

Parent & Student Chromebook Handbook

For Zeeland Public School Students

Overview

The following handbook refers to the use of a Chromebook Provided by Zeeland Public Schools. The document is in addition to guidelines outlined in the Zeeland Public Schools current “Technology Acceptable Use Policy”. As Zeeland’s technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and updated. Please refer to the <http://www.zps.org/about-us/zps-technology/> website for the most up-to-date information.

Distribution of Chromebooks

1. Each student will receive a Chromebook prepped by Zeeland Public Schools or be given the opportunity to Bring Your Own Device (BYOD) in Middle School or High School.
2. Chromebooks will be distributed at the beginning of the school year and collected at the end of the school year. Chromebooks that are not turned in when requested will be treated as a lost or stolen device. Students who leave Zeeland Schools during the school year must return their Chromebook and all accessories. Failure to return a Chromebook in a timely fashion will result in additional fees and legal action. Payments are non-refundable.

Student Use of the Chromebook

1. The Chromebook is the property of Zeeland Public Schools, and as a result, may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school-supplied/supported email service.
2. The Chromebook comes equipped with both a front and rear camera. As with all recording devices, students must ask permission before recording an individual or group. Students must obtain school/district permission to publish a photograph, video or image of any school-related activity.
3. Students are responsible for bringing the Chromebook to school every day fully charged. Failure to bring a Chromebook or any other class material(s) does not release the student from classroom responsibilities. Failure to do so may result in disciplinary action.
4. The Chromebook is designed for daily use; therefore, each Chromebook must be charged at home and brought to school ready for use each school day.
5. While personalized screens or backgrounds may be permitted, inappropriate or provocative images, including but not limited to, pornographic images, weapons, inappropriate language, threatening language, drugs, alcohol, or gang-related images are not permitted and such behavior may result in disciplinary action.
6. The Chromebook affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate or archive files to independent storage space.
7. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
8. Zeeland Public Schools encourages students to take their Chromebook home at night for classwork and recharging. All care, handling and appropriate use that is in effect during the school day shall extend to the use of the Chromebook at home.
9. Modifying or removing the settings/profiles of the district issued Chromebook or deleting district-issued software applications may result in disciplinary actions being taken.

10. The Chromebook must remain registered in the school's Chromebook management system. Instructions to register/enroll the device are available at the technology office/and or the Chromebook repair drop-off point at your building. Failure to keep the Chromebook registered/enrolled will result in disciplinary action.
11. Email is to be used solely for educational purposes. Although the device is capable of email, and an email address is provided, large group emails and abuse of email are not allowed. Abuse includes but is not limited to harassment, unnecessary emails throughout the school day, and overuse of email.
12. Zeeland Public Schools makes no guarantee, written or implied, that materials on the Chromebook, including student work, will be safe from deletion or corruption, accidental or otherwise.
13. The Chromebook is for school use only. It is not intended to be taken out of the state, to the beach or otherwise on vacation with you. Doing this against ZPS recommendation will result in disciplinary action and replacement fees if necessary. Contact your teacher or administrator for alternate methods of completing assignments.
14. Major system updates - Do not install new versions of Chrome OS (the Chromebook's Operating System) until you are instructed to do so.

Care And Maintenance of the Chromebook

1. Do not attempt to repair the Chromebook or gain access to the internal electronics. If your Chromebook fails to work or is damaged, report the problem to your school's Chromebook repair drop-off location as soon as possible. Chromebook repair/replacement options will be determined by the Technology Department.
2. Never leave a Chromebook unattended. When not in your personal possession, the Chromebook should be in a secure, locked environment. Unattended Chromebooks will be collected and held in the school's main office/technology office.
3. Never expose a Chromebook to long-term extremes in temperature or direct sunlight. An automobile is not a good place to store a Chromebook.
4. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
5. Avoid using any sharp object(s) on the Chromebook.
6. Avoid placing weight on the Chromebook. Take care that when in a backpack, the Chromebook is placed so pressure is not put on the screen.
7. Treat the Chromebook with respect. Never throw, slide, roll, spin, etc.
8. The Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. You must use the provided charging cord/brick, other unapproved chargers may damage the Chromebook. School-issued Chromebook accessories such as charging cables and power bricks are the responsibility of the student.
9. Each Chromebook has a unique identification number and at no time should the numbers or labels be modified or removed.
10. Do not lend your Chromebook to another person. Each Chromebook is assigned to an individual student. That student has the responsibility for the care of the Chromebook. If someone takes/damages your Chromebook, you are responsible to notify your school administrators immediately. Damage responsibility always rests on the person issued the Chromebook unless determined otherwise by the school Administration or the Technology Department.
11. CHROMEBOOKS SHOULD BE CHARGED EVERY DAY AT HOME AND BROUGHT TO SCHOOL FULLY CHARGED. It is best practice to let the Chromebook battery fully discharge once a month.
12. The Chromebook itself must remain free of stickers, writing, painting, or any other forms of adornment.
13. Chromebooks should be restarted at least once a week for the operating system to automatically update.

