

1:1 Chromebook Handbook

TABLE OF CONTENTS

1. PURPOSE OF THE CHROMEBOOK PROGRAM
2. RECEIVING THE CHROMEBOOK
3. RETURNING THE CHROMEBOOK
4. TAKING CARE OF YOUR CHROMEBOOK
5. USING YOUR CHROMEBOOK AT SCHOOL
6. MANAGING YOUR FILES & SAVING YOUR WORK
7. SOFTWARE ON CHROMEBOOK
8. PROTECTING & STORING YOUR CHROMEBOOK
9. STUDENT PLEDGE

1.) Purpose/Goals

- a. The focus of providing Chromebooks at Dayspring Christian Academy (DCA) is to prepare students for their future, a world of digital technology and information. Increasing access to technology is essential, and one of the learning tools of twenty-first-century students is the Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for the world of college and the workplace. This technology encourages students to solve problems and think critically by stimulating analytical thinking. The Chromebook is a “next generation” device that makes learning more engaging and accessible.
- b. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. However, 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. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.
- c. Goals for Student Users
 - i. To increase students’ productivity inside and outside the classroom when completing assignments, projects, and other activities as assigned by teachers.
 - ii. To capitalize on the convergence of academic resources such as media-rich web-based textbooks and learning resources, scholarly sources, web-based applications, and instructional best practices.
 - iii. To facilitate collaborative and mobile learning across the school campus and beyond.
 - iv. To promote leadership and self-advocacy in one’s own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.
 - v. To encourage character development as it pertains to personal responsibility. Students will be responsible for transporting their devices to and from school, ensuring it has adequate charge for the day’s use, maintaining proper care of the device, etc.

2.) RECEIVING THE CHROMEBOOK

- A. Chromebooks will be distributed at the beginning of each school year.
- B. Before receiving the Chromebook, students and parents must sign and return a copy of the Acceptable Use Policy
- C. Students will be walked through the setup/sign in process and the general use of the Chromebooks in their homeroom and subsequent subject-classes.

3.) RETURNING THE CHROMEBOOK

- A. Chromebooks and chargers will be returned to DCA at the end of each school year.
- B. Students leaving the school must return Chromebooks to the school.
- C. Chromebooks will be collected at the end of each year
 - a. With consideration and concession being given to provide for normal wear and tear, Chromebooks are expected to be returned in the condition in which they were issued. If a Chromebook is returned in a condition that is too poor to be used the following year, you may be charged a replacement fee for the Chromebook up to its full value.
- D. If Chromebooks are not returned to the school, they will be considered as stolen property and law enforcement agencies will be notified.

4.) TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook which they have been issued by the school.

A. General Precautions

- 1. The Chromebook is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- 2. Only use a clean, soft cloth to clean the screen. DO NOT USE cleansers (e.g. Windex) of any type.
 - i. If you encounter a situation where a clean, soft cloth is unable to properly clean the device, please bring it to the school's Technology Director to be cared for.
- 3. Cords, Cables, and USB Drives must be inserted carefully into the Chromebook to prevent damage.
- 4. Never leave the device unattended or unsupervised.

B. Carrying the Chromebooks

- 1. Do not put the Chromebook in a bag/case that has other heavy books or other objects that could cause damage to the Chromebook.
- 2. Do not throw a bag or backpack carrying a Chromebook.
- 3. Always hold the Chromebook with two hands if the screen is open.
- 4. Students should be aware of the hinges on Chromebooks. Avoid picking up or carrying the device by the screen.
- 5. Remember to open and close the device by placing your hand in the middle of the screen edge, not a corner. These practices will prevent the hinges from weakening.

C. Screen Care

- 1. Do not place anything on your case that could put pressure on the screen.
- 2. Do not lean on the screen at any time.

D. Personalization of Chromebook

1. Students are not permitted to use stickers on their Chromebooks.
2. You may purchase a protective cover/case for your Chromebook.

5.) USING YOUR CHROMEBOOK AT SCHOOL—Chromebooks are intended for use at school each day. In addition to teacher expectations for use, school messages, announcements, calendars, handbooks, and schedules may be accessed using the device. School staff and administration have the right to check any material stored on a student's Chromebook at any time.

A. Chromebooks Left at Home

1. If students leave their device at home, they are responsible for getting the course work from their teacher (either Google Classroom, FACTS Family Portal, Email, or in person) and completing it as if they had their device present; or complete the alternative assignment as assigned by the teacher.

1. Chromebook Undergoing Repair—if a student's Chromebook needs to be repaired, the school will make every attempt to provide the student with a "loaner" device for a designated interim period.

