



**BROWERVILLE PUBLIC SCHOOLS
INDEPENDENT DISTRICT #787**

Chromebook Handbook

Introduction:

Browerville Public School district is excited to begin a new stage in technology integration for the 2017-2018 school year. Students in grade 7 through grade 12 will each receive a Chromebook to use for their school work, in order to continue... **Tradition, Pride, and Excellence.**

Browerville Public School Board of Education overwhelmingly supported the school district looking towards one to one learning for students, and approved the purchase in November of 2015. Further support was provided in 2016, and 2017, expanding the Chromebook one-to-one initiative to grades 7-12.

The policies, procedures, and information within this handbook apply to all Chromebooks used at Browerville Public Schools. These policies may also apply to any device considered by administration to come under this policy. Please note teachers may set additional requirements for computer use within their own classroom.

Receiving your Chromebook

Chromebooks and accessories will be distributed to students once parents and students have completed Chromebook orientation and have completed the acceptable use forms and damage and replacement plan requirements. Failure to complete acceptable use and damage and replacement plan forms will prevent a student from taking the Chromebook off the school grounds.

Returning Chromebook

Chromebooks and accessories will be returned the final week of school. If a student transfers, is suspended, expelled, or ends enrollment within Browerville Public Schools for any other reason students must return their school issued Chromebook on the date of termination of enrollment.

Failure to return the Chromebook and accessories at the end of the school year or upon termination of enrollment at Browerville Public Schools, will subject that student and or his/her parent guardian to criminal prosecution or civil liability for the replacement cost of the computer and all accessories. Failure to return the Chromebook will result in a theft report being filed with the Todd County Sheriff's Department.

Furthermore, students will be responsible for any damage to the Chromebook, consistent with the Browerville Public School District's Chromebook damage and replacement plan and must return the Chromebook and accessories to the school in satisfactory condition upon the end of the school year.

TAKING CARE OF THE 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 Mr. Roger Irsfeld for an evaluation of the device.

- **General Precautions:**
- Remember the Chromebook is the property of the school and all users will follow the acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen. Do not use cleansers of any type (i.e. clorox wipes).
- Cords and cables must be inserted carefully into the Chromebooks to prevent damage.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Chromebooks must never be left in a location susceptible to extreme cold or hot weather.
- Students are responsible for keeping the Chromebook's battery charged for school each day.

Carrying the Chromebooks:

Each student will be issued a protective carrying case. The case provides sufficient padding to protect the Chromebook from normal usage and provides proper protection while carrying the device in school and to and from home. Students are responsible for paying for any lost or damaged carrying cases.

- Chromebooks should always be transported using the carrying case provided by the district.

Proper Care:

- The keyboard and exterior can be wiped with a clean, lightly damp (not saturated) cloth as needed.
- Do not lean, push, or step on the top of the Chromebook when it is closed.
- Do not overextend the hinge by opening the Chromebook too far.
- Do not place anything (papers, pencils, etc.) inside the Chromebook before closing.

- Do not place anything on/near the Chromebook that could cause under pressure (important when placing Chromebook in your backpack).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the Chromebook against lockers, walls, car, etc.
- Transport in the protective case and take care not to drop Chromebook.

USING THE CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed by their teacher not to do so.

Chromebook Left at Home

If students leave their Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present. Multiple failures to bring Chromebook to school could result in the student losing the privilege to bring the device home or other consequences.

Chromebook Undergoing Repair

A loaner Chromebook may be issued to students when they leave their Chromebook with Mr. Roger Irsfeld for repair. The student will be required to check-in/check-out loaner each day until their school issued Chromebook is repaired. Please note a loaner computer may not always be available.

Charging Chromebook's Battery

Chromebooks must be brought to school each day adequately charged to work throughout the school day. Students need to charge their Chromebooks each evening by plugging them into an electrical outlet. It is the student's responsibility to have the battery charged. Students who fail to charge the device adequately are responsible for getting the coursework completed in classes as if they had a working Chromebook present.

Screensavers/Background Photos

Students are permitted to personalize their school issued Chromebook by changing the background or screensaver.

Inappropriate media may not be used as a screensaver or background photo. Presence of violent content, pornographic materials, inappropriate language, alcohol, drug, or other inappropriate pictures will result in disciplinary action.

Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may be allowed to use personal headphones at school if a teacher allows. Students and families may install apps as needed for the purpose of customizing their learning experience.

Students are not permitted to play internet games on the computer during school hours unless given permission from classroom teacher when they are finished with their work.

Chromebooks are intended for learning purposes. Inappropriate use or disruptions during class periods could result in consequences.

Home Internet Access

Students are allowed to access home wireless networks on the Chromebook. This will assist them with Chromebook use at home. However, the District Technology Acceptable Use Policy must be followed at home, using the district owned device. Parents should monitor and are responsible for child's internet use at home.

MANAGING FILES AND SAVING WORK

Each student has a school issued Google Account providing storage through a program called Google Drive. The student account ends with @browerville.k12.mn.us. Students will access and save documents in their Google Drive. It is recommended that students save all data to their Google Drive. This will automatically backup their data and keep data from filling up the school issued Chromebook.

Submitting School Work to Teacher

The Google Drive platform allows students and teachers to exchange course related materials through Google Drive. Students may also e-mail their teacher their work using their school issued @browerville.k12.mn.us account if the teacher wishes to use that method for collecting assignments. Some teachers may use other internet based services to transfer school information back and forth. Schoology, Edmodo, Google Classroom, and Moodle are common platforms teachers may use.

Cloud Based Storage

Students may also use other cloud based storage: Dropbox, Box, OneDrive, but the school district is not responsible for technical support of these non-district provided services or the data that the students may store using these services.

Network Connectivity

Browerville Public Schools makes no guarantee that our school network will be up and running 100 percent of the time. In the rare case the school network is down, the District will not be responsible for lost or missing data.

Software

The software and applications originally installed by Browerville Public Schools must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required applications. If a student is missing an application that is required and should be on the machine, the student is responsible for work using the software. The student must see Mr. Roger Irsfeld to get program reinstalled. Deliberate or multiple occurrences of missing software will result in consequences.

Students may be required to download additional applications through the Chrome web store as instructed by teachers. Any application requiring a cost will be downloaded by the school district and distributed directly to student machines. Students may install personal applications as needed for the purpose of customizing their learning experience, however, inappropriate use or disruptions during class periods could result in consequences including loss of the privilege of taking the device home.

Circumvention of Managed Settings

The school district uses management software to properly set up, secure, and update all Chromebook devices. Any attempts by students to circumvent any district management settings through software restoration or jailbreaking will result in the confiscation of the Chromebook and disciplinary action.

Inspection

Students may be selected at any time to provide their school issued Chromebook for inspection. This may commonly be done during advisor times, or study hall periods.

Software Restoration

If technical difficulties occur or illegal software is discovered, the Chromebook will be restored from backup. The school district does not accept responsibility for any loss of software, documents, or data due to the restoration process. In addition, if illegal software is found, this may result in confiscation of Chromebook and further disciplinary action.

Browerville Internet / E-Mail Policies and Procedures

To gain access to the Internet, students attending Browerville Schools must obtain parental permission and must sign and return the "Internet Use Agreement" to the school.

Browerville Public Schools is equipped with internet service through wired and wireless access throughout the building. Internet access is a tremendous resource from teachers and students from which large volumes of information and accessibility is available. However, access to this resource comes with inherent responsibility. Browerville Public Schools strives to educate and inform students on responsible use of internet access to capitalize on its educational value.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. The technology equipment and software available to Browerville Public School students is designed to be used as a resource to assist with the instructional objectives of the school district. If a person violates any of the User Terms and Conditions named in this document or the Browerville Public Schools' Chromebook Handbook, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Browerville Public Schools' Student Discipline policy shall be applied for all student infractions.

In all cases of misuse of the internet and email, Browerville Public School Behavioral Policy applies. Use of the internet and email is a PRIVILEGE NOT A RIGHT. Students who misuse the internet or email may be denied privilege of access for a period of time.

RESPONSIBILITY:

Users will not send, display, download, or copy sexually explicit, pornographic, obscene, lewd or other inappropriate messages or pictures. If access to these areas is gained accidentally, the user will exit immediately.

