



Stoneham Public Schools

Chromebook Care and Use Guide

Version 1.0 - For the 2018 - 2019 School Year



Technology Vision

Stoneham Public Schools is dedicated to using technology to enhance the teaching and learning environment of all members of the school community. Our community is an informed user base that effectively uses technology to both consume and create information, to collaborate and communicate in a variety of mediums and methods. Every student is prepared to master the current information landscape, to be productive, ethical workers in the global environment.

Why are we moving to a 1:1 initiative?

SPS students and educators will benefit from the digital learning tools by enhancing personalization of learning, increasing accessibility and offering blended learning experiences. Digital learning technologies can enable Stoneham students to grasp concepts more quickly and fully, to connect theory and application more adeptly, and to engage in learning more readily. Having an environment that provides Stoneham's grade 5-10 students with 1:1 digital learning devices can assist teachers with an increase in instructional blended learning techniques and facilitating the widespread sharing of knowledge.

Personalization: Digital learning offers an unprecedented ability to provide educational experiences that are tailor-made for each student. Teachers can also track their students' individual progress, identify specific areas of focus for each student with digital data, and present solutions that address their specific needs. Students thrive most in situations where educational experiences have been customized to their unique needs; digital learning will provide teachers with the tools and opportunity to offer individualized learning programs.

Accessibility: By embracing digital devices and connected learning, Stoneham classrooms not only connect to individual classes, but also to all classes and schools to share insights and boost learning, experience, and communications skills.

Blended Learning: Blended learning opportunities incorporate both face-to-face and online learning opportunities. The degree to which online learning takes place, and the way it is integrated into the curriculum, can vary across Stoneham schools. The strategy of blending online learning with school-based instruction is often utilized to accommodate students' diverse learning styles and to

enable them to work before or after school in ways that are not possible with full-time conventional classroom instruction. Online learning has the potential to improve educational productivity by accelerating the rate of learning, taking advantage of learning time outside of school hours, reducing the cost of instructional materials, and better utilizing teacher time.

1. Receiving Your Chromebook

a. Distribution of Chromebooks

- i. Chromebooks will be issued to students in Grades 5 - 10. Grades 5 and 6 will use their devices in school only. Students in grades 7-10 will be able to bring the devices home as needed.
- ii. Parents will be notified of the distribution schedule.
- iii. It is **required** for parents to sign-off on the **Family Student Chromebook Agreement** before students are allowed to take their Chromebook home.

b. Transfer/New Student Distribution

- i. All transfers, new students or students that miss the distribution in grades 7-10 will go to their school's library/media center to receive their Chromebook. Both students and their parents/guardians must sign the **Family Student Chromebook Agreement** prior to picking up a Chromebook.
- ii. Grade 5 & 6 homeroom teachers will receive additional Chromebooks as needed.

2. 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 school Help Desk in the library/media center as soon as possible so that the problem 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 Chromebooks unattended except when locked in their locker.

a. General Precautions

- i. No food or drink should be near the Chromebooks.
- ii. Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- iii. Chromebooks should not be exposed to extreme temperatures such as leaving it in a car for an extended period of time.
- iv. Chromebooks should not be used with the power cord plugged in where the cord may be a tripping hazard.
- v. Heavy objects should never be placed on top of Chromebooks.

b. Cases

- i. Students who will be taking the Chromebooks home will receive a protective case. The Chromebook must remain in this case at all times.
- ii. 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

- i. Always transport Chromebooks with care and in the protective case.
- ii. Never lift Chromebooks by the screen.
- iii. Never carry Chromebooks with the screen open.

d. Screen Care: The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- i. Do not put pressure on the top of a Chromebook when it is closed.
- ii. Do not store a Chromebook with the screen open.
- iii. Do not place anything inside the protective case that will press against the cover.
- iv. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc).
- v. Only clean the screen with a soft, dry microfiber or anti-static cloth.

e. Inventory

- i. The Chromebook is property of the Stoneham Public Schools and provides information that allows us to determine the name of the student to which the specific Chromebook has been assigned.
- ii. Any loss or damage to the Chromebook needs to be reported immediately to: helpdesk@stonehamschools.org.
- iii. Stoneham Public Schools has purchased damage insurance for each of the Chromebooks in grades 7-10.
- iv. However, families may be responsible for the full replacement cost of a Chromebook if the Chromebook is lost, tampered with or deliberately damaged.

3. 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. Students may also purchase an additional charging cord to carry with them in their backpack. Extra power supplies can be found at a variety of online outlets including Amazon.com.

a. If a student does not bring his/her Chromebook to school

- i. Two weeks after the implementation we will begin a process of loaning Chromebooks on a limited basis. At the school Help Desk, there may be a limited number of loaner Chromebooks available on an as-needed basis. It should be noted, however, *that there is no guarantee that a loaner will be available.*
- ii. Students who borrow a Chromebook for the day may not take it home. It should be returned to the library at the end of the day.
- iii. If a student forgets his/her Chromebooks 3 times/quarter, the privilege of taking the Chromebook home may be denied for the remainder of the school year.

b. Chromebooks being repaired

- i. Loaner Chromebooks will be issued to students that require a repair to their Chromebooks.
- ii. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.

c. Sound

- i. Headphones may be used at the discretion of the teachers.
- ii. Students should have their own personal set of headphones for sanitary reasons.

d. Printing

- i. Students will not be able to print at school. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- ii. 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 found at: <https://goo.gl/F7sxKz>.

e. Logging into a Chromebook

- i. Students will log into their Chromebooks using their school-issued G Suite account.
- ii. Students should never share their account passwords with others, including faculty and staff.
- iii. Only Stonehamschools.org Gmail accounts can be used to log into the Stoneham issued Chromebooks.

f. **Managing and Saving Your Digital Work With a Chromebook**

- i. All 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.
- ii. The district will not be responsible for the loss of any student work.

