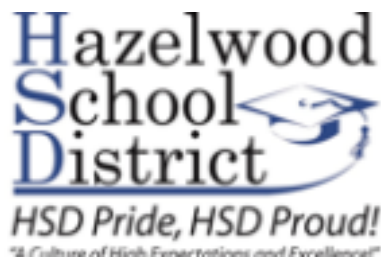


Hazelwood School District Parent/Student Chromebook Policy Handbook Grades PreK-12



The policies, procedures, and information within this document apply to all Chromebooks used at Hazelwood School District by students, staff, or guests and include any other device considered by the Administration to fall under this policy.



Teachers may set additional requirements for Chromebook use in their classrooms.

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Receiving Your Chromebook

Mandatory

The Hazelwood School Board has determined that to provide equitable access to instruction for all students, Chromebooks will be mandatory for all students.

Chromebooks will be distributed in the fall of each school year. **All outstanding balances, fines, and fees will have to be resolved before a Chromebook will be issued (unless otherwise directed).** *Parents/Guardians and students must sign and return the Chromebook Policy Sign-off, Student Pledge, and Internet usage document.*

Repair and Replacement Costs

Students are responsible for the care of their Chromebooks and all related accessories. Parents agree to pay for the following cost for the repair or replacement of the device.

First Incident	Second Incident	Third Incident	Fourth Incident
\$25.00	\$50.00	\$100.00	Replacement Cost

- Families that qualify for free and reduced lunch may have a reduced rate or even an exemption determined case-by-case basis.

Returning Your Chromebook

Any student who no longer attends the Hazelwood School District (HSD) will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. ***If payment is not received, the parent/guardian may be reported to the authorities as property stolen from the Hazelwood School District.***

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be taken to their designated schools' point of contact. If a loaner Chromebook is needed, one may be issued to the student (if payment has been received) until their Chromebook can be repaired or replaced.

General Precautions

- Food or drink are not recommended near your Chromebook.
- Pencils/Pens should never be placed on the keyboard as they will crack the screen if the Chromebook is closed.
- 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 be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Chromebooks should not be exposed to extreme temperatures or direct sunlight for extended periods. Extreme heat or cold may cause damage to the Chromebook.
- Always allow your Chromebook to reach room temperature before turning it on.

Carrying the Chromebook

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from dropping it or abusive handling of it. Students must carry the Chromebook in the Hazelwood School District provided a protective case or sleeve.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case or sleeve that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

Using Your Chromebook

At School

The Chromebook is intended for use at school every day. Students are responsible for bringing their fully charged Chromebook to all classes unless specifically advised not to do so by their teacher.

At Home

All students are required to take their Chromebooks home each night throughout the school year for charging. *Chromebooks must be brought to school each day in a fully charged condition.* When fully charged at home, the battery should last throughout the day.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing

The Chromebook will not support a direct connection to a physical printer.

Managing Your Files and Saving Your Work

Students may save documents to their Google Drive, or they may save to an external memory device such as an external storage device. Saving to Google Drive will make the file accessible from any computer with internet access. It will be the responsibility of the student to maintain the integrity of their files and to keep proper backups.

Software on Chromebooks

Originally Installed Software

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. The software originally installed on the Chromebooks must remain on each device in usable condition and be easily accessible at all times.

From time to time, the school may add software or apps for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Inspection

Students may be selected at random to provide their Chromebooks, accessories, sleeves, and cases for inspection. The purpose of the inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. Students who are discovered with evidence of inappropriate use or content will be subject to disciplinary action in accordance with the Student/Parent Handbook and Behavior Guide.

Students may add appropriate music, photos, and videos to their Google Drive. Personalized media are subject to inspection and must follow the Hazelwood School District acceptable use policy.

Protecting & Storing Your Chromebook

Chromebook Identification

Chromebooks will be labeled in a manner specified by the district. Chromebooks can be identified in the following ways:

- Dell service tag number
- Serial number

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook

When students are not using their Chromebooks, they should be stored in their lockers *with the lock securely fastened (middle/high school)*. Nothing should be placed on top of the Chromebook when stored in the locker. Students must take their Chromebooks home with them every night. The Chromebook is not to be stored in lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should *never* be stored in a vehicle for an extended period of time, especially during times of extreme temperatures. Under no circumstances should a student leave their Chromebook unattended.

Storing Your Chromebook at Extracurricular Events

Students are responsible for securely storing their Chromebooks during extracurricular events. A locked locker is suggested for storage.

Repairing or Replacing Your Chromebook

Chromebooks Undergoing Repair

- Loaner Chromebooks *may* be issued to students who have paid the cost of the repair when they leave their Chromebook for repair at the designated area at their school.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook, unless full replacement cost has been rendered prior.
- Students must keep their school data synced to Google Drive so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

If a Chromebook becomes defective (through no fault of the student) after the Dell warranty expires, Hazelwood School District will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

Accidental Damage or Loss Protection

As part of the 1:1 Chromebook Initiative, the Hazelwood School District is requiring a signed agreement by parents for the repair or replacement of the Chromebook. The Hazelwood School District will require that a police report be submitted by the parent/guardian in cases of theft. Fraudulent reporting of theft may be turned over to the police for prosecution.

Parents/students will be charged for the full replacement cost of a device that has been damaged due to intentional misuse or loss.