Students:

- Passwords are not to be shared. Users accept responsibility for the content of the messages that they post and recognize that access is a privilege - not a right.*
- Users should not expect that files on district servers or cloud servers will always be private.*
- Use school issued technology in the appropriate manner.*
- Obey general school expectations concerning behavior and communication when using school technology.*
- Use all technology appropriately as it is intended to be used*
- Help Browerville Public Schools by reporting any security problems or abuse by others to a teacher or school administrators.*
- Keep any school issued technology safe and secure.*
- Reporting any derogatory/inappropriate e-mails or messages to a teacher, a parent, or a school administrator immediately.*
- Return any technology equipment and accessories checked out to them in good working condition*

Parents:

- Talk to your children about values and standards they should follow when using the internet just as you do with use of other information sources such as television, movies, and radio.*
- Help the school district by ensuring your child is using school issued e-mail, software, or technology equipment appropriately at home*

Parents/Guardians must sign the form found at the end of this policy, which requests that the student may participate in the use school technology & software before students will be able to use a school computing device.

Prohibited uses of technology and software include, but are not limited to:

- Copying, distributing, plagiarizing, copyrighted materials or accessing any site selling or sharing student*

school work.

- Revealing personal information of others and or themselves, such as home address, phone number, etc.
- Sending, accessing, uploading, downloading, or displaying offensive, defamatory, inaccurate, abusive, obscene, profane, sexually explicit, threatening, racially offensive, harassing, or illegal materials.
- Downloading inappropriate/unauthorized apps or software.
- Bypassing Browerville Public Schools internet filter through a web proxy.
- Password sharing or gaining access to other students accounts, files, and/or data or using another student's user accounts.
- Vandalism of school equipment & network (attempt to harm or destroy hardware, software, data; i.e. distributing a virus).
- Use of school's internet/email accounts for financial gain, commercial gain, financial fraud, forgery, or for any illegal activity.
- Leaving an account or device open or unattended.
- Anonymous e-mail/chat without the approval of the school district.
- Removing/defacing any identification labels or serial numbers of any school issued equipment.
- Use of internet games/computer games without teacher permission.
- Spamming (sending mass or inappropriate e-mails).
- Any action that violates existing school board policy, local, state, or federal law.

Cyberbullying

Students are reminded that using electronic devices or the internet to target another student may be considered cyberbullying under the district's Harassment and Violence, Bullying Prohibition policies.

Discipline

Student discipline for violation of any part of this policy shall be based on the student's age and the severity of the infraction. Student and/or any guest disciplinary action includes, but is not limited to the loss of any or all computer privileges, loss of the ability to take school issued equipment home, termination of the user's accounts, removal from class, or suspension and/or expulsion. Parent(s)/guardian(s) and/or students(s) may be billed for damages to equipment. Illegal activities will be referred to the appropriate law enforcement agency.

DISCLAIMER INFORMATION

Due to the nature of the Internet / E-Mail the following disclaimer is necessary:

The Browerville Public Schools make no warranties of any kind whether expressed or implied, for the service it is providing. Browerville Public Schools will not be responsible for any damages a student/parent of guardian suffers, which may include but not limited to; loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by its own negligence or a student/parent or guardian error or omissions.

Use of any information obtained via network connection is at the student/parent or guardian's risk. Browerville Public Schools denies any responsibility for the accuracy or quality of information obtained through the network.

CHROMEBOOK CARE

Students will be held responsible for maintaining their school issued Chromebook and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.
- Students will not apply any labels to the Chromebooks and will not deface any labels or identifying serial numbers on the machines.
- Chromebook protective cases furnished by the school must be used and returned with the Chromebook at the end of the year with no alterations and only normal wear to avoid paying a case replacement fee.
- Chromebooks that malfunction or are damaged must be reported to Mr. Roger Irsfeld in the Computers classroom. The school district will be responsible for repairing Chromebooks that malfunction and will handle any damage and replacement plan claims. Chromebooks that have been damaged by student misuse,

neglect, or are accidentally damaged will be repaired with expenses paid by the student/family. Students will be responsible for the entire cost of repairs to Chromebooks if they were found to be damaged intentionally.

- Chromebook damage: Students are responsible for any and all damage.
- Chromebooks that are stolen must be reported immediately to the Principal's office. The school will make the call to the Todd County Sheriff's Department to declare the Chromebook stolen.

