

Guidelines for Chromebook Devices

Chromebook 11 Student Handbook

Check-in/Check-out	
<ul style="list-style-type: none"> To receive your Chromebook 11, you and a parent or guardian must carefully read the Student Handbook and sign the Student Pledge document. All fees must be submitted in order for the Chromebook 11 to leave the school property. 	
<ul style="list-style-type: none"> Completion of your Digital Driver's Citizenship will be required for network and device privileges. 	
<ul style="list-style-type: none"> Your Chromebook 11, and AC power adapter must be returned at the end of each school year in good condition. If enrollment at Martin County Schools is terminated for any reason (i.e. transfer, early graduation), you must return these items on the date of termination. 	
<ul style="list-style-type: none"> All Chromebook 11's and power supplies will be checked in prior to summer break. You will receive a Chromebook 11 the following school year upon payment of required fees and completion of policy documents. 	
<ul style="list-style-type: none"> All Chromebook 11's remain the property of Martin County Schools. Martin County Schools reserves the right to collect and/or inspect your device at any time, and to delete any material or applications deemed inappropriate. 	
<ul style="list-style-type: none"> Upon graduation, seniors may elect to purchase their Chromebook at a price set by the District technology office, all other devices will be reconditioned for redistribution. 	
Usage Guidelines	
<ul style="list-style-type: none"> Abide by the school's Acceptable Use and Chromebook 11 Policies at all times inside and outside of school hours. 	
<ul style="list-style-type: none"> Secure your Chromebook 11 whenever it is not in your direct possession. Never leave it unattended. If a device is left unsecured, students and their parents are liable for all damages as a result. 	
<ul style="list-style-type: none"> You may not attempt to break security protocols, (process of removing limitations imposed by the manufacturer) your Chromebook 11, you are responsible for the cost of the device. Repairs will be organized by the school through the help desk. Do not attempt repairs yourself. 	
<ul style="list-style-type: none"> Chromebook repair fees related to common repairs: (Subject to change at discretion of technology office based on cost of parts and tools), to be paid at respective school front office. 	
<u>Repair</u>	<u>Fee</u>
Replacement Screen	\$50.00
Replacement Battery	\$50.00
Replacement Keyboard	\$50.00
Total Replacement	\$250.00
Replacement Fixed Asset Tag	\$5.00
Miscellaneous Repairs	As assessed by Technology office or helpdesk

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<ul style="list-style-type: none"> You are responsible for backing up personal data on your Chromebook 11. Documentation will be provided on best practices for backing up your data. The school accepts no responsibility for lost data.
<ul style="list-style-type: none"> If necessary, your Chromebook 11 may need to be reset by a school technician. Resetting causes all programs and files on the device to be erased and the device to be returned to its original state.
<ul style="list-style-type: none"> Leave your Chromebook 11's identifying barcode in place.
<ul style="list-style-type: none"> To prevent the risk of theft, never leave your Chromebook 11 in an unsupervised area such as the lunchroom, computer lab, locker room, library, unlocked classrooms, restrooms or hallways.
Chromebook 11 Care
<ul style="list-style-type: none"> ✓ Clean the screen with a soft, clean cloth.
<ul style="list-style-type: none"> ✓ Insert cords carefully into your Chromebook 11.
<ul style="list-style-type: none"> ✓ Chromebook 11's must remain free of any writing, drawing, stickers, or labels that are not the property of MARTIN COUNTY SCHOOLS.
<ul style="list-style-type: none"> ✓ Your Chromebook 11 should not be where food and drink are present.
<ul style="list-style-type: none"> ✓ Keep your Chromebook 11 out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness.
<ul style="list-style-type: none"> ✓ The Chromebook 11 is provided for the sole use of the student to which it is assigned.
<ul style="list-style-type: none"> ✓ When storing your Chromebook 11 in a locker, do not place heavy items on top of it.
<ul style="list-style-type: none"> ✓ Avoid leaving your Chromebook 11 in a vehicle. If you must, make sure it is hidden.
<ul style="list-style-type: none"> ✓ In the event you need a secure place to store your Chromebook 11, you may check it in for storage in the library.
<ul style="list-style-type: none"> ✓ Keep your Chromebook 11 off the floor where it could be stepped on or tripped over.
Damage/Loss
<p>Take your Chromebook 11 to the help desk if you experience any technical problems immediately.</p>
<p>Intentional damage will result in students and their parents being liable for cost of repairs or replacement of device.</p>
<p>Complete a claim form immediately if your Chromebook 11 is stolen, lost or damaged. Your claim will be investigated further by the school and/or police department. A stolen Chromebook 11 claim requires a police report to be filed.</p>

