



GASCONADE COUNTY R-I SCHOOLS

Home of the Bearcats

We envision all Gasconade County R-1 School District students prepared for success as lifelong learners and responsible citizens.
We envision Gasconade County R-1 School District as a safe and caring community that supports and enhances learning and teaching.

Chromebook Handbook

Procedures and Information

2017-2018

Parent/Student Handbook

1:1 Mission

Gasconade County R-1 Schools (GCSR-1) is pleased to provide Chromebook computers to its students for their educational use. The purpose of our 1:1 initiative is to put current technology into the hands of all students to help enhance and personalize our academic program.

Technology is a tool to increase critical thinking, problem solving, communication, collaboration, creativity and innovation: all 21st century skills. Technology immersion does not diminish the vital role of the teacher, however, instead it transforms the teacher from being the center of knowledge to guiding student discovery and content creation.

Program Overview

The Gasconade County R-1 School District purchases and owns student Chromebooks and distributes them to students to use for educational purposes during the academic year.

Whenever students leave our school district as well as at the end of the school year, their chromebooks are collected, inspected, updated, and maintained by the Gasconade County R-1 School District technology staff.

The Chromebooks will **NOT** be allowed to leave school property. Each student will be assigned a Chromebook, charger, and protective case and will be responsible for taking care of it at school. Students are accountable for 1) ensuring the care of the equipment entrusted to them 2) following the expectations set forth in this handbook, 3) following the District's Technology Acceptable Usage Policies and Procedures and 4) purchasing the district Chromebook insurance. The Chromebook is designed to stay in the case even during use; students are not to take the Chromebooks out the protective cases at any time. Proper care and expectations for all items is covered in this handbook. Please review the information below and go over it with your student, as they will be held accountable for these standards.

We hope to make our 1:1 Initiative a success through collaboration among parents, educators and students. The use of Chromebooks for teaching and learning in Gasconade County R-1 Schools is an immense opportunity to accelerate the learning for all of our students and to enhance an already strong academic program. We look forward to open communication and to a robust partnership among our community members, parents, students and staff in support of 1:1.

Chromebook Distribution

Chromebooks will be assigned to incoming 5th grade students, HS freshmen, and to transfer students in grades with a 1:1 Chromebook program. Fifth grade students will keep the Chromebook until the completion of the 8th grade in the Gasconade County R-1 School District. High School students will keep the Chromebook until graduation from the Gasconade County R-1 School District. Gasconade County R-1 School District retains sole right of possession of the Chromebook. Gasconade County R-1 School District lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Gasconade County R-1 School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, or delete installed software or hardware. Students will be issued the same Chromebook each year. Chromebooks will be collected at the end of the school year and then re-distributed at the beginning of each school year.

Day loaners may be available for students who do not have the proper paperwork filled out or for students who have Chromebooks out for repair. These are given to students on a first come, first serve basis and there is no guarantee that a loaner will be available. Day loaners will be issued to the student at the start of the school day through the library and returned to the library at the end of each school day. A day loaner will be individually checked out to students and students are responsible for any damage that happens to it during that time.

Vendor Warranty

Chromebooks are purchased with a limited warranty. This limited warranty covers manufacturer defects. It does not warrant damage caused by misuse, theft, fires, abuse, accidents or malware. Please report all Chromebook problems to the library. If a Chromebook becomes defective (at no fault of the student) after the vendor warranty expires, Gasconade County R-1 School District will replace the Chromebook at no charge with a similar model.

Chromebook Insurance Program

Gasconade County R-1 School District requires district insurance be purchased each year before a student can pick up their Chromebook. The District insurance is a premium of \$10 per school year. The coverage takes effect once payment is received, and the Chromebook is issued to your student. It is not retroactive. Buying into the program provides coverage only during the current school year and will need to be renewed at the start of each school year. The

program fee is non-refundable, and does not transfer to the next school year if the insurance is not used.

The Gasconade County R-1 School District has worked diligently to research best practices employed by school districts across the state. As a result of speaking to leaders in these other districts, we have developed the following procedures to ensure the success of our 1:1 Initiative. The insurance program fee is designed to help cover the cost of out-of-warranty repairs and alleviate some of the financial burden of the family for computer maintenance and repair up to the total cost of the device (\$200).