Students also must:

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If unsure, students should ask a teacher or parent.
- Plagiarism is a violation of Browerville Public Schools' Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media not limited to internet sources, books, magazines, graphics, movies, and music.

Chromebook Identification

Student Chromebooks can be identified in the following ways:

- Record of Serial Numbers
- Identification card in the case, matching the student to the Chromebook

Storing Chromebook

When students are not using their student issued Chromebook, they should be stored inside the protective case in their locked lockers. Nothing should be placed on top of the Chromebook when stored in the locker. Students are encouraged to take the Chromebook home each day after school, regardless of whether or not they are needed at home. Chromebooks should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their school issued Chromebook, they make check it in for storage in the media center.

Chromebooks left in Unsupervised Area

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunch room, media center, unlocked classrooms, gymnasiums, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area (example, left in hallway during lunch, left in library unattended, etc), it may be taken to the main office.

CHROMEBOOK DAMAGE AND REPLACEMENT PLAN

Browerville Public Schools recognizes that with the implementation of the Chromebooks for grades 7-12 initiative there is a need to protect the investment by both District 787 and the families. The Chromebook damage and replacement plan is \$30.00 and will be due upon receipt of your child's Chromebook.

The Chromebook damage and replacement plan will provide coverage for accidental damage (drops/spills), vandalism, fire, flood, natural disasters, and power surges due to lightning. **(Cracked screens from closing an object in the Chromebook, resulting in damage is not covered under the replacement plan).** The damage repair and replacement plan cost is an annual cost and is non-refundable. Loss or theft of the Chromebook is not covered by the damage and replacement plan. If a theft occurs, the Chromebook must be declared stolen and a report must be made to Todd County Sheriff's Office.

Students whose family opt out of the damage and replacement plan option will not be allowed to take the Chromebook off school property. Those machines must be checked in to designated personnel each day.

Intentional Damage

Students/parents are responsible for full payment of intentional damage to Chromebooks. Browerville Public Schools' Chromebook damage and replacement plan DOES NOT cover intentional damage of the Chromebook.

Browerville Public Schools' Chromebook Device damage and replacement plane requires a \$30.00 non-refundable deposit prior to the issuance of the Chromebook. If a student withdraws from Browerville Public Schools and then reenrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal. Browerville Public School's damage and replacement plan will cover the repair of any accidental damage to your child's Chromebook. For example, if a student accidentally drops their Chromebook and the screen is cracked, a new screen will be installed with the first incident covered by the initial deposit. Browerville Public School's damage and replacement plan DOES NOT cover the replacement of a lost, stolen or intentionally damaged Chromebook.

Annual Non-Refundable Deposit	1 st Incident	2 nd Incident	3 rd Incident
\$30.00	Covered	\$30.00	\$60.00

Lost, Stolen or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The student and parent involved will **bear the responsibility of the replacement costs of the Chromebook device, protective case, and/or the charger.** 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. Failure of the parent, legal guardian or student over the age of 18 to pay any fees from an intentionally damaged, lost or stolen Chromebook will be turned over to Todd County Sheriff's Office.

PARENT GUIDE

We value our students and their safety is a prime priority of the district. We want all our children to succeed in learning. We want them to develop and grow into responsible citizens. We work to teach them to communicate effectively using technology and other tools. Parents play a crucial and necessary role in helping our students succeed and grow.

The following are suggestions meant to be helpful to parents when setting ground rules and allowing the use of the school issued Chromebooks at home. All home environments are different and we respect the rights of parents to set their own rules for allowing usage of electronic devices in their home. Please keep in mind students must follow all school rules and the school technology acceptable use policy even when the devices are used outside of the school setting.

Filter Software

We use a firewall and filtering software to block inappropriate content in our school buildings. There is no built in software to filter the internet inside the Chromebooks. While many potential dangers are filtered and blocked on the school's wireless network, children often have complete, unrestricted access to inappropriate sites outside of school. Please monitor the use of the Chromebook while off-campus to help maintain appropriate use of the resources.

Set Clear Expectations

Regularly discuss your child's computer and technology usage with your child. Discuss the content they view and amount of time they spend using electronic devices. Discuss proper behavior online and share how being a good citizen should extend to the internet as well. Talk to students about risks if they connect to network that are unprotected (coffee shop, public library, open wifi). Maintain a regular, open dialogue about internet use and share your expectations for appropriate use and behavior.

