

Hingham Middle School

**Chromebook Care and Use
Policy Guide**

**A Resource for Students and
Parents/Guardians**

1. Receiving Your Chromebook

a. Distribution of Chromebooks

Students will receive their Chromebooks per the following distribution schedule:

Students with last names Allen - Gillooly Monday, March 2 from 4:00 - 7:00

Students with last names Gilman - O'Brien Tuesday, March 3 from 4:00 - 7:00

Students with last names O'Connor - Zieper Wednesday, March 4 from 4:00 - 7:00

Chromebooks will only be distributed if the Chromebook Loan Agreement has been signed and returned, and the family provides proof of insurance or an insurance waiver.

b. Transfer/New Student Distribution

All transfers, new students or students who miss the initial distribution should go to the Technology Service Center to obtain their Chromebook. Both students and their parents/guardians must sign the **Chromebook Loan Agreement** prior to picking up a Chromebook.

2. Returning Your Chromebook

Students are required to return their Chromebook at the end of the year, or upon withdrawing or transferring from the Hingham Middle School just as they would return a text book. The device will be re-issued to the returning student in September. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. There will also be a charge for any missing accessory such as the power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

3. Taking Care of Your 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 the Director of Technology as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their locker.

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.

- Chromebooks should not be exposed to extreme temperatures, such as leaving it in a car overnight during the winter or in extreme heat.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, or non-removable stickers. Static-cling decals that peel off easily are permitted.
- Heavy objects should never be placed on top of Chromebooks.

b. Cases

- Each student will be required to use a case with their Chromebook. Hingham Middle School will have some for sale, for a nominal fee, or the family may choose to purchase one outside of school.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

c. Carrying Chromebooks

- Always transport Chromebooks with care and in protective cases.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

d. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Identification Tags

- All Chromebooks will be labeled with an identification tag bearing the name of the student to which it has been issued. Additionally, the barcode on the device is associated with the student data contained in our student information system. This is to ensure that students return the Chromebooks issued to them.
- Tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a tag or turning in a Chromebook without a tag.

4. Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

a. If a student does not bring his/her Chromebook to school

- A student may check out a loaner for the day, if available.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- Multiple occurrences of coming to school without one's Chromebook may result in disciplinary action.
- The students who obtain a loaner will be responsible for returning the borrowed device to the Technology Service Center before 2:00 p.m.
- If a loaner is not turned in by 2:15 pm, the assistant principal will be notified.

b. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- Students will be contacted when their devices are repaired and available to be picked up.

c. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- There will be a limited number of charging stations located in the school, available to students on a first-come-first-served basis.

d. Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

e. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

f. Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued Google Apps for Education account.
- Students should never share their account passwords with others, including faculty and staff.

g. Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device, such as a flash drive, or by having multiple copies stored in different Internet storage solutions.

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Hingham Public Schools' Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

a. Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

7. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the District. If an educationally valuable site is blocked, students should contact their teachers or a member of the technology staff to request that the site be unblocked.

8. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. Chromebook Identification

a. Records

- The District will maintain a log of all Chromebooks that includes the Chromebook serial number, and name and ID number of the student assigned to the device.

b. Users

- Each student will be assigned the same Chromebook for the duration of his/her time at Hingham Middle School. *Take good care of it!*

10. Repairing/Replacing Your Chromebook

a. Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction.
- The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents. See the section on Optional Insurance below for information on the third party insurance policy that would cover damage, loss, or theft.
- All repair work must be reported to the Technology Information Center.

b. Estimated Costs (subject to change)

The following are **approximate** costs of Chromebook parts and replacements and are subject to change without notice:

- Replacement - \$300 depending on the model Chromebook
- Screen - \$50.00
- Keyboard/touchpad - \$52.00
- Power cord - \$18.00

c. Optional Insurance (subject to change)

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
- The District is using a third party insurance agency for Chromebooks. This insurance program covers accidental damage, loss, and theft. The procedure for obtaining this insurance is outlined in the **Chromebook Loan Agreement** and **Insurance Form**.
- We highly recommend that families purchase this optional insurance.
- Families choosing not to purchase insurance will assume financial responsibility for any loss or damage and must sign a waiver acknowledging this.

11. Privacy Expectations

School-issued Chromebooks have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines.

12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Hingham Public Schools' Acceptable Use Policy and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following responsible use guidelines:

CLEAR: **C**onsiderate, **L**egal & **E**thical, **A**ppropriate and **R**esponsible

Considerate: People in our community reflect a diverse set of customs, values and points of view. Digital communication should be respectful, polite and considerate of others.

Legal & **E**thical: Respect copyright laws by copying media including text, music and videos only with permission and by crediting and citing the source where the information was found.

Respect the privacy of others, ask permission before taking photographs, video or audio recordings. Illegally copied or downloaded software, files, pictures, music or games may not be used on HPS computers. (it is a good general practice to link to others' work rather than reproduce it)

Appropriate: School technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate material are viewed or received, it is the responsibility of the recipient to delete them.

Responsible: Ensure that care is taken with all hardware, software, shared resources (printers, scanners) and use of the school network, so as to prevent damage or misuse whether intentional or not; your actions should not inhibit the work of others. Personal information and passwords will be kept private.

If you see someone not being **CLEAR** report the abuse/misuse to a responsible adult.