

Fairview High School

Chromebook Policy Handbook

The mission of the 1-to-1 program in the Fairview Independent School district is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The School Board, district staff and community members will all play a key role in the development of effective and high quality educational experiences.

Device Purpose

The Fairview High School is supplying students with a Chromebook device. This device is property of the Fairview High School. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at Fairview High School by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

Receiving Your Chromebook:

Chromebooks will be distributed each fall during the first week of school. **Parents & Students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child.** This

document will need to be signed during student registration.

Student Owned Chromebooks

Student owned Chromebooks **will not be** allowed (Fairview High School will supply each student a device.)

- The Fairview Independent School District is not responsible for damage, loss, theft or IT issues of student owned Chromebooks.

Insurance:

Fairview Independent School District requires that Chromebook insurance be purchased prior to deployment of the Chromebook to your child. The pro-rated fee will be \$15 per device and must be paid for at student registration. Details of this policy are on page 9.

Training:

Students will be trained on how to use the Chromebook by their homeroom teacher. Training documents and videos will be available online for students to refer to when needed.

Return:

Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at FHS.

Any student who transfers out of FHS will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Help Desk. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed

to do so by a teacher.

- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may damage the device.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.
- Do not leave the Chromebook in your car.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. Protective cases are provided and should be used at all times.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to

all classes, unless specifically advised not to do so by their teacher.

At Home:

All students are required to take their Chromebook home each night throughout the school year for charging. *Chromebooks must be brought to school each day in a fully charged condition.* Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that student bring personal headset or 'ear-buds' for any audio projects they work on.

Printing:

At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

Managing Your Files and Saving Your Work:

Students are required to save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any writing, drawing, or stickers. An identification label with the student's name is acceptable on the Chromebooks. Spot checks for compliance will be done by administration or FIS Technicians at any time.

Students may add appropriate music, photos, and videos to their Chromebook.

Personalized media are subject to inspection and must follow the Fairview Independent School District acceptable use policy.

Software on Chromebooks:

Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by Fairview Independent Schools.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment, it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced

to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

Protecting & Storing Your Chromebook:

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number and EPS asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:

When students are not monitoring their Chromebook, they should be stored in their lockers *with the lock securely fastened*. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should *never* be stored in a vehicle.

Storing Chromebooks at Extra-Curricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Student Help Desk.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for Lenovo parts and labor.

Lenovo Warranty:

Lenovo warrants the Chromebook from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date FIS takes delivery of the Chromebook. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook. The Lenovo warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the Technology Department.

If a Chromebook becomes defective (at no fault of the student) after the Lenovo warranty expires, FIS will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

Accidental Damage or Loss Protection:

As part of the 1:1 Chromebook initiative at Fairview High School, the Fairview Independent School District is requiring the purchase of accidental damage insurance prior to the deployment of the Chromebook to your child. Fairview Independent School District will be the sole provider of this insurance. Under this insurance policy the Chromebooks are protected against accidental damage or loss due to an act of nature. The Fairview Independent School District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This insurance policy does not cover loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Fairview Independent Schools will assess the Chromebook damage and repair or replace the

device if the damage is determined to be accidental and within the protection guidelines.

Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Chromebook Technical Support:

The Student Help Desk located outside of the Library will be the first point of contact for repair of the Chromebooks. Services provided by the Student Help Desk include:

- Password Identification
- User account support
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates



PLEASE MAKE CHECKS OUT TO FAIRVIEW HIGH SCHOOL

Fairview High School

Device Accidental Protection Plan

The Fairview High School is providing and administering an insurance program for students and parents as part of our 1 to 1 Learning Initiative. Enrollment in this program is mandatory for a student to be issued a device. Enrollment in the program is achieved by completing this form and submitting it to Fairview High School. This plan covers "accidental damage" to the device and is designed to limit a family's financial responsibility for any damages as described in the coverage section below. In addition, each device is covered under a manufacturer warranty that covers the normal operation of the device to ensure that it functions properly. A \$15 pro-rated non-refundable fee is required for the student to take the device home. Students opting not to pay the \$15 pro-rated fee will check their devices in and out of the the designated area each day.

Program Fee/Coverage	Effective Coverage/Expiration Dates
* \$15 pro-rated non-refundable fee per school year to take device	* Effective Date: Initial issue date of device
* Limit of Liability per School Year (Starting Aug. 1st): \$200	* Expiration Date: Last day of school graduation year or date of withdrawal
* Coverage: Repair/Replacement of school issued device.	
Coverage	Exclusions
<ul style="list-style-type: none"> * Accidental Damage: Pays for accidental damage caused by liquid spills, drops, or any other unintentional event. * Theft: Pays for loss or damage due to theft; the claim requires a police report to be filed. * Fire: Pays for loss or damage of the device due to fire, the claim must be accompanied by an official fire report from the investigating authority. * Electrical Surge: Pays for damage to the device due to an electrical surge. * Natural Disasters: Pays for loss or damage caused by natural disasters. 	<ul style="list-style-type: none"> * Dishonest, Fraudulent, Intentional, Negligent or or Criminal Acts: Will not pay if damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent or criminal act. The student/guardian will be responsible for the full amount of fees for repair/replacement. * Consumables: Including but not limited to the case, charger, and software. * "Jailbreaking," "rooting," or otherwise voiding the manufacturer's warrant by altering the software. * Fairview BOE is not liable for any loss or damages (including incidental, consequential or punitive damages) caused directly or indirectly by the equipment.

