

# **Port Edwards School District**

## **Technology Handbook**

- Chromebooks, Charges and Cases
- Appropriate Use of District Technology Accounts
- Grades 6-12



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## **(1) Receiving and Returning Chromebooks/Chargers/Cases**

### *1.1 Issuing Chromebooks*

Students will use a district issued Chromebook/charger/case during the school year and while on school premises. Personal computers are not permitted in school. All Chromebooks/charges/cases are property of the Port Edwards School District. Students will be issued the same Chromebook/charger/case each year. These will be distributed at the beginning of each school year. Before receiving a Chromebook/charger/case, students AND parents/guardians must read, understand, and agree to the terms in this handbook; each will be required to sign this document with that acknowledgement. This can be done electronically, if available, or a copy of the signature page can be printed, signed and returned to library staff where devices are issued. All students and parents/guardians are encouraged to print a full copy of this document for their own records.

### *1.2 Chromebook Return*

Students' Chromebooks/chargers/cases will be returned to Port Edwards School District at the end of each school year. Return dates will be scheduled. Students who withdraw early, are suspended or expelled, or terminate enrollment at Port Edwards School District for any other reason, must return their Chromebook/chargers/cases on or before the date of withdrawal.

### *1.3 Chromebook Costs: Repairing and Replacing*

Any Chromebooks/chargers/cases not returned will be considered stolen property and the replacement cost for the total amount of items not returned will be assessed. Local law enforcement officers may be notified for failure to pay or return items.

Students are responsible for the general care of the Chromebook/charger/case. If a Chromebook/charger/case fails to work properly or breaks, it should be brought to designated library staff as soon as possible to assess the issue. District owned Chromebooks cannot be taken to an outside computer service center for any type of repairs or maintenance.

Chromebooks/chargers/cases do not have insurance protection. Students and or parents/guardians will be responsible for payment of damages to Chromebooks/chargers/cases beyond normal wear and tear including, but not limited to, broken screens, missing/broken keys, damaged shells, frayed/cut/lost charging cords and broken zippers on cases.. The district determines which Chromebooks are issued to students. The prices below reflect the 2023-24 school year costs. Students will not be issued a Chromebook/charger/case until prior years fees are paid.

**Chromebook Model ASUS CR1100**

LCD (Screen)	\$60.00
Keyboard	\$80.00
45W USB-C Power Supply (Charger)	\$25.00
Replacement cost	\$270.00

**Chromebook Model ASUS C204E**

LCD (Screen)	\$45.00
Keyboard	\$75.00
45W USB-C Power Supply (Charger)	\$25.00
Replacement cost	\$200.00

Chromebook Model HP 11 G6 EE

LCD (Screen)	\$25.00
Keyboard	\$60.00
45W USB-C Power Supply (Charger)	\$25.00
Replacement cost	\$100.00

Chromebook Model Samsung 4 (11 XE310XBA)

LCD (Screen)	\$32.00
Keyboard	\$100.00
45W USB-C Power Supply (Charger)	\$25.00
Replacement cost	\$100.00

## (2) General Chromebook/Charger/Case Care

### 2.1 General Precautions

- Chromebooks/chargers/cases are the property of Port Edwards School District. All users will follow board policies for technology and acceptable use of the internet and technology.
- Keep food and drink away from the Chromebook at all times.
- Cords, cables and removable storage devices must be inserted and removed carefully to prevent damage to those ports.
- Chromebooks should never be carried or stored with cords or removable storage devices plugged in.
- Students may not **write, draw or add stickers** to district owned Chromebooks/chargers/cases or remove/alter student identification cards or barcodes in any way.
- Students are responsible for bringing a fully charged Chromebook to school each day. PESD is not required to provide chargers or Chromebooks to students that have not come prepared.
- Chromebooks covers should always be closed and tightly secured when being carried.
- Do not carry other items on top of the Chromebook.
- Chromebooks should never be lifted or carried by the screen or lid.
- Do not place other items in the case along with the Chromebook.
- Chromebooks and chargers are to remain in the issued case at all times.

### 2.2 Screen Care

- Chromebook screens can be easily damaged and are particularly sensitive to pressure applied to them.
- Do not lean on the Chromebook when it is open or closed.
- Do not place objects on the Chromebook.
- Do not close the cover with items (pens, phones, etc.) on the keyboard.
- Do not touch the screen with your fingers.
- Do not poke the screen with items that can scratch or damage it.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

- Broken screens are not normal wear and tear. Students will be responsible for the payment of broken screens.

### *2.3 Storing Your Chromebook*

When students are not using their Chromebook, they should store them in their LOCKED locker. Nothing should be placed on top of the Chromebook when stored in the locker. Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed. Chromebooks should not be stored in vehicles at school or at home for security and temperature control measures.

### *2.4 Chromebooks Left in Unsupervised Areas*

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas can include school grounds, lunchroom, computer lab, locker rooms, library, unlocked classrooms and lockers, dressing rooms, gym, buses, lobbies and hallways. Students will be responsible for the cost to replace or repair Chromebooks that are lost, stolen or damaged.