4. **Using Your Chromebook Outside of School**

- a. Only students in grades 7-10 will have the opportunity to take Chromebooks home.
- b. Students are encouraged to use their Chromebooks at home and other locations outside of school. A secure WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. A secure WiFi connection will ensure greater student data privacy. Public WiFi access is not to be used. Students are bound by the Stoneham Public Schools Responsible Use Policy, and all other guidelines in this document wherever they use their Chromebooks.

5. **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.

a. **Updates**

- i. The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.
- ii. To ensure automatic updates, students should restart the Chromebook weekly

b. **Virus Protection**

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

6. **Content Filter**

- a. The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers or a member of the Technology staff to request that the site be unblocked.

7. Software

a. G Suite for Education

- i. Chromebooks seamlessly integrate with the GSuite for Education suite of productivity and collaboration tools. This suite includes Google Docs, Sheets, Slides, Drawings, and Forms, Sites and more.
- ii. All student work will be stored in the cloud and can be accessed from any computer with an Internet connection and most mobile Internet devices.

b. Chrome Web Apps and Extensions

- i. Apps and extensions can be installed on the Chromebook. However, students can only download apps and extensions that have been pre-approved by the school district. Students will be blocked from downloading all other apps and extensions.

8. Chromebook Identification

a. Records

- i. The district will maintain a log of all Chromebooks that includes the Chromebook serial number, name and ID number of the student assigned to the device.

b. Users

- i. Each student will be assigned a designated Chromebook for a duration of time (3 - 5 years) during his/her time in the Stoneham Public Schools. This will be the same device annually returned. ***Take good care of it!***

9. Repairing/Replacing Your Chromebook

a. High School

- i. All Chromebooks in need of repair must be brought to the Help Desk (located in the library/media center) as soon as possible.
- ii. The Help Desk will analyze and fix the problems they can and escalate the issues they cannot fix to the Technology Department.

b. Central Middle School

- i. Students can bring their Chromebooks to the library during specific times of day for any repair needs or troubleshooting assistance. Students and staff will be informed of these times at the beginning of the school year.

c. Warranty Program

- i. The district has provided insurance for damage to the Chromebook.
- ii. It does NOT cover loss or theft.
- iii. Loss or theft may be covered by your homeowners/renters policy. Please check with your insurance agent.

- iv. We highly recommend that families purchase this optional loss or theft insurance coverage.
 - v. All repair work must be done by the Help Desk. Do not take the Chromebook to any outside repair shop.
- d. **Estimated Costs:** The following is the approximate cost of Chromebook replacement.
- i. Replacement device - \$250.00

10. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Stoneham Public Schools Responsible Use Policy and all of its corresponding administrative procedures at all times and the Family Student Chromebook Agreement. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following responsible use guidelines.

a. Privacy Expectations

- i. School-issued Chromebooks have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines.

b. On Campus Chromebook Use

- i. All devices on the school network go through a content filter that prevents students from accessing harmful content. This filter also logs user activity, including those websites accessed by the end user. The filtering policies are a requirement of the Children’s Internet Protection Act (CIPA).

c. Off Campus Chromebook Use

- i. When Chromebooks are being used off school grounds devices will continue to be monitored and filtered with our security tools.
- ii. Chromebooks will be filtered for the purpose of preventing students from accessing harmful content in a similar way they are filtered on school grounds.

At no time will any member of the Stoneham Public School staff have the ability to manipulate the Chromebook webcam in any way.

11. Returning Your Chromebook

Stoneham Public Schools will collect all Chromebooks at the end of the school year and will be redistributed at the start of the next school year.

a. End of Year

- i. Turn in process in development

- ii. Starting 10 days before school year ends, Chromebooks collection process will begin.

b. Summer Chromebook evaluation about damage and following year

- i. Process in development

c. Transferring/Withdrawing Students

- i. Students that transfer out of or withdraw from the Stoneham Public Schools must turn in their Chromebooks, cases, power supplies, and any other equipment issued with the Chromebook to the their school on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. There will also be a charge for any missing peripheral equipment such as the case or power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

The Stoneham Public School District believes that the use of computer networked services, email, and the Internet have become, if used appropriately, an integral part of an engaging, student-centered, and collaborative learning environment. It is understood that all of our computer networked services are provided exclusively for educational purposes.

The Stoneham Public Schools filters all Internet traffic for the purpose of safeguarding staff and students from harmful content. The Stoneham Public Schools also provides supervision and education related to appropriate online behavior, including interacting with other individuals on social networking websites, and regarding cyberbullying awareness and response. However, it is still the responsibility of all computer users to make sure they comply with providing a safe and secure learning environment when using technology. The District encourages parents/guardians to supervise their child(ren) when using technologies at home.