Monitor and Limit Screen Time

Experts suggest having teens use the internet in a central place at home such as the kitchen or a family room rather than away from adult supervision behind a closed door. Know what your child is doing with his/her Chromebook or on other devices and how his/her time is being spent. Technology can be a great resource but it also has the potential to be a distractor of valuable time. Take time to view some of your child's student work. Review it and take time to remind them about plagiarism and respecting other people's content. Teach children how to balance their time and use technology as a useful tool. These conversations are very important and will help your child develop responsibility with your guidance before they face these things in the future when they are on their own in college and the workplace.

If your child is staying up late using their Chromebook or other devices, experts recommend having a charging station in a common room rather than in the bedroom. This encourages children to go to sleep and not stay up late. It also prevents unmonitored activity and sleep disruption.

Additional Items to Review with your Child:

- **Anything posted online or shared via social media creates a digital record that is difficult to remove. Even if a child thinks what they are storing is private, it can be saved, downloaded, shared, and reposted anywhere.**
- **Encourage your child to think carefully before posting information, photo, or video. If it is something you would not want a parent, teacher, principal, future employer, or college official to see, it is probably not wise to post.**
- **Encourage your child to “friend” or only connect with people they actually know in person.**
- **Talk to your child about never posting any personal identifiable information online. This information includes: full name, address, phone number, e-mail, and location.**
- **Learn about and teach your child about privacy settings on all web sites, apps, and social networks.**
- **Talk to your child about cyberbullying and not participating in that type of behavior. Encourage your child to report any incidents of bullying they see to you or a school adult.**

Thank you to Marshall County Central Public Schools, Thief River Falls Public Schools, and Farmington Public Schools for the assistance in the development in Browerville Public Schools' policy and procedures manual.

BROWERVILLE PUBLIC SCHOOLS - CHROMEBOOKS STUDENT/PARENT PLEDGE

Parent:

I agree to monitor my student's internet usage outside of school.

Parent/Student:

1. I will not leave my school-issued Chromebook unattended.
2. I will not loan out the Chromebook to other people.
3. I will know where the Chromebook is at all times.
4. I will bring the Chromebook to school each day, fully charged.
5. I will keep food and beverages away from the Chromebook to prevent damaging it with spills.
6. I will not disassemble any part of the Chromebook or attempt any repairs.
7. I will carry the Chromebook in the protective case provided.
8. I will use the Chromebook appropriately meeting all of Browerville Public Schools' expectations.
9. I will not deface or purposely damage the Chromebook in any way.
10. I understand that the Chromebook is subject to inspection at any time without notice and remains the property of Browerville Public Schools.
11. I will follow the policies and procedures outlined in the Chromebook Handbook and the District Technology Acceptable Use Policy.
12. I will report any damages, technical issues, or potential theft of Chromebook to the school immediately.
13. I am aware that a lost charger will cost \$15.00 and a lost case will cost \$25.00.
14. I am aware that I am responsible for all damage or loss caused by neglect or abuse and will be charged the full replacement of the Chromebook. **This includes closing an object in the Chromebook, damaging the Chromebook keyboard and/or screen.**
15. I agree to return the Chromebook, power cord, and protective case in good working condition to the school at the date expected at the end of the school year, or I will be responsible for the replacement costs.

Students who withdraw, transfer, are expelled, or terminate enrollment for any reason must return the Chromebook on the last day of their enrollment.

I have read all the policies and guidelines in the Browerville Public Schools Chromebook Handbook. I understand our responsibilities and agree to all stipulations set forth in the Browerville Public Schools' Chromebook Handbook, the District Technology Acceptable Use Guide, the damage and replacement plan, and the student/parent pledge for Chromebook Use. I understand that the district is to be held harmless for any activity conducted with the Chromebook outside of school and it is my responsibility as a parent to monitor that activity.

I allow my child to participate in Browerville Public Schools' Chromebook program.

Student Printed Name : _____

Student Name: _____ Date: _____

Father/Guardian: _____ Date: _____

Mother/Guardian: _____ Date: _____

***The complete Chrome Policy is available in the office and on the Browerville web site
www.browerville.k12.mn.us, scroll to the bottom of the page; or in the office.***