Fowlerville
Community Schools

# Student Chromebook Care & Usage Handbook

Updated: 8/8/2024

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## Core Tenants

In accordance with the Fowlerville Community School District's Mission Statement and regarding Technology, we prescribe to the following core tenants:

1. Student engagement increases with the use of technology
2. Technology supports and enhances hybrid instruction
3. Technology enhances project and inquiry-based learning experiences
4. Use of technology supports broader collaboration opportunities
5. Technology can be implemented in a way that is both sustainable and relevant to today's learning standards

## General Policies & Procedures

1. The Chromebook, Charging Cable, Device Sleeve, and any ancillary equipment issued in conjunction with the operation of the device are the property of Fowlerville Community Schools. It is important to remember that this device is on loan.
2. Students will be responsible for bringing their Chromebooks to school every day, charged and ready for use in the classroom, as such the charging cables are to be left at home.
3. The Chromebook will remain in the provided protective sleeve at all times when not in use for classroom-related instruction.
4. The Chromebook the student is assigned is, at all times, under their personal care and should not be "swapped" or "shared" with another student unless directed by a teacher or other staff member in a classroom setting.
5. Students are expected to keep the Chromebook in good working order and are to report any damages as soon as they are able to the Technology Department or their building Media Center Specialist for repair.

6. Students are expected to have their identification sticker on their device at all times and no other stickers, drawings, paintings, etchings, engravings, markings, et cetera are allowed.
7. The Chromebook must be used in accordance with all district technology, discipline, and acceptable use policies, as well as any applicable laws both at home and on school grounds.
8. Use of the Chromebook device, network access and any and all network/productivity applications is a privilege, not a right.
9. Students are prohibited from downloading or installing illegal music, movies, games, emulators, or any other copyrighted material.
10. Students are prohibited from altering, modifying, or otherwise interfering with pre-set Chrome Operating System settings without teacher or staff permission.
11. Inappropriate use of the camera or microphone will result in school behavior consequences. The camera should be used for academic purposes (i.e. recording a presentation, peer edit, or video conference with a teacher) only at the discretion of the teacher and with permission of those on audio/video.
12. Student devices and accounts can be placed on restricted internet access at the discretion of the administration.
13. Students must comply with all requests to turn over their District Chromebook and equipment by teachers and administrators. Failure to do so could result in school behavior consequences.
14. The school reserves the right to periodically check devices for unauthorized materials.
15. Students should immediately report any inappropriate or careless use of a device to a teacher or other staff member.
16. Removing any part of the device, attempting to repair damages oneself, or opening up the device to access internal components is prohibited.
17. Failure to comply with any policy outlined above or included within this document may result in school behavior consequences.
18. Fowlerville Community Schools may remove a user's access to the network without notice at any time and for any reason.

## Chrome Operating System

### Chrome OS

The Chromebook Operating System (OS) updates itself automatically when connected to the internet and is managed by the district.

### Google Workspace for Education

- Chromebooks seamlessly integrate with various G Suite for Education applications. This suite includes Google Drive, Docs, Sheets, Slides, Drawings, and Forms to name a few. Additionally, Google offers the ability to control other products within the domain.
- The administration and technology staff reserve the right to determine which Google apps as well as third-party apps and extensions to allow students to add to their Chrome OS/User Account.
- Work done within the G Suite series of applications is stored locally, when not connected online, and in the cloud, once an online connection has been established and the data synchronized with Google Drive.
- Student accounts are issued and maintained by Fowlerville Community Schools' Google Domain.
- For more information about Google Workspace for Education please visit the following site: edu.google.com

## Distribution & Collection

### Distribution

Students will be issued their Chromebooks and all ancillary equipment at the start of each school year. Before a student is issued a Chromebook, the following must have taken place:

1. Students must have a current Acceptable Use Policy (AUP) form on file signed by them and their parents (either electronic or paper copy).
2. Students and parents must read and agree to all policies and procedures outlined in this document for care and use of the Chromebook, and complete the Form indicating acceptance/acknowledgment of this handbook.
3. Parents/Guardians will be required to acknowledge the District Repair/Replacement Policy.

