

# Liberty Center High School/ Middle School

## Chromebook Policies and Procedures

### Introduction

The Chromebook device that has been issued to you is the property of Liberty Center Local Schools. This Chromebook is on loan to the student and must be used in accordance with the following policies and procedures, the district's Acceptable Use Policy, and any applicable laws. Use of this Chromebook, as well as access to the Chromebook network, the Internet and email is a privilege and not a right. These items are provided for educational purposes only and are intended to support learning objectives of Liberty Center High School/Middle School.

### Receiving a Chromebook

Chromebooks will be distributed each fall prior to the start of school or during the first week of school. Students and parents must sign and complete the policy and acceptable use paperwork and pay the protection fee before a Chromebook will be allowed to go home. **Please understand that you have no expectation of privacy for anything involving the Chromebooks. The Liberty Center Schools has the ability to monitor any and all activities on these devices.**

### Return of a Chromebook

All district owned Chromebooks must be returned to the appropriate school office. **Students leaving the district for any reason must return the Chromebook prior to having records forwarded to their next school. Any Chromebook not returned by the end of the year or when a student is no longer enrolled will be considered stolen property and law enforcement agencies will be notified.** Chromebooks will be examined for damage and fees may be issued if damage is found to be beyond normal wear.

When asked to do so, students must surrender/ return the Chromebook and accessories to Liberty Center Schools. Failure to comply will be considered insubordination and may lead to disciplinary action. **Please understand that you have no expectation of privacy for anything involving the Chromebooks. The Liberty Center Schools has the ability to monitor any and all activities on these devices.**

### Rules of School Network and School Chromebook Use

The 2016-2017 ACCEPTABLE USE AND INTERNET SAFETY AGREEMENT for the Chromebook network of the Liberty Center Local School District can be found in the following locations:

- Middle School Student Handbook
- High School Student Handbook
- On the school website at [www.libertycenterschools.org](http://www.libertycenterschools.org) by clicking on Departments -> Technology -> Forms and Information.

**Paper copies of the agreement will also be signed and kept on record by each school.**

### Using the Chromebook at School:

- If a student does not bring his/her Chromebook to school they will be allowed to contact a parent or guardian to bring the Chromebook to him/her. If no one is available the student will be without a device for the day. Classroom policy will determine consequences for not bringing required tools.
- Chromebooks should be charged each night. The battery will allow a student to work the school day without needing to plug in. There are limited charging stations available in each room, you cannot be sure one will be available.
- Inappropriate media may not be used as backgrounds, themes or screensavers. The presence of such media will result in disciplinary action.
- Sound must be muted at all times unless permission is obtained from a teacher.
- Students may use headphones with teacher permission. Students should bring their own headphones for sanitary reasons.
- Do not share log-ins, passwords or other protected material with other students. The name on the account will be the person responsible for all activity that is connected to that account.

- Chromebooks should never be left unattended. It is recommended that students lock their Chromebooks in a locker when not in use.

## Using the Chromebook at Home

- Students must have the written permission of their parent or guardian and Liberty Center Protection Fund Premium turned in prior to being able to take their Chromebook home.
- When at home, the Chromebook should always be used in a common family location (i.e., kitchen, living room, dining room). When the Chromebook is at home, supervision is the responsibility of the parent.
- If the Chromebook is lost or stolen, a parent or guardian should immediately report the loss or theft to the District Technology Coordinator. A police report must be filed by parent and the report number must be given to the school before a replacement device to stay at school will be issued.
- If the Chromebook is damaged or not working properly, it must be turned in to the District Technology Coordinator for repair or replacement. Parents or guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the Chromebook. Unauthorized repairs of a school-owned Chromebook will result in loss of take-home privileges.
- Students are responsible for charging the Chromebook at home on a daily basis.

## Using the Chromebook for Internet and Email

- Liberty Center Schools makes every attempt to block access to inappropriate material while the student is at school and will make every effort to block inappropriate material while at home. The student may be able to access inappropriate material while on their home network. It is the parent or guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
- Students should never share personal information about themselves or others while using the Internet or Email. This includes a student's name, age, address, phone number, or school name.
- Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving Internet and Email access.
- Students should be aware that Internet Access and Email, and other media that are accessed, created, or stored on their Chromebooks are the sole property of the school district. The district has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

## Managing and Saving Work

- Students will use the Google Suite of applications to create documents, collaborate with others and to save documents.
- Google is a cloud based storage system that may be accessed from most internet service devices.
- They will also be able to store some work on the Chromebook for access at a later time.
- Students may also save documents and other data on a flash drive or other portable media in order to have backups available.

