

Parent/Guardian Guide to Chromebook

Actions Parents/Guardians Must Take:

Step 1) Do you want a Chromebook device issued?

- As part of the online registration, choose to **Opt in** or **Opt out** in your SKYWARD portal.
 - *Each year*, the Chromebook agreement form must be submitted.

Step 2) If **Opting in** (to receive a Chromebook this year) a parent/guardian is required to:

- Enroll your Chromebook by going to <https://www.one2onerisk.com/>
 - Follow prompts. Parent/guardian will need student ID number and select the current school year.
 - Each parent/guardian can make the decision to purchase or waive Chromebook insurance. However, a decision *must* be selected.
 - Payment options include: credit card, electronic check and/or cash payment cards available from high school or district office.

Access to Chromebook

Students will first log into their Chromebooks using their school-issued Gmail account. Students should not share account passwords with others, unless requested by an administrator or parent/guardian. It is acceptable and good practice for parents to: request access to passwords, encourage habitual nightly charging of the Chromebook, and devise rules for time limits of use at home.

Repairing/Replacing and Handling Theft and Vandalism of Chromebook

All Chromebooks in need of repair must be brought to the high school library as soon as possible. Staff will examine the device and take the appropriate solution path to get the device repaired. Do not attempt own repairs.

Estimated Repair Costs (subject to change) Payments of repair/replacement costs will be made through the High School office. The following are estimated costs of Chromebook parts:

- Total Replacement: \$200
- Keyboard/Touchpad: \$45
- Screen: \$50
- Power Cord: \$20

Stolen or Vandalized Chromebooks If a Chromebook is stolen or vandalized during the school day, then students or parents should contact the High School office as soon as possible (920-982-8420). Proper direction and protocol will be handled at that time. If a student's Chromebook is stolen or vandalized outside of the school day, then students and parents must contact the proper local law enforcement and high school to report a theft.

School Property

At the conclusion of each school year, students must turn in their Chromebooks and power cords to the library for maintenance. Failure to return the Chromebook either at the end of the school year or when withdrawing from the District will result in a fee of \$200 to cover the replacement cost. In addition the District may file a report of stolen property with local law enforcement if not returned. Students are responsible for any damages as deemed by the District. Upon graduation, senior students will be invited to purchase their Chromebook device for a cost of \$25.

User Guide to Chromebook

Taking Care of School-issued Chromebook

Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use. Students may personalize the carrying cases *only*. Do not tamper with District labels on the Chromebook.

Each student is responsible for the general care of the Chromebook that he/she was issued by the school. Chromebooks that are broken or fail to work properly must be taken to the high school library as soon as possible. Do not attempt own repairs. Other than allowing automatic updates, do not tamper with the operating system; seek settings assistance from staff in library.

General Precautions

- Chromebooks should not be used near food or drink.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be exposed to excessive hot or cold temperatures.
- Chromebooks should not have heavy objects placed on them or near them.
- Chromebooks should be transported with care and in school-issued protective cases.
- Chromebooks should be kept in locker when not in use and should not be left unattended.
- Chromebooks should never be lifted or carried by the screen.
- Chromebooks should be closed after making sure there is nothing on the keyboard
- Chromebook screens should be cleaned with a soft, dry microfiber cloth or anti-static cloth
- Chromebooks should be used with caution with cord as the cord may be a tripping hazard.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the technology guidelines within the Student/Parent Handbook signed at the start of the school year and all of its corresponding administrative procedures at all times. Students in violation of these guidelines or other procedures in this Chromebook Procedural Manual will be subject to disciplinary actions. Students who do not adhere to these policies could have the assigned Chromebook confiscated and loss of network privileges at school.