When a repair needs to be made, students are responsible for a deductible based on the chart below.

Yearly Premium Due at Registration	First Incident	Second Incident	Third Incident	Fourth Incident
\$10 per device	\$20	\$30	\$40	Full cost of repairs and student Chromebook privileges are revoked for the remainder of the year.

Repairing/Replacing Your Chromebook

All Chromebooks in need of repair must be brought to the library during school hours.

Chromebooks are NEVER to be sent directly to the manufacturer or to an outside repair service.

Chromebooks under repair

Students will bring their Chromebook, that is in need of repair to the library to be evaluated. The librarian will log the Chromebook in and report it to the Technology department. The repair process will be logged and recorded by the Technology department. All fees and fines will need to be paid before the device is returned to the student. If available, the student will receive a day loaner Chromebook while a Chromebook is in the repair process.

- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students while having devices repaired must be returned to the Library the last hour of the day and then checked out at the start of the next day.
- The student will be contacted when their device is repaired and available to be picked up in the library.

Chromebook Theft /Loss of Chromebook

A Chromebook or any of it's accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student, and/or parent, responsible for the loss of property. It is the responsibility of the student and parents to work with the school district and/or law enforcement agencies to help recover lost or stolen items. **Lost or stolen devices are not covered under the District Insurance Plan.** Replacement devices and accessories must be purchased through the school and not through an outside retailer. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

Fines

Fines surrounding Chromebooks will be handled in the same fashion as a textbook or equipment fine. Unpaid fines may be turned over to a collection agency. Students and parents will be notified of outstanding fines.

Digital Citizenship

School issued Chromebooks are to be used for educational purposes and students are to adhere to the Gasconade County R-1 [Technology Acceptable Use Policy](#) and all of its corresponding administrative procedures at all times. Students will be working in a digital and collaborative environment and will be expected to conduct themselves as model digital citizens by adhering to the following:

1. **Respect Yourself**
2. **Protect Yourself**
3. **Respect Others**
4. **Protect Others**
5. **Respect Intellectual Property**
6. **Protect Intellectual Property**

Account Security

Students are required to use their Hermann Schools Google Apps for Education (G-Suite) user ID and password when using their Chromebooks. Personal accounts should not be used. Students must protect their accounts and are required to keep their login credentials confidential.

- The Gasconade County R-1 School District has the authority and ability to monitor any and all school district devices.
- Students should not allow anyone else to use their Chromebook while the student is logged in.

District Internet Filtering

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, will have all Internet activity protected, logged and monitored by the district. This filtering is very good, however, it is not perfect. If an educationally valuable site is blocked, students should contact their teachers to request the site to be unblocked. **Any evidence of trying to get around the filter will result in disciplinary action.**

Taking Care of Your Chromebook

Each student will be issued a protective bag for his/her Chromebook that should be used at all times. The protective case is designed to stay on the Chromebook at all times, even during use. The student should never take off the protective case/bag. 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.

General Precautions

- Food or drink is not allowed near your Chromebook.
- Your Chromebook and its accessories should be protected from water and extreme heat/cold.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook case.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.

Screen Care

- Never lift Chromebooks by the screen
- Never stack heavy objects such as textbooks on top of your chromebook. The added pressure can damage the screen.
- The Chromebook can be damaged if subjected to heavy objects, rough treatment, cleaning solvents, and liquids. The screens are particularly sensitive to damage from excessive pressure.
- 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 jump drives).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. Do NOT use Clorox wipes.
- When students are not using their Chromebook, the Chromebook should be stored in designated areas in the building.
- Nothing should be placed on top of a Chromebook when placed in a locker.

Troubleshooting Tips

- Dim your screen to conserve power and make your battery charge last longer.
- Keep open only applications and websites you are using. This saves processor power, memory and extends your battery life.
- Work on a flat and level surface and not on top of other items on your desk.
- If not in direct use, do not leave your computer on your desk where it may get knocked off.
- If you are having issues, or your chromebook is locked up, hold the power button for 30 seconds and then try to power it back on.
- In addition to the above instructions on power cycling the device off, all other issues should be reported to the school librarian to be reported to the technology department.