Chromebook Technical Support

Each school will designate a Point of Contact (POC) for the repair of the Chromebooks for the following:

- Password Identification
- User account support
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- System software updates

Procedure for Restoring the Chrome OS

If technical difficulties occur, the device may be restored to factory settings. All student-created files stored on internal storage devices or Google Drive will be intact after the operating system is restored.

Hazelwood School District

Chromebook Policy Handbook Agreement and Student Pledge PARENT/GUARDIAN COPY



In this agreement, “Chromebook” means Dell Chromebook and all its components, software, battery, charger, sleeve, and case/ID tag.

- I will take good care of my Chromebook and all accessories.
- I will not loan out my Chromebook to other individuals.
- I will charge my Chromebook battery to full capacity each night and bring it to school daily.
- I will shut down my Chromebook when not in use to conserve battery life.
- I will keep food and beverages away from my Chromebook since 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 not carry my Chromebook with the screen open.
- I will use my Chromebook in ways that are appropriate for education.
- I will keep my Chromebook free of stickers and other decorations.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of the Hazelwood School District. Refer to (HSD-Board Policy EHB-AP)
- I have read and will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside of school. (HSD Board Policy-EHB-AP)
- 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, case, and ID tag if any of these items are lost or intentionally damaged.
- Under no circumstances should a student leave their Chromebook unattended.
- I agree to return the Chromebook, power cord/charger, ID tag, and Chromebook case in good working condition at the end of each school year.

****PLEASE KEEP FOR YOUR RECORDS****

Student Name: _____
Student Signature: _____ Date: _____
Parent Signature: _____ Date: _____

Hazelwood School District

Student/Parent Chromebook Use Agreement

Parent(P) or Guardian(G) and Student(S) please initial each section.
****PLEASE RETURN TO THE MAIN OFFICE****

<p>P/G:</p> <p>S:</p>	<p>TERMS</p> <ul style="list-style-type: none"> ● You agree to pay the repair or replacement costs as stated in the handbook. ● You will comply at all times with the Hazelwood School District’s Chromebook Policy Handbook and its guidelines as well as the Hazelwood School District 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/G:</p> <p>S:</p>	<p>TITLE</p> <ul style="list-style-type: none"> ● The Chromebook belongs to Hazelwood School District and the legal title to it shall remain in the 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/G:</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, Hazelwood 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 the student’s parents 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/G:</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 the district will take measures to recoup the costs.
<p>P/G:</p> <p>S:</p>	<p>TERM OF AGREEMENT</p> <ul style="list-style-type: none"> ● Your right to use and possess the property terminates no later than the last day of classes during the school year unless terminated earlier by the District or upon student withdrawal from Hazelwood School District.
<p>P/G:</p> <p>S:</p>	<p>APPROPRIATION AND PAYMENT OF FEES AND 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 case. ● All fees and fines must be paid on a yearly basis on or prior to the registration date.

Refer to HSD Board of Education Policy EBH-AP

Refer to HSD JG (Technology Misuse and Abuse Policy)

Chromebook FAQs (Frequently Asked Questions):

Question: What is a Chromebook?

Answer: “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 any time, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all of the time-consuming, often confusing, high-level maintenance required by typical computers.” (Google)

Question: What kind of software does a Chromebook run?

Answer: “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)

Question: Will students have access to the devices beyond the school day?

Answer: Yes. Another benefit of the program is that learning can continue beyond the school day with the Chromebook. Students will be able to bring the device home throughout the school year.

Question: Are students required to have them at school each day?

Answer: Yes. We do expect these devices at school each day as they are fundamental learning tools for the types of instructional experiences that are now being built at Hazelwood School District. Students will need to charge their devices overnight so that it is fully charged at the beginning of the day.

Question: Who should we see, call, or email if there is a problem?

Answer: Contact the main office and explain your problem with the Chromebook. The office will direct your call to the appropriate department/staff member.

Question: May my student use their device at home if we don't have access to the internet?

Answer: The Chromebook is heavily dependent on an internet connection, but there are word processing, spreadsheet, and presentation options that will work in offline situations as well.

Question: Can the Chromebook be used anywhere?

Answer: Yes, as long as there is a Wi-Fi signal to access the web.

Question: Is there antivirus software built into it?

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

Question: How long does the battery last?

Answer: The normal life of the battery of the Dell Chromebook is 14 hours. If a student brings a fully charged computer to school, it should last the entire day.

Question: Will students be able to access inappropriate sites when using their Chromebooks off-campus?

Answer: Through the use of the Chromebook Management Console, the Hazelwood Technology Department will be

able to have the same filtering on the devices at home that students experience at school.

Question: How can a student access a device if their Chromebook is being repaired? Answer: The district has purchased a number of loaner devices that we may have for distribution through the designated school area.

Question: Does the district have the ability to track technology that may be lost or stolen? Answer: Steps have been taken to allow us to track devices in these scenarios. We are also coordinating with law enforcement to prevent avenues for resale.

Question: Will Chromebooks take the place of all textbooks?

Answer: 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. Textbooks will still play a role but may vary between classes and/or teachers.

Question: How are these web-based applications managed?

Answer: The Hazelwood School District Technology Department will maintain and manage all devices through our Google Apps for Education account. The Technology Department can pre-install as well as block specific web applications from a centralized management console.