Berlin Middle School

Chromebook Care and Use Policy Guide

A Resource for Students and Parents/Guardians

Disclaimer: Devices will most likely not be sent home with your student. However, parts of this policy guide refer to the take-home process. In some cases, students may be able to bring their Chromebooks home. This will be at the discretion of the Principal and classroom teacher. If devices are taken home, those parts of the policy guide will apply.**

1. Receiving Your Chromebook

a. Chromebooks are a Privilege

The Berlin Public School System is committed to providing our students with the best educational opportunities. The one-to-one Chromebook initiative is one of these opportunities and we want to make sure that students and parents are aware that it is a privilege and not a guaranteed right. For this reason it is very important that students and parents read this policy and use their devices in a manner that is consistent with this policy so that all students will have the opportunity to learn, thrive, and be safe in a technology-rich environment.

b. Distribution of Chromebooks

The Chromebook Loan Agreement must be signed by both students and their parents/guardians prior to Chromebook distribution.

c. Transfer/New Student Distribution

All new students, transfer students, or students who miss the Chromebook distribution period should see their teacher to obtain their Chromebooks. Both students and their parents/guardians 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, all students must turn in their Chromebooks before leaving for summer vacation. Failure to turn in a Chromebook will result in the student being charged the full replacement cost ($200). 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 any equipment not returned.

b. Transferring/Withdrawing Students

Transfer or withdrawn students must turn in their Berlin Middle School issued Chromebooks, cases, power supplies, and any other equipment issued with the Chromebooks to their teacher on their last day of attendance. Failure to return Chromebooks will result in a charge of the full replacement cost ($200). 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 any equipment not returned.

3. Taking Care of Your Chromebook

Students are responsible for the general care of their Berlin Middle School issued Chromebooks. Broken or malfunctioning Chromebooks must be given to the office 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.

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 them 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.
- The power cord should only should be plugged into surge protected outlets.
- Chromebooks must remain free of any writing, drawing, or non-removable 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 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.

c. Carrying Chromebooks

- Always transport Chromebooks with care and in Berlin Middle School-issued protective cases.
- We recommend that students place his/her device(in the Berlin Middle School -issued protective case) in a backpack or out of sight when traveling to or from school. Keeping the device out of sight will help ensure each device is protected and that the student does not potentially become the target of someone trying to steal his/her device. While we do not view this as a threat, we are always trying to be proactive and conscious of areas regarding student safety.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- Never use Chromebooks during passing time or lunch.

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 Berlin asset tag. The asset tags indicate the Chromebooks are property of the Berlin Public Schools and provide information that allows us to determine the name of the student to which a 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 fully charged Chromebooks 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

- A student may ask the Library for a loaner device 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 issued device.
- The Librarian will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to the Principal for those students that have more than three occurrences during the school year.
- Multiple occurrences of coming to school without a charged Chromebook may result in disciplinary action.
- Students who obtain a loaner Chromebooks will be responsible for returning the borrowed device to the teacher before 2:30 p.m or before leaving for the day.
- If a loaner is not turned in by 2:30 pm, the Librarian will submit a report to the Principal.

b. Chromebooks being repaired

- Repair-Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair with the office.
- 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.
- The office will notify the students when their devices are repaired.

c. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening in a surge protected outlet.

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.
- It is recommended that students have their own personal set of headphones for sanitary reasons.
- Listening to music is unacceptable during school hours.

f. Printing
- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- 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.sau3.org).
- Students should never share their account passwords with others.

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

In some cases, students may be able to bring their Chromebooks home. This will be at the discretion of the Principal and classroom teacher.

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 Berlin Middle School Acceptable Use Policy, Administrative Procedures, 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 Chromebooks other than the current version of ChromeOS (operating system) 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. Student Internet Safety 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. All emails, documents, and websites will be monitored by GoGuardian (see attachment) and Gaggle software for inappropriateness. If you have any questions regarding filtering, please contact Berlin Middle School. 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**
   - Apps and Extensions will be pushed to students by request of teachers and staff.
   - 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.

b. **Users**
   - Each student will be assigned the same Chromebook for the duration of the school year.

10. Repairing/Replacing Your Chromebook

a. **Repair Procedure**
   - All Chromebooks in need of repair must be brought to the office as soon as possible.
   - If the Chromebook is accidentally damaged, there will be a $25 breakage fee.

b. **Estimated Costs (subject to change)**

The following are approximate costs of Chromebook parts and replacements:
   - Replacement (lost, stolen, purposefully damaged, or damaged more than once) - $200
   - Power Cord - $25.00
   - Breakage Fee - $25

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. 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. Chromebooks will be filtered for the purpose of preventing students from accessing harmful content in a similar way they are filtered on school grounds. Please see the *Home Procedures Packet* for more information about home use.

12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to

adhere to the BMS 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 Berlin Public Schools 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.