Annual Deductible and Fees Per Claim

Claim	Damage/Repair Device Deductible	Lost/Stolen Device Deductible	Exclusionary Incident Device Fees
1	\$30	\$75	\$100
2	\$60	\$125	\$200
3	\$90	\$175	

Item	Replacement Device Consumables
Case	\$15
Cord	\$10
Brick	\$25
Asset Tag	\$5

* Deductibles and fees are structured annually per school year starting August 1st. Claims for a previous school year are not used in determining the deductible for each year the policy is in effect.

** If a student withdraws from the Fairview High School System for any reason, this insurance agreement becomes null and void on that date. There are no refunds once this agreement becomes active on the date the device is issued.

Device Accidental Protection Plan Application

Name of Insured Student:	Last	First	Middle
Graduation Year:			
Parent/Guardian Name:			
Mailing Address:			
City, State/Zip:			
Home Phone:			

I agree to the provisions outlined in the policy terms and understand that:

- ◊ The Device Accidental Protection Plan form is valid through my child's enrollment in Fairview High School and is void only when my child graduates or withdraws from the district.
- ◊ A \$15 Pro-rated, non-refundable fee is required to take the insured device home.
- ◊ The policy only covers the school issued device and does not cover the charger, case, or any personal software installed by the insured.
- ◊ A tiered deductible is in place based on annual occurrences. Claims from a prior year are not used in calculating the deductible.
- ◊ Damage as a result of a violation of the Device User Agreement is not covered. This includes but is not limited to dishonest, fraudulent, intentional, negligent, or criminal acts. Damage to the device is still the responsibility of the student/family.
- ◊ Liability is limited to the replacement/repair of the device; no additional liability is implied or assumed.
- ◊ Jailbreaking/rooting the device voids all warranties and is not covered by this policy. "Jailbreaking" or "rooting" is the act of hacking an operating system and removing manufacturer protections in an attempt to modify a device.
- ◊ Insured devices must be in an approved case.

I will participate in the Fairview High School's Device Protection Plan and WILL PAY the \$15 pro-rated non-refundable fee, so my student may take his/her assigned device home each day. I agree to the provisions outlined in the policy terms above.

I will participate in the Fairview High School's Device Protection Plan but WILL NOT PAY the \$15 pro-rated fee. I understand that my student will be issued a device for school use, but that it may not leave school property. Fees and deductibles associated with repairs/replacements are still the responsibility of the student/family. I agree to the provisions outlined in the policy terms above.

Student Name: _____
Printed Signature Date

Parent/Guardian Name: _____
Printed Signature Date

Fairview High School

Device Pledge Form

1. I will bring my device to school each day I am in attendance.
2. I am responsible for the care and protection of my device.
3. I will always supervise my device or leave it in a secure location.
4. I understand my device is for educational use.
5. I will charge my device's battery daily.
6. I will keep my device away from food and drink.
7. I will report loss, theft, and/or malfunction immediately.
8. My device will always be in the provided case or one from the approved list.
9. I will practice good digital citizenship.
10. I will not change the appearance of my device or case with drawings or stickers. I will keep barcodes on my device.
11. I understand that my device is subject to inspection at any time without notice and remains the property of Fairview High School.
12. I will follow the policies outlined in the *Device Handbook* and the *Acceptable Use Policy* at all times.
13. I agree to return the device, case, and power cords in good condition at the end of the school year or if I terminate enrollment at Fairview High School for any reason.
14. I will use my school provided email and understand a Google Apps account will be created for me, providing access to Google's Educational Apps.

Student Acknowledgement

I agree to the stipulations set forth in the Device Policy Handbook, Insurance Policy, Acceptable Use Policy, and the Student Pledge for Device Use.

Student Legal Name (Please Print)

First Name

Middle Name

Last Name

Student Signature

Date

Parent or Guardian Acknowledgement/Permission

As the parent(s) or guardian(s) of _____, we have read, understand, and agree with the stipulations outlined in the device policy handbook and Student Pledge for Device Use. I understand that internet usage will be filtered while on school premises and that participation in the device protection plan is required for the device to go home.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

* This agreement will be in effect from the date of student enrollment until graduation or withdrawal from Fairview High School.

* Home internet filtering is the responsibility of the parent(s) or guardian(s).