

# Chromebook Guidelines for Students and Parents

This document provides detailed information to parents and students about how to care for the technology being entrusted to them. *The following information can also be found in the Student Handbooks.*

## 1. Receiving a Chromebook

- Student Signature
- Students will sign a form accepting a Chromebook, and by signing, agree to the terms of use. Chromebooks should go with the students to and from school daily. Elementary teachers may make arrangements to store them overnight. If stored at the school, parents will need to pick up the device if distance learning is initiated.

## 2. Student Distribution

- Chromebooks will be assigned to students in their homeroom the first week of school.
- Each student will be assigned a specific device that is tagged and tracked by serial number. They will be kept at home over the summer break (see below for more details).

## 3. Returning the Chromebook

- After four years, the devices will be replaced with a new Chromebook.
- Graduates who have not paid the fee for 4-years can opt to buy the device by paying the remaining years. For example, a graduate who paid the fee for two years would pay \$200 to purchase the device.

## 4. Transferring/Withdrawing Students

- Students that transfer out of or withdraw from Emmanuel must turn in their Chromebooks to the assigned homeroom teacher. Failure to turn in the Chromebook will result in the student being charged the full replacement cost for each missing asset.

## 5. Taking Care of the Chromebook

- Students are responsible for the general care of the Chromebook they have been issued by the school.
- Students should never leave their Chromebooks unattended except when locked in their hallway locker or core class.
- All Chromebooks are the tagged property of Emmanuel Christian Academy and as such may be inspected at any time.
- Emmanuel will not be held liable for any damage to personal property (purchased cover or headsets).

## 6. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and USB devices must be inserted carefully into appropriate ports on the

Chromebooks.

- USB thumb drives and storage devices are NOT to be used on the Chromebooks. Google Drive should be used for storage only.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be loaned to another student or individual during the school day or otherwise.
- No stickers or other like items are to be placed on Chromebooks. Failure to follow this will result in a replacement fee for the total cost of a new Chromebook.

#### 7. Carrying Chromebooks

- Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
- Students should hold the Chromebooks (cover closed) with two hands if they need to carry the Chromebook anywhere inside or outside of the classroom during instructional time.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

#### 8. Opening the Chromebook

- Open the Chromebook only when it is resting on a flat surface such as a table or desk.
- To open the Chromebook, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position.
- The hinge of the screen will only allow the screen to be open to a slight angle. Do not attempt to open the screen beyond this stopping point as the screen will break if forced.

#### 9. Closing the Chromebook

- Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device. Obstacles on the keyboard could cause broken screens or damaged hinges.
- Close the screen only when the Chromebook is resting on a flat surface such as a table or desk.
- Close the Chromebook using two hands--one at either corner of the screen
- Close the screen gently.

#### 10. 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.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Never lift the Chromebook by the screen.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

#### 11. Asset Tags

- All Chromebooks will be labeled with a tag. The tags may not be modified or tampered with in any way.

- Students may be charged up to the full replacement cost of a Chromebook and/ or disciplinary action for tampering with a tag or turning in a Chromebook without a tag.

## 12. Using Chromebooks

### a. Media

- Inappropriate media (pictures, music, movies, etc.) may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- Inappropriate media (images, videos, etc.) may not be stored on or accessed on the Chromebook. The presence of such media will result in disciplinary action as outlined in the handbook.

### b. Audio

- Sound must always be muted unless permission is obtained from a teacher.
- Students will be required to provide their own personal headphones and/or ear buds (for sanitary reasons) and are expected to bring them every day. Emmanuel is not liable for any damage or loss.
- Headphones or earbuds use will be at the teacher's discretion.

### c. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks.

### d. Network Access and Security

- 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.

### e. Managing and Saving 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 from most mobile Internet devices.
- No files may be stored on the Chromebook's hard drive.
- No USB or external hard drives may be used in correlation with the Chromebook.
- Students should always remember to save frequently when working on digital media (although many cloud-based applications, including G Suite, automatically save work).
- ECA will not be responsible for the loss of any student work.

## 13. Student Responsibilities

### a. Following Classroom Guidelines

- Students are responsible for following school and classroom specific guidelines and expectations for use. This means following instructions, guidance, and protocols regarding when and how to use the technology in the instructional setting.
- Misuse of Chromebooks and other Electronic Devices will result in additional training and or corrective action.
- Re-Training: Students who are written up for any issue dealing with Chromebooks will attend a session with Instructional Technology Assistant. Students will watch a video and

take a test after.

b. Classwork

- Students are responsible for bringing their Chromebook to class daily.
- If a student does not have their Chromebook, the teachers may direct the student who has forgotten the Chromebook to seek the assistance of another student to view information.
- Not having the device in class will be treated the same as if a student did not bring his textbook or homework to class.
- Loaners are not available for students who forget their Chromebooks or who have misplaced them.

c. The following behaviors are examples of prohibited computer use:

- Sending or displaying offensive pictures or messages (sexual, racial, or other)
- Using obscene language
- Harassing, threatening or insulting others
- Damaging computers, computer systems, or computer networks
- Importing or placing in the system “viruses”/other destructive programs
- Violating copyright laws
- Plagiarism
- Using another’s password, trespassing in another’s files or work
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Stealing of computers or parts

d. Discipline

- Minor Offense: warning or student write up/Attend Re-training e.g. not properly caring for the device.
- 2nd/3rd Offense: write up and or student detention/Attend Re-training e.g. damaging device.
- All Offenses: Students will have a write up and student conference. Parent/Guardian may be contacted. All students will be attending a re-teaching session after lunch.
- More serious offenses will result in additional disciplinary action.
- Students who miss re-training will be assigned lunch detention or after school detention and possible loss of Chromebook until the session is attended and/or assessment passed.