Unsupervised/Abandoned Chromebooks

- Students are expected to have a fully charged Chromebook at school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.
- Chromebooks should be stored in a secured location when the Chromebook is not being managed by the owner (i.e while in gym, art or lunch). Under no circumstances should Chromebooks be left abandoned.
- Teachers are not responsible for students leaving an unsupervised Chromebook in their classroom.
- If an unsupervised Chromebook is found, notify a staff member immediately or bring to the school librarian.

- **Unsupervised Chromebooks will be confiscated by staff and brought to the school librarian.**

Using Your Chromebook -Managing & Saving Your Digital Work

Students will always log into their Chromebooks using their school-issued Google Apps for Education account. Students should never share their account passwords with others. 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 most mobile Internet devices. It is the student's responsibility to safely store their digital media. The school will not be responsible for the loss of any student work. Additionally, students are encouraged to maintain backups of their important work on a portable storage devices as well as on the Google Apps for Education (G-Suite) Cloud storage. **PLEASE NOTE: GOOGLE APPS FOR EDUCATION (G-Suite) ACCOUNTS WILL BE DEACTIVATED WHEN A STUDENT GRADUATES AND OR LEAVES THE DISTRICT. ALL IMPORTANT INFORMATION WILL NEED TO BE COPIED TO A NEW CLOUD ACCOUNT AND/OR PORTABLE STORAGE DEVICE. THIS IS THE SOLE RESPONSIBILITY OF THE STUDENT.**

Chromebook, Cover & Bag Personalization

- Students are not allowed to apply stickers or other sticker like embellishments to their chromebook, cover or case.
- Students are not allowed to draw, write, paint or otherwise permanently alter their chromebook, cover or case.
- Student can use removable static clings to personalize their Chromebook cover as long as it is appropriate for school and does not cover any identification stickers. These clings must not leave any residue behind and will need to be removed each year when checking your chromebook in.
- Students are not allowed to remove asset tags or other identification stickers from their chromebook, cover or case.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- All student work will be stored in an Internet/cloud application. Students will not print from their Chromebook.

Operating Systems & Updating Your Chromebook

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update Chromebooks. G Suite extensions and applications will be loaded to student Chromebooks through the school district based on educational need, district discretion and admin/teacher request.

Students may not use or install any custom operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district. Wiping/altering the operating system will result in disciplinary action. Students should not power-wash or factory reset their device.

Acceptable Use Policy

Parents and students must be familiar with the district's Technology Usage Policy EHB, and sign the Technology Usage Agreement form EHB-AF2. All District Policies can be found through a link on the school's website www.hermann.k12.mo.us.

Chromebook Identification

The district will maintain a log of all Chromebooks that includes the Chromebook serial number, along with the name of the student assigned to the device. Students will be assigned the same Chromebook for 4 years. **Take Good Care of It!**

Returning Your Chromebook

At the end of the school year, students will turn in their Chromebooks, carrying case and charger/power adapter to the Library Media Center on their assigned day during the last week of school. Students that transfer out of or withdraw from the Gasconade County R-1 School District must turn in their Chromebooks, carrying case, and chargers/power adapters to the Library Media Center on their last day of attendance. Failure to turn in the Chromebook will result in the students being charged the full replacement cost (Chromebook, carrying case, and charger/power adapter). Unpaid fines and fees of students may be turned over to a collection agency along with restricting participation privileges at Gasconade County R-1 School District events. The District may also file a report of stolen property with the local law enforcement agency.

Chromebook FAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing , high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q: When will my student receive their device?

A: Devices will be distributed in August. At that time, students will receive a Chromebook, a protective cover, a bag, and a charger. Students and parents will be asked to sign an agreement and obtain District Issued Insurance prior to receiving their device that acknowledges that maintaining possession of the device and keeping it in good working order is the responsibility of the student.

Q: What is the device cost?

A: There is a required \$10 yearly District Insurance fee. If the device is damaged there will be an additional deductible that is required. If the chromebook is lost/stolen or experiences frequent damage, the student is responsible for the full repair and/or replacement cost.

Q: Who should we see, call, or e-mail if there is a problem?

