

Halifax Area School District Chromebook Guide



The policies, procedures, and information within this document apply to all Chromebook use for students of Halifax Area School District.

Revised May 2018

Program Goal

The goal of the 1:1 program at Halifax Area School District is to create a learning environment that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning. Every Student in grades four through twelve will be issued a school-owned Chromebook.

What is a Chromebook?

A Chromebook is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself. This allows the Chromebook to be sold at a much lower price point than traditional laptops.

Receiving Your Device

Chromebooks will be distributed during select dates in August and during the first week of school. **Parents and Students must sign and return a Computer Device Agreement BEFORE a device will be issued to their child.**

If a parent does not sign the device agreement, the student will not be able to take the device home.

Device Lockers

Device lockers (for device storage and charging) are available for our students who are participating in athletics or other extra-curricular activities. Lockers will automatically be assigned to in-season athletes and Marching Band participants. Any other student who wishes to have a device locker must make the request to their principal.

Training

Students will be given a brief overview of how to log in to the device and access Google Drive and Gmail. Training documents will be available online for students to refer to when needed.

Return

While enrolled at HASD, Halifax maintains ownership of the device. If requested by the Technology Department, students may be required to turn in their device for maintenance or inspection.

Using Your Chromebook

At School

The device is intended for use at school each and every day. In addition to teacher expectations, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their device. Students are responsible for bringing it to all classes, unless specifically advised to not do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their device. If a student leaves the device at home, he/she is responsible for getting the coursework completed as if the device were present. If available, a loaner may be issued to students who forget to bring their device to school. Students may request a loaner at the Student Helpdesk in room 206.

At Home

Students are encouraged to use their device at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of use. However, some applications can be used while not connected to the Internet. Students are bound by the [Halifax Area School District Acceptable Use of Internet Policy \(815\)](#) and all rules of this Guide regardless of where they use their device and regardless of the source of the Internet connection.

Printing

At School:

All students will be able to print to certain student copiers within their building. When possible, teachers will facilitate digital assignments.

At Home:

The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless

home network is required for this. Please see <http://support.google.com/cloudprint> for more details.

Managing Your Files and Saving Your Work

Students are encouraged to save files to their Google Drive account. Saving to Google Drive will make the file accessible from any computer with internet access. Some files may be stored on the Chromebook's hard drive.

- The District will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of important work by saving to Google Drive or OneDrive.

Taking Care of Your Chromebook

Students are responsible for the general care of the device they have been issued. Chromebooks that are broken or fail to work properly must be immediately taken to the student helpdesk for repair.

General Precautions

- No food or drink should be placed next to the device.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Heavy objects should never be placed on top of the chromebook.
- Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
- The device should never be carried with the screen open.
- Students should never disassemble the device and attempt their own repairs.

Cases

- Each student will be issued a protective case for his/her device.
- Students must use the District-issued case for their device. Personally owned cases are not permitted.
- Although the cases are reinforced to help protect the device, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

Charging

- Chromebooks must be brought to school each day fully charged. A fully-charged Chromebook should last the entire school day.
- Each device will include an AC adapter. This adapter should be used to charge the device at home or in a device locker if left at school.
- Students will be permitted to charge Chromebooks, in emergency situations only, in the classroom at the teacher's discretion.

Screen Care

The most commonly damaged feature of a Chromebook is the screen. The screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. They are particularly sensitive to damage from excessive pressure.

- Do not carry the device by its screen.
- Do not put pressure on the top of it when it is closed.
- Do not store the chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

- All Chromebooks will be labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way while the student is enrolled in the Halifax Area School District.

Storing Your Chromebook

- When students are not monitoring their devices, they should be stored in their lockers with the locker locked. Nothing should be placed on top of the device when stored in the locker.
- Chromebooks should never be stored in a vehicle.
- Students are responsible for securely storing their device during extra-curricular activities and events.
- Under no circumstances should a device be stored in unsupervised areas. Unsupervised areas might include the school grounds and campus, the cafeteria, unlocked classrooms, Media Center, locker rooms, dressing rooms, hallways,

bathrooms, in a car, or any other area that is not securely locked or in which there is no supervision.

- Unsupervised Chromebooks will be confiscated by staff and taken to the IT Dept.
- The District is not responsible for the safekeeping and protection of student-issued Chromebooks.

Software and Security

All Chromebooks are supplied with the latest build of Google Chrome Operating System (Chrome OS). The Chrome OS will automatically install updates when the Chromebook is shutdown and restarted. The district does employ a centralized management system that is utilized to change security settings, and add or remove applications. Students are prohibited from disabling, modifying, circumventing or altering management settings, or content filters.

Virus Protection

Because virus protection is built into the Chrome OS, additional virus protection software is unnecessary.

Content Filter

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) and Internet connection, will have Internet activity filtered and recorded. Despite the filter, the District cannot guarantee that all controversial or inappropriate materials will be blocked.

Google Apps for Education

Chromebooks seamlessly integrate with Google G-Suite productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.

Chrome Web Apps and Extensions

Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Inappropriate material will result in disciplinary action.

Personalizing Your Chromebook

Students may add appropriate applications, music, photos, and videos to their device. Personalized media are subject to inspection and must follow the Halifax Area School District Acceptable Use Policy.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to the usage or content of a district-issued device, 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 devices at school. Chromebooks are subject to confiscation at any time and without prior notice. By using a device, students agree to such access, monitoring, and recording of their use. Webcams will not be used to monitor students at any time.

Repairing or Replacing your Chromebook

Vendor Warranty

- Chromebooks may include a one year hardware warranty from the vendor.
- The vendor warrants the device from defects in materials and workmanship.

Replacement Costs

Incident	Device replacement	Device Screen	Charger	Case	Keys	Keyboard	Lost
Accidental Damage	No charge	No charge	No charge	No charge	No charge	No charge	N/A
Intentional or Careless Damage	\$250	\$45	\$30	\$25	\$5 per Key	\$45 entire keyboard	\$250

****Administration will determine if damage was Accidental, Careless, or Intentional**

Repair Procedures

- Students who need to have their device repaired or replaced should take their device to the Student Helpdesk
- The Student Technician will document the issue for the Technology Department. The Technology Department will collect the device for repair if it cannot be fixed by the Student Technicians.
- If repair is needed due to malicious damage, the school may refuse to reissue a device.
- Repaired devices can be picked up at the Student Helpdesk
- A repaired device may need to be restored to its original settings. Locally stored files (files saved directly to the Chromebook and not saved online) may not be able to be recovered.

Loaner Procedures

- Loaner Chromebooks are available at the Student Helpdesk or IT Department.
- Students who persistently forget their devices or don't have them charged to last the entire school day (3 or more times per quarter) may face consequences under the Student Code of Conduct.

Digital Citizenship

District-issued Chromebooks should be used for educational purposes, and students must adhere to the Halifax Area School District Responsible Use Policy as well as related policies and procedures at all times when using the device, on or off campus. Students are expected to understand and comply with this Guide and the Acceptable Use Policy 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 – Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share.
2. Protect Yourself – Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior

directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.

3. Respect Others – Show respect to others. Do not use electronic means to antagonize, bully, harass, or stalk people.
4. Protect Others – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
5. Respect Intellectual Property – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
6. Protect Intellectual Property – Do not use pirated software or distribute music or media in a manner that violates license agreements.

Related Documents

Appendix A: Device Agreement

Appendix B: Acceptable Use Policy