**Collection**

In the event of a student leaving Fowlerville Community Schools for any reason, the Chromebook and provided equipment, must be returned to the student's school's Main Office staff on or prior to their last day of attendance. This includes students who are long-term suspended or expelled from Fowlerville Community Schools unless otherwise directed by the District Superintendent or Building Principal. If the device is not returned in a timely fashion, administration will make an attempt to contact the student/parent to inform them that the next step is a referral to the Livingston County Sheriff's Office to assist in the recovery of district property. All student Chromebooks will be collected at the end of the school year and re-issued in the fall.

## Repair/Replacement Policy

Fowlerville Community Schools strongly recommends that parents purchase insurance to cover loss/theft of student devices as this is not covered under the Repair/Replacement Policy. If a device is lost or stolen parents will be responsible for the *current* cost of a replacement device.

**Repair/Replacement Policy**

Fowlerville Community Schools adopts the following policy in regard to Device Repair and Replacement:

- Starting with the 24-25 School Year we will be "resetting" any previous repair counts for each student.
- The first repair, so long as it is not determined to be malicious and not the result of a manufacturing defect, will be completed Free of Charge.

- The second repair and any subsequent repairs, so long as it is not determined to be malicious and not the result of a manufacturing defect, will incur a $20 repair fee.
- As to what constitutes "malicious damage" or "manufacturing defects", the Fowlerville Community Schools Technology Department shall have sole discretion.

The following items will **NOT** be covered by the Repair/Replacement Policy and will subject the student to the full *current* cost of the device:

- *The Policy will not cover loss or theft of the device.*
- *The Policy will not cover intentional/malicious or pet related damage.*
- *The Policy will not cover extensive cosmetic damage.*

**Repair/Replacement Fee Payment**

Students and Parents will be notified upon assignment of a fee and the Fowlerville Community School district reserves the right to withhold privileges (i.e. tickets to student events, field trips, participation in graduation affairs, yearbook distribution, etc.) if fees remain unpaid. Fees can be paid in the main office or online through the MISTAR Parent Portal SBA/PayPal Module.

**Repair/Replacement Payment Options:**

1. Pay fees online with a credit/debit card in the MISTAR Parent Portal SBA/PayPal Module.
2. Pay fees with cash in person at the students' schools Main Office

## Privacy, Security, & Filters

**Network Monitoring & Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook including district-related and personal use other than as specifically provided by law. "The District" to include Technology Staff, Teachers, or School Administrators may, without prior notice or consent, log, supervise, access, view, monitor, and record the use of student Chromebooks at any time for any reason. By using a Chromebook, students agree to such access, monitoring, and recording of their use. No district personnel will have access to the

Chromebook microphone or webcam with exceptions for teachers, administrators, or technology staff members during either a troubleshooting event or for educational purposes and with the permission/admission of the student or students' parents/guardians.

**Filtering**

The district utilizes an Internet content filtering solution that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all internet access, whether on or off campus, filtered, protected, and monitored by the district. Any attempt to circumvent the built-in filter will be subject to disciplinary action in accordance with the Acceptable Use Policy, Student Handbook, and school behavior expectations. Please note that no filter/monitoring system is perfect. Parents are encouraged to monitor their child's access when appropriate and to report any discrepancies to the Fowlerville Community Schools Technology Department for further investigation.

**Passwords**

Passwords are provided by Fowlerville Community Schools. Please do not share your password with anyone. All password-related issues are handled by the Fowlerville Community Schools Technology Department. If a password needs to be reset, the student should report the issue to their building Media Center Specialist or Main Office Administrative Assistant.

**Staff Inspection**

Students could potentially have their device selected at random to provide their Chromebook for inspection. The purpose of the inspection will be to check for proper care and maintenance as well as inappropriate material contained on the device.

**Operating System**

Chrome OS is set to update itself automatically and is managed by the Fowlerville Community Schools Technology Department. Students should never change or tamper with the settings or operating systems unless directed by a district teacher or other district staff member. Students found to be changing settings inappropriately or resetting the established district settings by wiping the device without Teacher, Technology, or Administrative staff permission will face disciplinary consequences up to loss of device privileges.

## Chromebook Care

Students are responsible for the general care of the Chromebook they are issued by the district. Placing non-school-issued stickers, writing, drawing on, engraving or otherwise defacing the Chromebook or charger is not allowed and will result in disciplinary actions. Students may not interfere with the Chromebook serial number or other identification tags.

