



PESD Technology 1:1 Handbook

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1. Receiving Your Chromebook and Check-In

1.1 Receiving Your Chromebook

Chromebooks will be distributed each fall. Before receiving the Chromebook, students and parents/guardians must sign and return the following papers:

- Chromebook Expectations
- Acceptable Use Policy
- ChromeCare Warranty

1.2 Chromebook Check-in

Chromebooks will be returned during the final weeks of school as part of the student checkout process. If a student transfers out of PESD, the Chromebook will be returned to the office at that time. Any Chromebooks not returned will be considered stolen property and local law enforcement officers will be notified.

1.3 Check-in Fines

Individual school Chromebook devices and accessories must be returned to Port Edwards School District at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Port Edwards School District for any other reason must return their Chromebook on the date of withdrawal. The student will also pay for the cost of the Chromebook if not returned or any damages relative to the fee schedule. Failure to return the Chromebook or pay the scheduled fine by the date set by Port Edwards School District.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook. If a Chromebook fails to work properly or breaks, it should be brought to the library. District owned Chromebooks cannot be taken to an outside computer service center for any type of repairs or maintenance.

2.1 General Precautions

- The Chromebook is 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.

- Chromebooks must remain free of any writing, drawing, stickers or labels that are not property of PESD. Vents cannot be covered.
- Chromebooks should never be left unsupervised or in a car.
- Students are responsible for bringing a fully charged Chromebook to school each day.

2.2 Carrying Chromebooks

- Transport Chromebooks with care.
- 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 by the screen or lid.
- Do not place other items in the sleeve along with the Chromebook.

2.3 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 place items on the keyboard before closing the cover (pens, markers, disks, etc)
- Do not touch the screen with 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.

3. Using Your Chromebook at School

The Chromebook is intended for use at school each day. In addition to teacher expectations for use of the Chromebook, school calendars, messages and announcements may be accessed by using the Chromebook. Students are responsible for bringing their Chromebook to all classes every day, unless specifically told not to do so by the teacher. The Chromebook is property of Port Edwards School District. Therefore, school staff and administration have the right to check any material stored on a student's Chromebook at any time.

3.1 Chromebook Left at Home

If students leave their Chromebook at home they will first contact home to have someone bring in the Chromebook. If the Chromebook cannot be brought in, students will not have a Chromebook for the day. Repeated incidence of leaving a Chromebook at home may result in disciplinary action.

3.2 Chromebook Undergoing Repair

Loaner Chromebooks can be checked out from the library, if available, when students leave their Chromebook for repairs. Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student.

3.3 Charging your Chromebook

Chromebooks must be brought to school fully charged each day. Students need to charge their Chromebook each night. If charging is needed during the day, students will need to use one of the charging stations located throughout the school. 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.

3.4 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 will result in disciplinary actions.

3.5 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.

3.6 Printing

Chromebooks are setup to print at designated stations throughout the school.

3.7 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. Passwords that need to be changed in order to access an account need to be requested in the office.

3.8 Home Internet Access and Filtering

Students are allowed to connect to wireless networks on the Chromebooks. The school's network filter will continue to monitor student access to websites and apps even on wireless networks outside of school.

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, Calendar 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 and going to '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 Chromebook due to lack of hard drive space.

6. Acceptable Use Guidelines

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 is a privilege and not a right. Each student and/or parent will be required to follow the Acceptable Use Policy. 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

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.

6.1 Privacy and Safety

All use of and data storage is not guaranteed to be private or confidential, as all Chromebook equipment and Google accounts are property of the Port Edwards School District. To provide personal privacy and safety, students should not do the following:

- 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 your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- access websites that contain obscene, pornographic or otherwise offensive material. 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.
- 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.

6.2 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.

6.3 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.

6.4 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 or the Acceptable Use Policy 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.

6.5 At Home Use

Use of the Chromebook at home is encouraged. Chromebook care at home is as important as at school, refer to the care section. It is recommended that a sleeve or case be purchased for helping protect the Chromebook.

Internet access is not provided for home use. 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 devices will be filtered according to school policies. 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.

7. Protecting and Storing Your Chromebook

7.1 Chromebook Identification

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password

Chromebooks are the responsibility of the student. This device will be yours for the duration of the school year. Take good care of it.