14. Repairing/Replacing Chromebooks

- Contact Vivacity Support at [support@vivacitytech.com](mailto:support@vivacitytech.com) at any time to receive a call back M-F from 8am-7pm EST. In addition, tickets will be automatically forwarded to ProStratus (Emmanuel’s IT Contractor) for on-site support collaboration.
- All Chromebooks in need of repair must be brought to Emmanuel ASAP for an exchange.
- **Accidental breakage or destruction of a Chromebook or power supply will be covered one-time. All subsequent losses will be the student’s responsibility to pay for the repair or replacement.**
- Loaner Chromebooks may be issued to students when their school-issued Chromebook is being repaired. Go to the front office to initiate Emmanuel IT Support and to have a Chromebook

assigned to them during the duration of repair.

#### 15. Charging

- Chromebooks must be properly charged daily at home before the next day of school.
- Students must carry their power cord with them along with their Chromebook to each class.
- Power strips will be available in each classroom where a student can place the device on the counter and plugged in for charging. Stringing a power or extension cord to desks is not permitted to prevent tripping and to prevent a device being knocked to the floor. See the policy for your responsibilities for device accidental damage. Power cords are a student's responsibility.

#### 16. Operating System and Security

- Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.
- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

#### 17. Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

#### 18. Content Filter

- Emmanuel utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks will have all Internet access provided by the district filtered, protected, and monitored by the district. If an educationally valuable site is blocked, students should contact their teacher who will assist in creating an IT Support ticket.

#### 19. Software

- No additional software is to be installed or attempted to be installed.
- Chromebooks seamlessly integrate with the Google Apps for Education (GAFE) suite of productivity and collaboration tools. This includes Google Drive, Docs, Sheets, Slides, Drawings, and Forms.
- All work is stored in the cloud.

#### 20. Chrome Web Apps and Extensions

- Students will not have the ability to download apps and extensions from the Chrome Web Store.
- Apps are also subject to internet filtering.

#### 21. Chromebook Identification

- Emmanuel will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device. Chromebooks will be checked in and out to the students in a very similar way to when library books are checked in and out.

- Each student will be assigned the same Chromebook for up to four years. Take good care of it!

### 23. 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 school-related or personal purposes, other than as specifically provided by law. Emmanuel may, without prior notice or consent, log, supervise, access, and monitor the use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access and monitoring.
- During this school year, there will be times throughout the day that class instruction will be viewed by distance learners who are also a part of our class. Some class sessions may be video recorded, for distance learner use at a later time.

### 24. Summer Care

- Grades TK through 11 will keep their Chromebooks at home throughout the summer. Senior turn in theirs as a prerequisite before graduating.
- Chromebooks are to return with the student fully charged and operational for the first day of school.
- Remember that Emmanuel's "Computer & Internet Acceptable Use Policy" found in the Student Handbook is to be followed regardless of where the device is located.
- Students and families are responsible for the general care of the Chromebook they have been issued by the school.
- Students should never leave their Chromebooks unattended unless properly secured.
- All Chromebooks are the tagged property of Emmanuel Christian Academy and as such may be inspected upon request.

**EMMANUEL CHRISTIAN ACADEMY**  
**Student Chromebook User Agreement**

**Chromebook Fee and coverage**

- The annual Chromebook fee is \$100 per student
- 2-in-1 Chromebook laptop/tablet
- Includes: comprehensive warranty and support, hard case, management and updates, tagging and tracking

**Payment (check one option)**

Pay mailed invoice by August 7, 2020

If needed, email Marsha Stroup @ [mstroup@ecaoh.com](mailto:mstroup@ecaoh.com) ASAP for a payment plan.

**Acknowledgement of Technology Use Policies**

- Student use of the Chromebook falls under the Emmanuel Student Handbook. While at school, Internet and Chromebook use will be monitored through management software. Anyone found violating acceptable use will be subject to disciplinary actions.
- I will adhere to the Chromebook policies outlined in the Student Handbook(s).
- I understand that this Chromebook is designated for educational purposes and therefore my actions may cause the removal of my Chromebook privileges.

- I understand that the Chromebooks are owned by Emmanuel devices and all content stored on the Chromebook is subject to review at any time.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Homeroom Teacher

\_\_\_\_\_  
Grade

**Parent or Guardian Agreement**

- I understand that this Chromebook is designated for educational purposes and therefore my child's actions may cause the removal of his/her Chromebook privileges.
- I assume financial responsibility should my child be deemed responsible for a lost or damaged Chromebook or charger.
- I understand that the Chromebooks are owned by Emmanuel and all content stored on the Chromebook is subject to review at any time.

As the parent or guardian of this student, I have read and agreed to the guidelines in the Chromebook Handbook and Student Handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Date