Guidelines for Chromebook Devices**Chromebook 11 Student Handbook**

Personalization
Loading music from your personal collection is permitted in accordance with the legal license agreements.
Your school email account will be added to your Chromebook 11 during the initial setup.
All apps, media, etc. required by teachers or MARTIN COUNTY SCHOOLS must remain on the Chromebook 11. If all storage is used, personal media/apps must be removed. Do not remove instructional applications to make room for personal apps.
Instructional Use
You are responsible to bring your Chromebook 11 to school every day. If you do not have it, you must complete all work as if it were present.
To prevent classroom distractions, sound must be muted during school hours unless instructed otherwise.
Bring your Chromebook 11 to school fully charged every day. It is your responsibility to have sufficient battery life for your expected use while at school.
While at school, your Chromebook 11 is intended for instructional use only.
Discipline
Students found not using the Chromebook 11's in accordance with the policy and procedures outlined above will be disciplined. Damage due to negligence or deliberate action deemed by the District technology office will result in disciplinary action.

Guidelines for Internet Safety

Digital Driver's Citizenship must be obtained by no later than the second week of the school year.

- Link: <https://otis.coe.uky.edu/DDL/launch.php>
- Please email/save a copy of your Digital Driver's Citizenship, must be turned in to your building principal or designee.

Good Digital Citizenship Resources:

- A. Digital Driver Citizenship Website: <http://otis.coe.uky.edu/DDL/launch.php>
 - a. Parents please help your students complete their Digital Driver's Citizenship.

Internet Safety Basic Information

Parents should set and enforce rules for home Internet use

- Have computer in a common room (not in the bedroom with the door closed!)
- Time limit on Internet, instant messaging, social networking sites, online gaming, etc.
- Parents should ask and know student's personal username and password

Suggestions concerning e-mail

- Parents should have access to students' e-mail
- Threatening e-mail should never be sent
- Attachments bring danger of viruses
- Spam=Junk mail=Don't reply

Instant Messaging

- Different clients: AOL Instant Messenger, Yahoo Instant Messenger, Microsoft Instant Messenger, iChat
- Can hide true identity with a screen name (dancergirl1996)
- Sessions can be saved and printed

Social networking sites

- Various: Facebook, MySpace, MeeBo, BeBo, BlackPlanet, Buzznet, Habbo, imeem, Jaiku, MiGente, MyChurch, Windows Live Space, Xanga, and new ones appearing regularly
- Purpose: Online communities of people who share interests and provide a variety of ways to interact
- Parents should monitor their child's activities on social networking sites and ensure that private data is not posted online.

Web-surfing

- Banner/pop-up ads: clicking on them places a "cookie" on your computer, allowing websites to track your movements (from Wal-Mart to phishing scams!)
- Never give out personal information, even seemingly innocent and unimportant info
- Never make online purchases without parent permission/supervision...make sure website is secure (https:) before entering credit card information