## **(3) Using Chromebooks at School**

### *3.1 School Use*

Chromebooks/chargers/cases are intended for use at school each day. Students are responsible for bringing their Chromebook/charger/case to all classes every day, unless specifically told not to do so by the teacher. Chromebooks are meant for educational purposes and not the intent of gaming, watching videos, messaging and the like. If a student is gaming, watching videos, or messaging, they may be in jeopardy of losing their device. Chromebooks/charger/cases are property of Port Edwards School District. PESD staff and administration have the right to check any material stored on a student's Chromebook at any time. Students should have no expectation of privacy on school owned Chromebooks or school issued accounts.

### *3.2 Chromebooks/Chargers Left at Home*

If students leave their Chromebook/charger/case at home they will first contact home to have someone bring them in. If they cannot be brought in, students will not have Chromebooks/chargers/cases for the day. PESD is not required to provide chargers or Chromebooks to students that have not come prepared. Repeated incidence of leaving Chromebooks/chargers/cases at home may result in disciplinary action.

### *3.3 Chromebooks/Chargers/Cases Undergoing Repair*

Loaner Chromebooks/chargers/cases may be checked out to students if their Chromebooks/chargers/cases are out for repairs. If the required repair was from an act of purposeful negligence, administration may withhold this privilege. Students using loaner Chromebooks/chargers/cases will be responsible for any damages incurred while in the students possession.

### *3.4 Charging your Chromebook*

Chromebooks must be brought to school fully charged each day. Students need to charge their Chromebook each night. **Please note:** when the Chromebook is in sleep mode, entered by closing the cover without powering off, the battery continues to drain. A Chromebook with a closed cover without powering off is not preserving battery usage and may end up with no battery life at next use.

### 3.5 Backgrounds

Inappropriate media may not be used as a background, screensaver or profile photo. The presence of guns, weapons, inappropriate language, pornographic materials, alcohol, drugs, gang related symbols or pictures may result in disciplinary actions.

### 3.6 Sound and Music

Sound must be muted at all times unless permission is granted by the teacher for instructional purposes. Headphones may be used at the discretion of the teacher.

### 3.7 Printing

Printing is only available to students by emailing documents to designated staff.

### 3.8 Account Access and Passwords

Students will only be able to login with their school issued Google accounts. Personal Google Chrome logins will not be allowed access on the Chromebooks. Students should protect their passwords by not sharing them with anyone. **Students/parents/guardians are not allowed to change school issued passwords.**

## (4) Managing and Saving Your Digital Work

### 4.1 Managing Your Work

The Chromebook is designed for easy access to the Google Apps for Education collection of products. All students have a school issued Google account which allows them to use Google Apps that include email (Gmail), sites, calendar, word processing (Docs), presentations (Slides), drawings, spreadsheets, forms and more. This account is accessible anywhere a wireless internet connection is available.

The Chromebook has some space for downloading and saving files from the web. This space is identified as 'Files' in the apps launcher. Files saved here are not synced to Google Drive and need to be transferred there in order to be accessed anywhere other than on that specific Chromebook. Files here can also be lost if the Chromebook should stop working.

### 4.2 Saving Your Work

All work done in the Google Apps for Education products is saved in the cloud. Most apps have automatic saving. Prior to leaving the district or graduating, students wanting to save any files from their Google account will need to use *Google Takeout* to transfer work to a personal Google account.

### 4.3 Working Offline

Google Docs, and Gmail can be used offline when there is no wireless connection available. When the Chromebook later connects to a wifi signal, the work created offline syncs with students' work in the cloud. Directions on how to work offline can be found in the Apps folder in the bottom left corner of the Chromebook. *Get Help - Using Your Chromebook Offline'*

## (5) Operating System and Software on Chromebooks

### 5.1 Operating System and Updates

Chromebooks use the Chrome operating system created by Google. Updates to this operating system will occur automatically when the Chromebook is powered off and back on again. If the Chromebook is just in sleep mode, the mode it enters when the cover is closed without powering off, updates will not occur. Users are notified that an update is available

with an up arrow that will appear next to the time in the lower right hand corner of the Chromebook. It is good practice to power down the Chromebook at night so updates may occur when it is turned back on.

### *5.2 Virus Protection*

Chromebooks have several built in layers of security to protect from viruses and malware. Keeping the Chrome OS updated should be sufficient for protecting the Chromebook.

### *5.3 Additional Software*

Additional software, such as iTunes and Microsoft Word, cannot be added to the Chromebooks.