## General Use and Care of the Chromebook

- The Chromebook will be issued to the students in a work-in bag, The Chromebook never leaves the bag as an additional level of protection. Students are **NOT** to take the Chromebooks out of the work-in bags, and are to use them as provided.
- The Chromebook is the property of Liberty Center Local Schools and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the Chromebook is not allowed and will result in loss of privileges and/or restitution will be assessed.
- Students are encouraged to help each other in learning to operate their Chromebook. However, such help should be provided with voices and not hands. Students should operate their own Chromebook at all times.
- Any inappropriate or careless use of a Chromebook should be reported to a teacher or staff member immediately.

- Chromebooks should never be used while walking. Chromebooks should only be used while they are on a flat, stable surface such as a table.
- Students should protect their Chromebook from extreme heat or cold. Chromebooks should never be left in a car, even if the car is locked.
- Chromebooks should be protected from the weather, water, liquids, food, and pets. Students should never eat or drink while using their Chromebook or use their Chromebook near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of the Chromebook.
- Students should use care when plugging in their power cord.

## Protection Fund

The nonrefundable premium cost is \$20.00 per school year per Chromebook taken home.

It is agreed and understood that:

- The Liberty Center Chromebook Protection Fund will offer coverage to all students
- Participation is voluntary, but if a student does not participate, he/she will not be allowed to take his/her Chromebook off school property, and damage incurred to the Chromebook at school may be the responsibility of the parent/guardian.
- A separate application will be needed for each Chromebook covered

## Screen Care

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- 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.
- Do not place the device near magnets or anything with high electrical current.
- Dust the screen with a soft, dry microfiber cloth or anti-static cloth. If a more thorough screen cleaning is required, use a clean, water dampened microfiber cloth. Do not use any type of cleaning solvent on your Chromebook.

## Consequences of Inappropriate Use

Violations of school rules or the District Acceptable Use Policy or any applicable laws may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

## FAQs

Report your issue to the Tech Director by filling out a help desk ticket through a google form on the school website. If the computer will not even turn on or is not operational please report to the teacher so the teacher will fill out a help desk ticket through google forms. Once submitted, please take the device to the Digital Academy to drop off for repair and to receive a temporary loaner Chromebook until the original can be repaired.

### How long will it take to repair?

Every attempt to troubleshoot and repair the Chromebook will be made in a timely manner. Some repairs may require the device to be sent back to the manufacturer.

### Will I get a replacement Chromebook while my Chromebook is being repaired?

There are a limited number of replacement Chromebooks. Replacement Chromebooks will be signed out to students to use during the school day. No replacement Chromebooks will be permitted to go home.

### Where do I store my files?

All files should be stored in Google Drive.

**Will I be able to access my files at home?**

Yes, you will be able to access your files through Google Drive.

**Do Chromebooks have CD or DVD drives?**

Chromebooks don't have a CD or DVD drive, but you can play saved music and movie files in any of the compatible file types with the media player. You can also play files from a USB drive or SD card.

**Can my child use our wireless internet at home?**

Yes. Students are permitted to connect to wireless networks outside the school. Liberty Center Local Schools does not provide support for connecting the Chromebooks to outside wireless networks.

**Will Internet content be filtered at home?**

Yes, Internet content on the Chromebook will be filtered by the School's content filter.

**Will I be able to install my own Software?**

No, Chromebooks do not run traditional software of traditional Windows and Apple Computers. Chrome Apps are installed through the Chrome Web Store, Liberty Center Local Schools has the right to limit use of any and all Apps, and the right to push out any Apps deemed necessary.

**What happens to a student's files when they leave Liberty Center Local Schools?**

Students can use [Google Takeout](#) to save their files at any time. This service will save the files to a home computer or external storage device. When using Google Takeout, you need to be sure you have enough storage space for all of your files.

**Can my child use his/her own personal case instead of the district provided case?**

In order to insure the most protection possible, students are directed to use the district provided case.

**Can the administration see what my child has been doing on his/her Chromebook?**

Yes. Daily reports are generated for the administration which list any inappropriate conduct. This conduct includes searching for inappropriate terms, attempting to bypass the internet filters, using inappropriate language in email, etc. In addition, Liberty Center Local Schools utilizes software that allows teachers to actively view a student screen while the student is in the classroom.

**Privacy**

Liberty Center Local Schools retains all control, custody, and supervision of all Chromebooks, Chromebooks, networks, and Internet services owned or leased by Liberty Center Local School District. Liberty Center Local Schools reserves the right to monitor all activity by students. **No expectation of privacy in their use of school Chromebooks including email, stored files or Internet sites visited should be assumed by the student-users.**

All users need to be aware Liberty Center Local Schools has the ability to monitor all Internet Usage. Using Chromebooks to visit sites that are inappropriate under the Liberty Center Code of Conduct or Ohio Revised Code and that do not meet the educational purposes of the program may result in the revocation of privileges. Authorized members of our Technology Department or School Administration may periodically review material stored on the hard drives or filter logs. Never put anything in an email or on a hard drive that would be embarrassing, inappropriate, or illegal. The Liberty Center High School/Middle School Code of Conduct is in effect and applies to students 24/7.