Pledge for Chromebook 11 Usage

1. I will bring my Chromebook 11 to school each day I am in attendance.
2. I am responsible for the care and protection of my Chromebook 11.
3. I will complete my Digital Driver’s Citizenship.
4. I will always supervise my Chromebook 11 or leave it in a secure location.
5. I understand my Chromebook 11 is for educational use.
6. I will charge my Chromebook 11’s battery daily.
7. I will keep my Chromebook 11 away from food and drink.
8. I will report loss, theft, and/or malfunction immediately.
9. I will practice good digital citizenship.
10. I will not change the appearance of my Chromebook 11 or case with drawings or stickers. I will keep barcodes on my Chromebook 11.
11. I understand that my Chromebook 11 is subject to inspection at any time without notice and remains the property of the Martin County School District.
12. I will follow the policies outlined in the Student Handbook and the Acceptable Use Policy at all times.
13. I agree to return the Chromebook 11, case, and power cords in good condition at the end of the school year or if I terminate enrollment at Martin County Schools for any reason.
14. I will create and maintain a Google Apps account that is created for me, providing access to Google’s Educational Apps.

Student Acknowledgment		
I agree to the stipulations set forth in the Student Handbook, Acceptable Use Policy, and the Student Pledge for Chromebook 11 Usage.		
Student Name (Please Print):		
First Name:	Middle Name:	Last Name:
Student Signature:		Date:
Parent Acknowledgement		
As the parent(s) or guardian(s) of _____, we have read, understand, and agree with the stipulations outlined in the handbook and Student Pledge for Chromebook 11 Use. I understand that internet usage will be filtered while and that participation in the Technology Usage Fee is required for the device to go home. I further understand that I am liable for all damages to the Chromebook caused by my student.		
Parent/ Guardian Name (Please Print):		
Parent/ Guardian Signature:		Date:
*This agreement will be in effect from the date of student enrollment until graduation or withdrawal from Martin County Schools.		

Parent/Guardian and Student Guide for Student Laptop Fee**Initial Fee**

A fee of \$50 shall be paid each year.*

- The fee is payable when the computer is assigned to the student.
- Payments will be accepted at the Front Office of your School. A payment plan is available. See the front office at your school for details.
- Should a student withdraw, the laptop is to be returned to school in operational order and in good condition.
- Unpaid Chromebook fees due to damage may result in the loss of student privileges to take their device home until fees are paid in full.
- Funds will be used to provide for the accidental repair, as deemed by the District technology office, up to the initial \$50 cost and maintenance of the computers and to support the Anytime, Anywhere Learning Plan. Additional costs of repairs beyond initial \$50 dollar fee will be assessed on an as needed basis per incident.
- Willful and deliberate damages to the computers will cause Martin County School District to charge the student/parent the full cost of the replacement or repairs of the computer. Such cases may be turned over to the Court Designated Worker.
- ALL damage incidents will be investigated by District Technology officials and referred to school level officials as necessary.

The initial Chromebook fee will NOT cover repairs from issues resulting from:

- Damage caused by use with non-Dell/Chromebook product
- Damage resulting in a broken screen.
- Damage caused by accident abuse, misuse, flood, fire, earthquake, or other external cause
- Damage as a result of a pet
- Damage as a result of the violation of the AUP (i.e. involving food, drink or other liquid on or near the laptop)
- Damage as a result of negligence (i.e. the laptop is placed in an unsafe location or position, misuse or laptop not handled properly. i.e. Drop Damage)
- Damage caused by operating the product outside the permitted or intended uses described by Dell/Chromebook
- Damage caused by service performed by anyone who is not a representative of Dell/Chromebook or an Dell/Chromebook Authorized Service Provider
- Damage to a part or product that has been modified to alter functionality or capability without the written permission of Dell/Chromebook
- Consumable parts, such as batteries, unless damage has occurred due to a defect in materials or workmanship

Parent/Guardian and Student Guide for Student Laptop Fee**Initial Fee (continued)**

- Damage that is cosmetic, including, but not limited to scratches, dents, and broken area around ports, that does not otherwise affect functionality or materially impair your use
- Any issue when the Dell/Chromebook serial numbers have been removed
- Loaning your laptop or charger to another student
- Leaving the laptop or charger unattended will void the Usage fee and the student will be responsible for paying for a replacement
- Damage resulting from removing the protective laptop cover

*Reference: 702 KAR 3:220 Guidelines for waiver of school fees.