B. Charging your Device's Battery

1. Battery should be fully charged each day upon entering the school building.
2. A fully charged battery should last the entire school day. If a student's device runs out of battery, a loaner will not be provided.

C. Sound, Music, Games or Programs

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Music is generally not allowed to be played at school. However, there may be times when it is allowed, but only with teacher permission.
3. Internet gaming is not allowed at school. Instructional game apps may be installed if they are approved by administration or technology staff.

D. Home Internet Access

1. Students are allowed to set up wireless networks on the Chromebooks.
2. This will allow them to use the Chromebooks effectively at home.
3. Activity may be monitored with security software provided by the school. If there is any inappropriate activity deemed by the Acceptable Use Policy, this will be addressed by the Principal or appropriate administration.
4. The security and monitoring software used by the school is not a replacement for parental monitoring of online content.
5. Sites accessed on the Chromebook while at home are recorded in the student's history, and monitoring software. Internet activity is still filtered at the device level on DCA Chromebooks, however, the additional measure of protection afforded by DCA's firewall is only present while connected to DCA's network.

6.) MANAGING YOUR FILES AND SAVING YOUR WORK

Student work done within the Google suite of apps - Docs, Sheets, Slides, etc - is automatically saved as long as the student is connected to the internet. Files can be shared with teachers through Google Classroom and Google Drive. Students should avoid saving files of any kind to the Chromebook itself as they can be re-assigned or reset at any moment. Saving files to Google Drive ensures that the data is available on multiple devices

7.) SOFTWARE ON CHROMEBOOKS

- A. All software/apps/bookmarks installed by the school must remain on the Chromebook in usable condition and accessible at all times. From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks may be made to ensure that students have not removed required software/apps/bookmarks.
- B. Devices are controlled and monitored by a Google Management System. This prevents most viruses from infecting the devices.
- C. **Students are only allowed to load school-approved software/apps/extensions on their Chromebooks if they benefit instruction and if they have received administrative approval.**
 - a. **Requests to install new software, apps, or extensions may be made to the Technology Director.**
- D. If technical difficulties occur, illegal software is downloaded, or unapproved software is installed or discovered, the Chromebook may be wiped clean and put back to its original settings and further disciplinary action may result. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and/or re-image.

8.) PROTECTING AND STORING YOUR CHROMEBOOKS

A. Chromebook identification: Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified and stored in our tracking system in the following ways:

- 1. Serial Number of device
- 2. Asset tag assigned to device

B. Storing your Chromebook

- 1. Chromebooks that are not in use should be stored in your backpack or in your locker. Never leave it unattended or unsecured outside of your locker.
- 2. Do not put items on top of the device or throw a bag containing your device.
- 3. Take it home every day and store it in a safe and secure place.
- 4. Never leave the device in a place that is experiencing extreme hot or cold conditions

C. Password Protection

- 1. Never give your passwords to anyone other than your parents/guardians. This practice will help make the students' information more secure.

D. Expectation of Privacy

- 1. At any time, and without prior notice, DCA Faculty or Administration reserves the right to monitor, inspect, copy, or review any and all usage of the Chromebook, the network, and the Internet, as well as any information sent or received in connection with this usage. Students should have no expectation of privacy regarding such materials.

E. Chromebooks Left in Unsupervised Areas

1. Violations may result in loss of device privileges.

Students/Parents are responsible for full payment of damages outside of those caused by normal wear and tear and/or the cost of replacement of lost or damaged accessories.

9. STUDENT PLEDGE FOR Chromebook USE

- A. I realize I have this Chromebook assigned to me for (up to) several years and I will take good care of my Chromebook.
- B. I will never leave the Chromebook unattended.
- C. I will never loan out my Chromebook nor its password to other individuals.
- D. I will know where my Chromebook is at all times.
- E. I will charge my Chromebook's battery daily. Charging stations are not available at school.
- F. I will keep food and beverages away from my Chromebook since they may cause damage to the Chromebook.
- G. I will not disassemble any part of my Chromebook or attempt any repairs.
- H. I will protect my Chromebook by only carrying it carefully and storing it properly.
- I. I will use my Chromebook in ways that are appropriate and educational.
- J. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
- K. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of DCA.
- L. I understand and agree to follow the criteria described in the Student Chromebook Handbook and DCA's Acceptable Use Policy while at school or at home at all times of the day while using the Chromebook assigned.
- M. I will be responsible for all damage not covered under manufacturer warranty or insurance.
- N. I agree to pay for the replacement of my power cords, battery, and other Chromebook components in the event any of these items are lost, stolen or damaged.
- O. I agree to return all issued equipment, complete and in good working condition.