOK INSURANCE

- Replacement insurance is offered solely through Windsor Locks Public Schools. Private insurance is not permitted.
- Insurance is offered at a rate of \$20 for the Chromebook for each school calendar year. **This is an annual cost.**
- Insurance covers two incidents; repair or charger replacement, or one full replacement of the device, if necessary, due to theft or damage.
- If the second Chromebook needs replacement, parents/guardians will be responsible for the full replacement cost of \$150\*.
- Chromebooks are the responsibility of the student. Take good care of it!
- Students and families are responsible for their device and will be charged for any damages.

## CHROMEBOOK INSURANCE PROGRAM OVERVIEW

<p><b>School Insurance:</b> \$20 insurance policy that covers two instances of accidental damage per school calendar year.</p> <ul style="list-style-type: none"><li>• Accidental damage</li><li>• Unavoidable theft (police report must be submitted within 3 school days of theft)</li><li>• Manufacturer defects</li></ul>	<ul style="list-style-type: none"><li>➤ Annual Cost: \$20</li><li>➤ \$0 deductible per incident, 2 claims per year</li></ul> <p><b>Repair Costs:</b> If repair is required after 2 incidents in the same year. Replacement costs subject to change based on current model/inventory.</p> <ul style="list-style-type: none"><li>• Replacement LCD Screen - \$45.00</li><li>• Keyboard/Trackpad Replacement - \$70.00</li><li>• Hinge Replacement - \$20.00</li><li>• Power Supply - \$25.00</li><li>• Carrying Case - \$20.00</li><li>• Unrepairable Device - \$150* for replacement</li></ul>
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- Insurance is only offered once per year, and forms are due to High School office by the end of the first week of school.
- Insurance on the device is offered “as is,” and only covers for new damage or loss.
- Lost Chromebooks are not covered by this policy. Full replacement cost [\\$150\\*](#).

### 2.1 What's Not Covered

- Intentional marking, defacing, and/or abusing the Chromebook. Damage caused by tampering with hardware components or the operating system to alter district settings.
  - Marking and defacing the Chromebook includes: applying stickers, removing labels or etching any words or symbols in the device.

The policy will become void for the term if:

- More than two (2) claims are made during the policy term.
- The Technology Department makes a determination that damage to the Chromebook was caused by abuse.

## **Exclusions**

Windsor Locks Public Schools reserves the right to charge the student the entire replacement cost if student negligence is determined to be the cause of the damage.

Negligence could include, but is not limited to:

- Not creating technology support ticket immediately following damage to the device.
- Damage caused by failure to provide adequate protection for the device. Placing the device, for example, in a non-approved carrying case and/or no protective case in use.
- Inappropriate electrical use by using an inappropriate charger.
- Dishonest, fraudulent, or criminal acts.
- Theft not accompanied by a police report.
- In the event that there are repeated accidents of a similar nature, the District may view this as a situation whereby the student did not exercise proper care and/or reasonable precautions, and therefore, the insurance program is not applicable.

### **3. Student Chromebook Use**

#### **3.1 Responsible Use**

Windsor Locks Public Schools is pleased to be able to offer devices which provide the necessary applications required by classes, student data storage, and the Internet. While these materials are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its educational intent. For this reason, it is extremely important that rules are followed. Misbehavior could result in temporary or permanent loss of access to the Internet, email, or other technology privileges. Violations may result in disciplinary action up to and including suspension/expulsion of students. When applicable, law enforcement will be involved.

Students are responsible for the appropriate use of any device and charger issued to them. Non-compliance with the policies in this document or the Windsor Locks Public Schools Acceptable Use of Technology Policy will result in disciplinary action.

Email, network usage, and all stored files shall not be considered confidential and may be filtered at any time to ensure appropriate use. Windsor Locks Public Schools cooperates fully with local officials in any investigation concerning or relating to violations of computer crime laws. In using the Chromebooks, it is the expectation that students and parents:

- Have read and understand the Chromebook Handbook.
- Have read and understand the [WLPS Acceptable Use of Technology Policy](#).
- Understand that the Chromebook is an essential part of the education for a student at Windsor Locks Public Schools and that he or she will need to have the device fully charged and in working condition for the start of each school day.
- Understand that they are responsible for the replacement cost of the device should it get broken, lost or stolen (see [Insurance](#)).
- Understand that, as the parent or guardian, I am responsible for monitoring my student's use of the internet at home and that I am responsible for deciding how, when and where the device is used by a student outside of school based on their educational needs.

### **3.2 Parent/Guardian Responsibilities**

- Talk to your student about digital citizenship and the standards they should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and Radio.
- Be an active participant in your student's digital life. Have them show you what sites they are navigating, which apps they use, and what they are working on.
- The following resources will assist you in promoting positive conversations between you and your student regarding digital Citizenship.

NetSmartz: <http://www.netsmartz.org/Parents>

Common Sense Media:<http://www.commonsensemedia.org/blog/digital-citizenship>

StaySafeOnline: <https://www.staysafeonline.org/>

### **3.3 School Responsibilities**

- Provide Internet filtering while at school. No filtering system will block 100% of material that may be deemed inappropriate. In some instances, what an individual may deem appropriate may be blocked incorrectly, and in other instances what an individual may deem inappropriate may not be blocked.
- Provide network and/or cloud data storage areas. Windsor Locks Public Schools reserves the right to review, monitor, and restrict information stored on or transmitted via owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and assure student compliance of the Acceptable Use Guidelines.

### **3.4 Student Responsibilities**

- Use computers in a responsible and ethical manner as described in this document.
- Obey general school rules concerning behavior and communication that apply to computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment.

