	Plattsburg High School 1:1 With Chromebooks Procedures & Information For Students and Parents

The mission of the 1:1 program at Plattbsurg High School 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 student engagement with content and promoting the development of self-directed and lifelong learners.

Plattsburg High School endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after graduation.

1. **Receiving Your Chromebook**

    a. Parent/Student Requirements

    > All parents/guardians and students are required to sign the Clinton County R-3 Chromebook User Agreement along with the Technology Acceptable Usage Agreement. Both Agreements can be found at www.ccr3.k12.mo.us, under "Technology."

    b. Distribution

    > Students will receive their Chromebook and charger/power adapter during the first few days of school. Only after registration, acceptable usage, and insurance forms have been returned signed by parents & students.

    c. Transfer/New Student Distribution

    > Both students and parents must sign the CCR-3 Chromebook User Agreement along with the Technology Acceptable Use Agreement during the enrollment process. Upon completion of the enrollment process, the student will report to the Library Media Center for assignment of an e-mail account, brief Chromebook orientation and receive their Chromebook and charger/power adapter.

2. **Returning Your Chromebook**

    a. End of Year

    At the end of the school year, students will turn in their Chromebook and charger/power adapter to the Library Media Center on their assigned day during the last week of school. Failure to turn in the Chromebook will result in the students being charged the full $310.00 replacement cost (Chromebook, charger/power adapter, and asset tags). Unpaid fines and fees of students may be turned over to a collection agency along with restricting participation privileges at CCR-3 events. The District may also file a report of stolen property with the local law enforcement agency.

    b. Transferring/Withdrawing Students

    Students who transfer out of or withdraw from CCR-3 must turn in their Chromebooks and chargers/power adapters to the Library Media Center on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full $310.00 replacement cost (Chromebook, charger/power adapter, and asset tags). Unpaid fines and fees of students leaving CCR-3 may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

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3. **Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Library Media Center 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. Students should never leave their Chromebook unattended except locked in their hallway locker.

   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 used with power cord plugged in when the cord may be a tripping hazard.
      ● Chromebooks must remain free of writing, drawing, stickers, and labels.
      ● Heavy objects should never be placed on top of Chromebooks .
   b. Carrying Cases (Optional)
      ● Each Student will be given the option to purchase a protective case for his/her Chromebook to be used whenever the Chromebook is being transported or not in use. The district will take orders for these at registration.
      ● 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. Failure to do so may result in disciplinary action.
      ● Never lift Chromebooks by the screen.
      ● Never carry Chromebooks with the screen open.
   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 on the protective case that will press against the cover.

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- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or jump drives).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Asset Tags
- All Chromebooks will be labeled with a District asset tags.
- 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 a District asset tag or turning in a Chromebook without a District asset tag.

4. **Using Your Chromebook At School**

Students are expected to bring a fully charged Chromebook 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 stop in the Library Media Center (LMC) and check out a loaner for the day or have his her teacher call the Library Media Center to have one delivered by the Tech Support Intern if available.
- Students borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- The LMC 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's office for those students that have more than two occurrences during the school year.
- The Principal will treat such occurrences the same as coming to class unprepared, which may result in disciplinary action.
- The students that obtain a loaner will be responsible for returning the borrowed device to the LMC before 3:15p.m. on normal school days.
- Late Fees of $5.00 for the first day and $1.00 for each subsequent school day will be assessed for students that fail to return a borrowed device.

b. Chromebooks being repaired
- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- 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 while having their devices repaired may be taken home.

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- A member of the Tech Department or the Tech Support Intern will contact students when their devices are repaired and available to be picked up.

c. Charging Chromebooks
- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebook at home in the evening.
- There will be a limited number of unsupervised charging stations in the library, commons, and some classrooms available to students on a first-come-first-serve basis.

d. Backgrounds and Themes
- Media deemed to be inappropriate by school administration 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 teacher.
- Students should have their own personal set of headphones for sanitary reasons.

f. Printing
- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing stations will be available in the Library and other various locations. Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebook at school. Each print station will consist of a desktop computer and networked printer. Students may log into a print station to print their work.
- 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 obtained from here: 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 should never share their account passwords with others, unless requested by an administrator.

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. Work already uploaded to Google Drive can be accessed and modified without Internet connectivity. Modifications made while offline will be kept, and once the device is connected back to the Internet, the files will be updated. 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**
   Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. All documents saved in Google Drive will be accessible to the student without the need for an Internet connection. This enables students to work on documents off-line at home. Any changes made while off-line will then be updated once the user connects back to an Internet connection. Students are bound by the CCR-3 Technology Acceptable Use Policy, CCR-3 Chromebook User Agreement, and all other guidelines in this document wherever they use their Chromebook.

6. **Operating System and Security**
   Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

   a. Updates
      The Chromebook operating system, Chrome, 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 protections against viruses and malware, including data encryption and verified boot.
      - There is no need for additional virus protection.

7. **Content Filter**

There are many sites on the Internet that can be potentially dangerous to minors. To comply with the Children's Internet Protection Act (CIPA), these sites are blocked while students are logged on to the district network by our Meraki content filter. While at home, Chromebooks will enforce Google safe search as well as cloud based web filtering by securely.com. This filtering is very good, however, it is not perfect. We ask that parents and guardians monitor their child's Internet activity as an additional precaution.

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
      - Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
      - Students are responsible for any fees for web apps and extensions they install on their Chromebooks that are not free. Inappropriate material as deemed by school administration will result in disciplinary action.
      - 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, along with the name and ID number of the student assigned to the device.

   b. Users
      Each student will be assigned the same Chromebook for four years. ***Take Good Care of It***! Upon graduation students will keep their Chromebook. Users that attend Plattsburg HS for less than 4 years may be responsible for some expense if the Chromebook in use is not yet at the end of its cycle or they can choose to leave the devices with the district.

10. **Repairing/Replacing Your Chromebook**
   a. Tech Support Internship (TSI)
      - All Chromebooks in need of repair must be brought to the Technology Support Intern or the LMC as soon as possible.
      - The TSI student will analyze and fix the problems they can and escalate the issues they cannot fix to the Technology Department.

   b. Vendor Warranty
      ● Chromebooks include a one year warranty from the vendor.
      ● The vendor warrants the Chromebook from defects in materials and workmanship.
      ● The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
      ● The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or theft.
      ● All repair work must be reported to the TSI or LMC who will then report to the Technology Department.
   c. Replacement Costs (subject to change)

Item	Replacement Cost
Chromebook (includes device, & management software)	$290
Charger/Power Adapter	$60
Screen	$80
Screen Cover/Top Case	$35
Bottom Case	$42
Keyboard/touchpad	$42
Main System Board	$125
Asset Tags	$2
Full Replacement (Chromebook, charger, & asset tags)	$310

   d. Insurance
      ● Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
      ● The district will provide mandatory coverage. You can download an enrollment form at www.ccr3.k12.mo.us, "Technology," "Chromebook Insurance."
11. **No Expectation of Privacy**
   Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other

than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebook activity at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such supervision, access, viewing, monitoring, and recording of their use.

 a. Monitoring Software
   The Technology Department may use monitoring software that allows them to view the screens and activity on student Chromebooks.

12. **Appropriate Uses and Digital Citizenship**
School issued Chromebooks should be used for educational purposes and students are to adhere to the Technology User Agreement 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.

1. Respect Yourself: I will show respect for myself through my actions. I will select online names that are appropriate. I will use the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself: I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. Respect Others: I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. Protect Others: I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. Respect Intellectual property: I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. Protect Intellectual Property: I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.