



Chromebook Policy Handbook



The policies, procedures, and information within this document apply to all Chromebooks used at Chicago Math and Science Academy, by students, staff, or guests, including any other device considered by the Administration to fall under this policy.

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

Receiving Your Chromebook:

Chromebooks will be distributed each fall during the first week of school. ***Parents and students must sign and return the Chromebook Policy Sign-off and Student Pledge documents before the Chromebook can be issued to their child.*** This document will need to be signed during student registration. A parent meeting will be held the week prior to the beginning of the school year to highlight district policies. Parents choosing to attend the meeting and completing all necessary paperwork will be issued their student's device at this meeting.

Return:

Student Chromebooks and accessories (charger and battery), will be collected at the end of each school year for maintenance over summer vacation.

Any student who transfers out of Chicago Math and Science Academy will be required to return their Chromebook and accessories. If the Chromebook and its accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian will be turned over to a collection agency.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be returned to the school office. Limited number of loaner devices will be available at each school. Therefore, if a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- 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.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to 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 drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable, provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

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 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. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Chromebook Identification:

Chromebooks can be identified in the following ways:

- Record of serial number, and Chicago Math and Science Academy asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels. Any identification labels deemed to be modified, removed, or destroyed may result in forfeiture of Chromebook privileges.

Storing Chromebooks at Extracurricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events, both home and away.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular buses, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks, and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home:

Students will look to begin taking Chromebooks home after training and implementation have been completed. Students leaving their Chromebook at home may be issued a loaner device for the day if a device is available. If no device is available, it shall be teacher discretion as to the student consequences for that class period. Repeated violations of this policy may result in referral to the administration and possible disciplinary action and/or loss of credit.

It is recommended that students **do not** carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students will be allowed to use personal headphones if the teacher permits the use of them.

Printing:

At School: Printing functionality will be available on a *limited* basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Chicago Math and Science Academy . Spot checks for compliance will be done by administration or the District Technology person at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Chicago Math and Science Academy acceptable use policy.

Acceptable Use Policy:

Guidelines:

Students and parents/guardians participating in 1-to-1 technology must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy and all school Policies, particularly the Internet Acceptable Use.

Each teacher has the discretion regulate the use of personal devices in the classroom and on specific projects. Approved devices must be in silent mode, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.

Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).

Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.

Devices that have camera, video or recording capability are restricted from using those functions anywhere in the building or on School property at any time unless authorized in advance by the teacher.

Devices may only be used to access Internet sites as permitted by a teacher and which are relevant to the classroom curriculum.

Students shall not access social media for personal use from the School's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Devices may not be used at any time to:

- *Store or transmit illicit materials;*
- *Store or transmit personal information regarding any student, including themselves.*
- *Store or transmit proprietary information belonging to someone else; or*
- *Harass or cyberbully others;*

Students and Parents/Guardians acknowledge that:

- *The school's network filters will be applied to a device's connection to the Internet and any attempt to bypass the network filters is prohibited and subject to discipline.*
- *Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct, this policy, the Acceptable Use Policy or any other School policy. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.*
- *Printing from personal devices will not be possible at school.*
- *Personal devices must be charged prior to school and run on battery power while at school. Charging of devices will not be permitted.*
- *The School reserves the right to disconnect devices or disable services without notification.*

Lost, Stolen, or Damaged Devices:

Each user is responsible for and assumes all risk of his/her own device and should use it responsibly and appropriately. The School takes no responsibility for stolen, lost, or damaged devices, misuse of the device, unauthorized use, or lost or corrupted data on the device. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Usage Charges:

School is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

Network Considerations:

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the "Guest" wireless network to access the Internet. School does not guarantee connectivity or the

quality of the connection with personal devices. The School's Technology department is not responsible for maintaining or troubleshooting student tech devices.

To the extent practicable, technology protection measures (or "Internet filters") are used to block or filter Internet access to, or other forms of electronic communications containing, inappropriate information. Filtering, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors. The filter serves to block minors from accessing inappropriate matter on the Internet and the World Wide Web. Parents are advised that regardless of the protections put in place, a determined user may be able to gain access to resources that have not been authorized for educational purposes. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Software on Chromebooks:

GoGuardian Monitoring:

GoGuardian Software will be installed on each device. It is designed so allow CMSA to block and monitor access to specific websites. Notifications are sent to the network administrator when blocked websites are being attempted to access.

Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition, and be easily accessible at all times.

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.

From time to time, the school may add software applications 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.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design, and its inability to install third party applications.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by Chicago Math and Science Academy .

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Repairing or Replacing Your Chromebook:**Chromebooks Undergoing Repair:**

- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to their 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. Parents will be billed for Lenovo parts and handling.

LenovoWarranty:

Lenovo warrants the Chromebook from defects in materials and workmanship for a period of one year. This warranty is only valid for the first twelve months from the date Chicago Math and Science Academy takes delivery of the Chromebook. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook. The Lenovo warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the Tech Office.

Lost, Negligently Cared for, Intentionally Damaged, or Uninsured Devices and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown), negligently cared for, or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory for home use until the replacement, or repair, cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Chromebook - \$300 est.
- AC Adapter & power cord - \$30 est.
- Keyboard/track pad - \$60 est.
- Screen - \$75 est.



Chromebook Policy Handbook Sign-Off and Student Pledge

- 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 charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook, due to the fact that 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 leave my Chromebook in a vehicle, as the heat and cold can damage and/or ruin the device.
- 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 that I am issued is subject to inspection at any time without notice and remains the property of Chicago Math and Science Academy.
- I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- 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, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook and power cord/charger in good working condition at the end of each school year.
- Purchase Lenovo Warranty [1-855-253-6686](https://support.lenovo.com/us/en/warrantylookup/upgradewarranty)
<https://support.lenovo.com/us/en/warrantylookup/upgradewarranty>

Student Name: _____ (Please Print)

Student Signature: _____

Parent Signature: _____

Date: _____