- Assist Windsor Locks Public Schools to protect our devices and network by contacting an administrator about any security problems they may Encounter.
- Monitor all activity on their account(s).
- Log off their device after they are done working to protect their accounts and files. If a student does not log off, any Internet activity under their name will be considered their responsibility.

### **3.5 Student Activities Strictly Prohibited:**

- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or bully recipients ([cyberbullying 5131.911](#)).
- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Unauthorized use of chat rooms.
- Visiting sites selling term papers, book reports and other forms of student work.
- Internet/Computer Games that are not educational in nature and that are not part of classwork.
- Changing WLPS configured computer settings.
- Downloading and executing files, unless authorized as part of Curriculum.
- Spamming-Sending mass or inappropriate emails.
- Gaining unauthorized access to other users' accounts, files, and/or Data.
- Password sharing.
- Use of the school's Internet for financial or commercial gain or for any illegal activity.
- Giving out personal information except in an instructional context and with permission from the District.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism of District equipment including computer use that intentionally degrades the security or performance of the District network.

### **3.6 Violations**

#### **Chromebook and Network Violations**

- Attempting to log on to the network or devices (servers, routers, switches, printers, firewalls) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat or disable computer or network security.
- Use of the school's Internet/email accounts for any illegal activity.

Infractions of any conditions included in this Procedures and Information Handbook may result in the following consequences:

**Violation 1** - Student will lose Chromebook privileges for the remainder of the day and will have to pick up his/her Chromebook in the office and receive training on Proper Chromebook Care and Use.

**Violation 2** - Student will have to turn in his/her Chromebook to the office. The parent/guardian will be responsible for picking up the Chromebook.

**Violation 3** - Student will have to turn his/her Chromebook in to the main office for the remainder of the school year. A Chromebook will be made available for student use during the school day.

- Additional disciplinary consequences may vary depending on the severity of the offense including referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

### **3.6 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/guardian.
- Plagiarism is a violation of Windsor Locks Public Schools policy. Give credit to all sources used, whether quoted or summarized.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action.

#### **4. Student Accounts**

- Only WLPS issued student accounts are allowed to login to the Chromebooks using their assigned @student.wlps.org Google account.
- Take care to protect your password. Do not share your password.
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify the Chromebook Help Desk or a teacher.

#### **5. Protecting your Chromebook**

- Do not remove your Chromebook from the provided protective case.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook.
- No food or drink should be near your Chromebook.
- Chromebooks should always be kept in a cool, dry area.
- Chromebooks should never be left in a vehicle for security and temperature control reasons.
- Chromebooks must remain free of any writing, drawing, or stickers. All provided carrying cases have an identification label with the student's name.

#### **6. Transporting Your Chromebook**

- Always use the provided carrying case to transport your Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- Never store your Chromebook in your carry case while plugged in.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.

## **7. Screen Care**

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

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not transport your Chromebook under any other bag or box.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (paper, pens, pencils, earbuds).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

## **8. USING YOUR CHROMEBOOK AT SCHOOL**

### **Chromebook Daily Use**

- Students are responsible for bringing completely charged Chromebooks to school each day.
- All Chromebooks are monitored during use at school with GoGuardian monitoring software.
- Headphones may be used at the discretion of the teacher.
- Students can print to designated printers throughout the building. Please ask/inform your teacher when you need to print.
- Under no circumstances should Chromebooks be left unsecured; Chromebooks should be locked in lockers when not in use.

### **Saving and Managing Documents**

- All Google Suite documents are automatically saved and a new version is created every time the document is created or updated.
- While offline, any document created and stored locally on the Chromebook will not be available to share or submit until an Internet connection is established and Google Drive has been synced.

## **Backing Up Data**

Students may backup their work using removable file storage that they purchase or you may download your Google Drive to a personal computer.

## **Network Connectivity**

Windsor Locks Public Schools makes no guarantee that the network will be accessible 100% of the Time. If the network is not accessible, Google Suite Apps can be used offline and will sync with Google Drive once the school network or other Internet connect is established.

# **9. CHROMEBOOK MAINTENANCE, SERVICE AND TECHNICAL SUPPORT**

## **9.1 Technical support**

Technical support is available in the Library Media Center. Services provided include:

- Help Desk kiosk to report any issue with the Chromebook or Google account.
- Loaner sign out
- Drop off and pickup for repair

Students should not miss instructional time for Chromebook issues.

## **9.2 Service**

Chromebooks that are broken or fail to work properly must be taken to the Circulation Desk in the Library Media Center as soon as the problem arises. Do not take Chromebooks to an outside computer service for any types of repairs or maintenance. ALL REPAIRS MUST BE COMPLETED BY WLPS IT Department.

### **9.3 Loaners - Chromebooks Left at Home**

When a student's Chromebook is being repaired or is left at home, he/she has the option of checking out a loaner Chromebook from the Library Media Center. Students using loaner Chromebooks will be responsible for any damages incurred while in their possession. Students will pay the full replacement cost if it is broken, lost or stolen.

- Students who obtain a loaner will be responsible for returning the borrowed device to the Library Media Center by a designated time on the day the loaner was checked out. If it is not turned in by the designated time, the Library Media Center will submit a report to the office to retrieve the loaner and pursue possible disciplinary actions.
- Students will use the student technology help kiosk in the LMC to complete a service/loaner request form.
- The Library Media Center will check out the loaner Chromebook using the Destiny Catalog system for tracking purposes.

### **9.4 Theft**

In cases of theft, a police report must accompany the claim before a replacement Chromebook can be issued. The police report must directly cite the theft and the circumstances surrounding the situation.

\* Replacement cost subject to change based on current model/inventory.