Cost of Chromebook, Apps, and Accessories

1. Replacement cost of the Chromebook - \$300
2. Power Charger and Cable - \$60
3. Broken Screens - \$150

**** All fees are subject to change without notice****

Lost or Stolen

1. In the event of theft/loss due to intentional or unintentional abuse or misuse, it is the parent/guardian's responsibility to cover the costs to repair/replace the Chromebook.
2. In the event that a district-issued Chromebook is lost/stolen the student and parent/guardian should immediately notify the Technology department.
3. The filing of a police report by the parent/guardian may be required at that time.

Damaged?

1. In the event your Chromebook is damaged, you must immediately bring it to your Chromebook service drop-off point or the Technology Department. Repairs can take up to 1 week, however certain circumstances can lead to longer or shorter repair times. In some events, loaner devices may become available to use during the repair process.
2. If another student damages your Chromebook you must notify your school administrator immediately. They will determine how to proceed with discipline. You are ultimately responsible for any damage done to the Chromebook while the device is in your possession.
3. It is not acceptable to wait until the end of the school year for repairs. Repairs should be done as soon as possible. The staff reserve the right to send a student's Chromebook to the Technology Department to be serviced if the device appears to be unsafe.
4. The Zeeland Public Schools 1:1 program allows your child the use of a Chromebook. In doing so, families are assuming some risk. Parents/Guardians will be responsible for the replacement/repair of the Chromebook in the event of theft, loss or damage due to intentional or unintentional abuse or misuse of the Chromebook.

STUDENT/PARENT CHROMEBOOK AGREEMENT

Chromebook User Agreement

Student Name: Last: _____ First: _____

Parent Name: Last: _____ First: _____

Address: _____

Home Phone: _____ Parent Email Address: _____

The Zeeland Public Schools Chromebook program allows your child to take a Chromebook home. Taking the Chromebook home expands the learning day and allows students to complete projects started at school. However, by taking home a Chromebook, families assume some risk. Parents/Guardians will be responsible for replacement/repair in the event of theft, loss or damage due to intentional or unintentional abuse or misuse of the Chromebook.

- The replacement cost of the Chromebook is approximately \$300. Fees are subject to change without notice.

Terms of Agreement

The student is responsible at all times for the care and appropriate use of the assigned Chromebook. If the student violates the guidelines agreed to in the District Technology Acceptable Use Policy or the rules and guidelines as explained in the Chromebook Handbook for Students and Parents, his/her privilege to take the Chromebook home may be restricted or removed and he/she may be subject to disciplinary action. I understand that the parent/guardian is responsible for paying the cost towards a replacement for loss, damage, or repair for the assigned Chromebook which may have occurred at school or home, or while the Chromebook was being transported. The family responsibility would not exceed the district cost of the hardware/software/accessories. These costs may be deferred by purchasing optional Chromebook insurance.

The Chromebook remains the property of Zeeland Public Schools. At the end of the school year or upon transfer from the district, parents and students agree to return the Chromebook to the school in the same condition it was issued to the student with less reasonable wear. If you would prefer your child NOT be allowed to bring their Chromebook home and that it ALWAYS remains at school, please send a letter or email to the principal stating this intent.

I have reviewed the Chromebook Handbook for Students and Parents and understand the Rules and Guidelines for appropriate use including:

- Care and Maintenance of the Chromebook
- Cost of the Chromebook
- Damaged, Lost or Stolen Chromebooks
- Distribution of Chromebooks
- Student Use of the Chromebook including Internet access, ethical, and appropriate use

Signatures: _____

Parent or Guardian Signature

Student Signature

Date