## **(6) Acceptable Use Guidelines**

### *6.1 General*

Students will have access to all the available forms of electronic media and communication that is in support of the educational goals and objectives of the Port Edwards School District. Students are responsible for their ethical and educational use of the technology resources of the Port Edwards School District. Access to these technology resources are a privilege and not a right. Each student and/or parent/guardian will be required to follow all PESD policies. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following:

- confidential information
- copyrighted material
- threatening or obscene material
- Chromebook viruses

Users will not use the district system or the district issued Chromebook to access, review, upload, download, store, print, post, receive, transmit, or distribute any of the following:

- Pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors. If this type of website is accessed inadvertently, exit the site immediately and inform a staff member of the website so corrective action can be taken.
- Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
- Materials or information that includes language or images that are inappropriate in or disruptive to the education setting or process.
- Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

Any attempt to alter data, the configuration of the Chromebook, or the files of another user, without consent of the individual, building administrator or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

### *6.2 Privacy and Safety*

All PESD issued Chromebook equipment, Google accounts and data storage are property of Port Edwards School District and are not guaranteed to be private or confidential. Students should have no expectation of privacy. Students are required to use their user ID and password to protect their accounts and are required to keep that password confidential and are not allowed to change issued passwords.

**Students will not do the following:**

- Will not use these tools to bully, harass, or threaten other students, staff and/or any other individuals.
- Will not publish personal information about others or themselves.
- Enter chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Open, use or change files that do not belong to them.
- Reveal their full name, phone number, home address, social security number, credit card numbers, passwords or passwords of other people.
- Access websites that contain obscene, pornographic or otherwise offensive material.
- Bypass or attempt to bypass the District's internet filter.

Understand that violation of any terms outlined here or in the handbook may result in accounts being disabled, Chromebook being revoked, and or other disciplinary measures being taken in accordance with PESD policies.

Parents/Guardians have the right at any time to investigate or review the contents of their child's school accounts and to request the termination of their child's school account. Talk to your children about values and the standards that your children should follow on the use of the internet just as you do on the use of all media information sources.

***6.3 Legal Property***

Digital Information and media found online are property of those who created it. Therefore, students need to follow laws and licenses for using digital work of others, including the following:

- trademark and copyright laws and all license agreements need to be complied with at all times.
- plagiarism is a violation of student policy and stealing. 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.
- hacking software use or possession is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

Ignorance of these laws and license agreements is not immunity. If unsure if you are about to violate these, check with a teacher.

***6.4 Email Electronic Communication***

Student use of email and communication on their school Google account is restricted to sending and receiving communications with other users in our domain. All electronic communication sent and received should be related to educational purposes. Always use appropriate and proper language in your communication. Students should not transmit language/material that may be considered profane, obscene, abusive or offensive to others. Students should also not send mass emails, chain letters or spam. Email and electronic communications are subject to inspection by the school at any time.

***6.5 Consequences***

The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of this document will result in disciplinary action.



Electronic mail, network usage and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The district cooperates fully with local, state and federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communication are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

### *6.6 At Home Use*

Chromebook care at home is as important as at school, refer to the care section. Chromebooks can be used offline and can connect to home and business wifi. School district supplied Internet or wifi filtering is built into the Chromebook connections. The school's network filter will continue to monitor student access to websites and apps even on wireless networks outside of school. Do not assume that filtering covers all issues/all sites. Home use should always be monitored by an adult. Home use history will be monitored and logged.

#### CHROMEBOOK HANDBOOK OVERVIEW:

#### **PESD Chromebook users are RESPONSIBLE FOR...**

1. Paying for their Chromebooks if it is lost or stolen.
2. Paying for any repair parts to fix their broken Chromebooks due to intentional damage or damage occurring outside of school.
3. Making sure they know where their Chromebooks/chargers/cases are AT ALL TIMES.
4. Storing their Chromebooks properly when they are not in use.
5. Ensuring that their Chromebooks are charged each school day.
6. Not allowing others to use their issued device.
7. Following the teachers' instructions for which sites to access and only use Chromebooks for educational purposes.

#### **PESD Chromebook users...**

1. Securely carry their Chromebooks in the closed position.
2. Keep their Chromebooks safe in every school setting.
3. They follow the rules of good citizenship by not giving out personal information when on the web.
4. Do not use the Chromebooks' cameras to take and/or distribute inappropriate or unethical material of themselves or others.
5. Do not put marks, scratches, stickers, or remove/alter their barcodes and name tags on their Chromebooks in any way.

If Chromebook users are not responsible, respectful and/or safe, then consequences will be given. Chromebooks are property of PESD and are subject to inspection at any time without notice. Consequences, including repair costs if necessary. Failure to meet the expectations outlined above may result in parents/guardians being contacted and a meeting time established to discuss these issues.

*CONTINUED ON PAGE 10 FOR SIGNATURE*

## Technology Handbook Agreement

\*Required

\*PESD Student: By signing below, I am stating that I have reviewed this handbook in its entirety. I am also stating that I understand the expectations about using district provided Chromebooks and agree to meet these expectations at all times.

Student (*print*) \_\_\_\_\_ Grade: \_\_\_\_\_  
*First Name* *Last Name*

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

\*Parent/Guardian of PESD Student: As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I understand that the student named above, and/or I, may be held liable for violations. I acknowledge that I have reviewed this handbook in its entirety and have had a conversation with my student about acceptable use of the Chromebook and the school network.

Parent/Guardian (*print*) \_\_\_\_\_  
*First Name* *Last Name*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print a signed copy for your records.