**General Precautions**

- Always keep your Chromebook in a secure location when not in use.
- Transport the Chromebook in the provided sleeve when transferring between locations both at school and at home.
- No food or drink should be consumed or open near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Heavy objects should never be placed on top of a Chromebook, including inside backpacks.
- Do not lean on or use a Chromebook as a writing surface.
- Do not leave the Chromebook in direct sunlight, in your vehicle overnight, or in any environment susceptible to extreme temperatures.
- Always bring the Chromebook to room temperature prior to turning it on.
- Keep the Chromebook and associated cords/cables away from pets.
- Do not loan out your Chromebook to another student unless directed to do so by a teacher, building administrator, or technology department personnel.

**Screen Care**

- Do not put pressure on the top of a Chromebook when it is closed.

- Do not store the Chromebook with the lid open.
- Before closing the lid, make sure that there is nothing on the keyboard.
- Open or close the Chromebook only if it is resting on a flat surface such as a desk or table.
- Use both hands when opening or closing the Chromebook being mindful not to apply too much pressure to the top of the Chromebook or the screen.
- Do not store anything but the Chromebook in the provided sleeve, including the charger.

**Protective Sleeve**

A Protective Sleeve will be provided by the district. Students must transport their Chromebooks to and from school and to and from each class in the provided sleeve. Sleeves may not be vandalized or augmented from their original state and must remain free of any patches, stickers, paint, ink, embroidery, etc. Damage to sleeves does not fall under the Repair/Replacement Policy. Students in violation of altering the sleeve in any way will be assessed a fee to cover the *current* replacement cost.

**Charger/Power Supply**

A Charger/power supply will be provided with the Chromebook. This charger is to remain at home during the school year. Intentional and or pet related damage will result in a student being assessed a fee for the *current* cost of a replacement.

## Chromebook Use

**Educational Use**

School issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy at all times.

**Ownership**

Chromebooks are issued to individual students for educational purposes and should be used only by the student to whom the Chromebook is issued. The Chromebooks are the property of Fowlerville Community Schools, not the student to whom the Chromebook is issued.

**Charging the Chromebook**

Students are expected to bring a fully charged Chromebook to school every day. Continued instances of not doing so and requiring a “short-term loaner” Chromebook could result in disciplinary action.

**Personalizing the Chromebook**

Chromebooks must remain free of any writing, drawing, stickers, paint, tape, adhesives, etchings, non-school issued labels, etc. Students may add appropriate music, photos, and videos to their Chromebook via their Google Drive. Personalized media is subject to inspection and must follow the Fowlerville Community Schools Acceptable Use Policy, as well as any applicable laws.

**Use Outside of School**

Students are encouraged to use the Chromebooks at home and in other WiFi enabled locations for educational purposes. While the Chromebook has offline capability for editing and creating Docs, Sheets, or Slides, a WiFi connection to the internet will be necessary to take full advantage of the Chromebook. Students are required to abide by the Acceptable Use Policy and Student Handbooks, local, state, and federal laws. Internet access on these Chromebooks will be filtered back through our system, even when off campus, and monitored accordingly.

**Sound**

Unless permission is given by a teacher, sound should be muted on student devices, including the Chromebook, during class. Student provided headphones may be used at the discretion of the teacher.

**Printing**

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Printing from the Chromebook by students will be enabled but we cannot support any printer troubleshooting and is to be used at your own risk. Students may still print their work from a Media Center or Lab computer when necessary.

## Maintenance & Repair

### Spare Devices & Lending

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner Chromebooks. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring their Chromebook to school, the student may be required to borrow a device using their school ID or other form of collateral at the direction/discretion of the student's teacher or other district staff. Students who consistently come to school without a fully charged Chromebook may face disciplinary action.

## Handbook Review Policy

This handbook will be reviewed prior to the first distribution and annually thereafter to ensure policies are up-to-date and relevant for our 1:1 initiative. Fowlerville Community Schools reserves the right to make changes to this handbook as needed.

## Appropriate Use & Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation, or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access, and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist, or inappropriate.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of the websites, books, media, etc. I will acknowledge all primary sources. I will validate the information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open-source alternatives rather than pirating software. I will purchase a license, and register all software. I will purchase media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.