A: There will be a repair and solution center in the school library to serve students throughout the school day. Services include: distributing a loaner computer when a computer isn't functioning properly, checking minor issues, and beginning the service needed on the Chromebook if there is a bigger issue.

Q. Can the Chromebook be used anywhere?

A. Yes, on campus as long as there is a WiFi signal to access the web and staff supervision.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q: How long does the battery last?

A: The normal life of the battery of the Chromebook is 8-10 hours. A fully charged computer should last the entire day.

Q: How can a student access a device if their Chromebook is being repaired?

A: The district has purchased a number of loaner devices that we will have for distribution through the school Library, as devices are available.

Q: Does the district have the ability to track technology that may be lost or stolen?

A: Steps have been taken to allow us to track devices in these scenarios.

Q: Will Chromebooks take the place of all textbooks?

A: Teachers will still be using a variety of resources to support their instruction. The technology enhanced classroom will support innovative practices and probably new resources for students to showcase their learning. In many cases, textbooks will still play a role. The Gasconade County R-1 School District views the Chromebooks as a vital tool to student learning but not the only tool.

Q. How are these web-based applications managed?

A. The Gasconade County R-1 Technology Department will maintain and manage all devices through our Google Apps for Education (G-Suite) account. The Technology Department can pre-install as well as block specific web-applications from a centralized management console.

Q: Can I or another family member use my student's Chromebook?

A. No. Chromebooks should only be used by the student assigned to it. Parents/Guardians, family, friends or other individuals are NOT allowed to use it.

Q: My student has a personal google account, can they use that account on their chromebook?

A. No. Students should only use their district assigned Google Apps For Education (G-Suite) account on their Chromebook.

**GASCONADE COUNTY R-1 SCHOOL DISTRICT
CHROMEBOOK INSURANCE AGREEMENT**

Student/Parent Chromebook Use Agreement 2017-2018

In this agreement, "Chromebook" means a District-Issued Chromebook and all its components, software, battery, charger, and case/ID tag.

****PLEASE RETURN TO THE LIBRARY****

<p>P:</p> <p>S:</p>	<p>TERMS:</p> <ul style="list-style-type: none"> You agree to pay \$10 yearly device insurance. You will comply at all times with the Hermann High School Chromebook Policy Handbook and its guidelines as well as the Gasconade County R-1 School District's Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.
<p>P:</p> <p>S:</p>	<p>TITLE:</p> <ul style="list-style-type: none"> Legal title to the Chromebook is to the Gasconade County R-1 School District and it shall remain in the School District. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.
<p>P:</p> <p>S:</p>	<p>LOSS OR DAMAGE:</p> <ul style="list-style-type: none"> If the property is accidentally damaged or incurs loss due to an act of nature, the Gasconade County R-1 School District will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
<p>P:</p> <p>S:</p>	<p>REPOSSESSION:</p> <ul style="list-style-type: none"> Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.
<p>P:</p> <p>S:</p>	<p>TERM OF AGREEMENT:</p> <ul style="list-style-type: none"> Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School District or upon student withdrawal from the Gasconade County R-1 School District.
<p>P:</p> <p>S:</p>	<p>APPROPRIATION AND PAYMENT OF FEES & FINES:</p> <ul style="list-style-type: none"> Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property and you will be turned into collections for the full replacement cost of the device, charger, and bag. All fees and fines must be paid on a yearly basis on or prior to the registration date.

Parent (P) Initials and Student (S) Initials required

Gasconade County R-1 School District Chromebook Policy Handbook Sign-Off and Student Pledge

Registration Information:

\$10, or appropriate insurance fee will be due.

All prior fees & fines must be paid in full on or prior to registration date.



Office Use Only:

Paid: _____ Receipt #: _____

Tech form: ___ Day Loaner form: ___

Insurance Agreement: _____

Student Name: _____ (Please Print) **Grade Level:** _____

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will keep food and beverages away from my Chromebook as they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of the Gasconade County R-1 School District.
- I have read and will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, bag & ID tag in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger, ID tag and case in good working condition at the end of each school year.
- **I agree to be 100% responsible for any costs for damage to a day loaner when my assigned Chromebook is being repaired or charged.**

****PLEASE RETURN TO THE OFFICE****

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____