7.2 Account Security

Students are required to use their user ID and password to protect their accounts and are required to keep that password confidential.

7.3 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.

7.4 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include school grounds, lunchroom, computer lab, locker rooms, library, unlocked classrooms and lockers, dressing rooms, busses, lobbies and hallways. Any Chromebooks left in these areas are in danger of being stolen or damaged.

8. Repairing/Replacing Chromebooks

Students will be responsible for damages to their Chromebooks including, but not limited to, broken screens, cracked plastic pieces, interoperability, etc. Depending on the damage and whether or not the damage was accidental or due to malfunction of maintenance issue, the Port Edwards School District plan would be used to determine the cost of the repairs. In the

case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device. The prices below are approximate.

LCD screen		\$50.00
Monitor Cable		\$16.00
Keyboard		\$55.00
Top Cover		\$30.00
Motherboard		\$100.00
Rear/Front Bezel		\$20.00
Power cord		\$25.00

9. Chromebook FAQ's

Q: What is a Chromebook?

A: Chromebooks are lightweight mobile devices that allow users to access the web. They include a full size keyboard, trackpad, full screen, long battery life, and Wi-Fi accessibility. Chromebooks are ideal for anytime and place that wireless Internet is available. The low maintenance Chromebook provides a fast, safe and secure online presence for the user.

Q: What kind of software does a Chromebook run?

A: A Chromebook uses web enabled extensions or “Apps.”

Q: How are these web based applications managed?

A: Each Chromebook we provide to students will be a managed device. Members of Wild Rose School District's Information and Technology Department will maintain devices through our Google Apps for Education account. As such, the school can pre-install web applications as well as block specific web applications from a centralized management console.

Q: What devices can I connect to a Chromebook?

A: Chromebooks can connect to:

- USB storage, mice and keyboards
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earbuds and microphones

Q: Can the Chromebook be used anywhere at anytime?

A: Yes, they can be used offline or with Wi-Fi to access the web.

Q: Will our Chromebook have 3G/4G?

A: No. The district Chromebooks will not have 3G/4G broadband.

Q: Do Chromebooks come with Internet Filtering Software?

A: Chromebooks do not automatically come with Internet filtering software. However, our district Chromebooks are programmed to always use our filters whether at school or at home or elsewhere.

Q: Is there antivirus built into it?

A: It is not necessary to have antivirus software on Chromebooks because there are not running programs for viruses to infect.

Q: How long is the battery life?

A: Chromebooks have a rated battery life of 6.5 hours. However, we do expect students to charge them each evening to ensure maximum performance during the school day.

PESD Chromebook users are RESPONSIBLE...

1. For replacing their Chromebooks if it is lost or stolen.
2. For paying for any repair parts to fix their broken Chromebooks due to intentional damage or damage occurring outside of school.
3. For making sure they know where their Chromebooks and chargers are AT ALL TIMES.
4. For storing their Chromebooks properly when they are not in use.
5. For ensuring that their Chromebooks are charged each school day.
6. For not allowing others to use their issued device.

PESD Chromebook users are RESPECTFUL...

1. They follow the teachers' instructions for which sites to access and only use Chromebooks for educational purposes.
2. They will follow digital citizenship expectations.
3. They do not put marks, scratches, stickers, etc. on their Chromebooks or damage Chromebooks in any way.

PESD Chromebook users are SAFE...

1. They securely carry their Chromebooks in the closed position.
2. They keep their Chromebooks safe in every school setting.
3. They never run or walk carelessly while carrying their Chromebooks.
4. They follow the rules of good citizenship by not giving out personal information when on the web.
5. They do not use the Chromebooks' cameras to take and/or distribute inappropriate or unethical material.

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, will be issued for failure to meet the expectations outlined above. If behaviors persist, parents/guardians will be contacted and a meeting time established to discuss these behaviors and continued use of the Chromebooks in the classroom.

PESD Student:

By signing below, I am stating that I have reviewed these expectations and the procedures for using the Chromebook. I am also stating that I understand the expectations about using the Chromebook and agree to meet these expectations at all times.

Student Name (print) _____ Grade: _____

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 names above and/or I may be held liable for violations. I acknowledge that I have had a conversation with my student about acceptable use of the Chromebook and the school network.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____