

Germantown School District



Chromebook Handbook

Updated 7/2020

Germantown School District

Student Acceptable Use of Technology Policy

Germantown School District supports student use of technology resources for the sole purpose of achieving District educational goals, standards, and curricular objectives. All provided educational technology is intended to accommodate for a wide variety of learning styles and challenges, bridge time and distance between people, and spark innovation and creativity.

Staff and students in the Germantown School District will exercise good digital citizenship practices

- Use school technologies only for teaching and learning-related activities;
- Follow the same guidelines for safe, respectful, responsible behavior online that I am expected to follow offline;
- Be cautious to protect the safety of myself and others;
- Treat school technology tools/resources responsibly and alert staff if there is any problem with their operation;
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies;
- Alert a teacher or other adult staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online;
- Respect the intellectual and digital property rights of others by citing sources when appropriate;
- Recognize that use of school technologies is a privilege and treat it as such.

Users shall not engage in any of the activities prohibited by these guidelines when using or accessing the district's technology resources. If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate district personnel.

Users will not:

- Use technology for purposes unrelated to school;
- Use school technologies in a way that could be personally or physically harmful to themselves, others, or district property;
- Remove devices from provided cases, modify devices with stickers or by drawing on them;
- Search inappropriate images or content;
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students;
- Download, post, reproduce or distribute music, photographs, video or other works in violation of applicable copyright laws or licensed for educational use (including Netflix, Google Play, Spotify, iTunes, etc.);
- Plagiarize (Use the intellectual property of others without appropriate attribution);

- Post personally-identifying information about themselves or others;
- Use language online that would be unacceptable in the classroom;
- Use school technologies for illegal activities or to pursue information on such activities;
- Users may not interfere with or disrupt other network users; disruptions include but not limited to:
 - Computer viruses or other malware
 - Distribution of large quantities of information that overwhelm the system
 - Attempt to access resources with another person's account information
 - Attempt to bypass network security and /or Internet filtering
- Use the district system for commercial purposes or for personal financial gain;
- Use the district's system on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee;
- Engage in criminal or other unlawful activities;
- Use any device with video, audio, or photograph capabilities in any locker room, bathroom, or other location where privacy is expected;
- Film or photograph or record any person without his/her express permission and knowledge.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Other Information

Students should understand that access to these resources are not guaranteed to be private and will be monitored by District staff.

The district reserves the right to prioritize use and access user information.

Use of Germantown District resources is a privilege, and chronic unacceptable use may result in the suspension of some or all technology services.

The district reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the district, students, employees, schools, network or computer resources, or 2) expend district resources on content the district determines lacks legitimate educational or district content or purpose, or (3) the district determines are inappropriate.

References:

COMPUTER TECHNOLOGY NETWORK, AND INTERNET ACCEPTABLE USE AND SAFETY, Germantown School District Policy po7540

STUDENT NETWORK AND INTERNET ACCEPTANCE USE AND SAFETY, Germantown

GERMANTOWN SCHOOL DISTRICT CHROMEBOOK HANDBOOK

1. Why use Chromebooks?

A Chromebook is a device meant for primarily working with Internet based resources, though it still has a great deal of functionality even when wireless (wifi) internet is not available. It is fast and light, making it easy to use and carry around. The device is relatively inexpensive compared to other technologies on the market, yet it is easy to support while providing 6-8 hours of battery life and connects with Google's suite of applications, which are used by every student and staff member at Germantown High School. More information on the Google Suite of applications and its use in the District, including privacy and terms of service, can be found on the Student page of the District's website.

2. Frequently Asked Questions (FAQs)

Please reference our Chromebook FAQ on our [website](#).

3. Chromebook Distribution

Parents/Guardians are encouraged to attend a Chromebook Information Session. The public is notified of these sessions via Skyward email. The purpose of the session is to review policies and procedures for the care, safety and use of the device and information about Google Apps for Education accounts and implementation. Parents/Guardians and Students MUST sign the Technology Acceptable Use School Board Policy and sign a confirmation that they have received and read the Chromebook Handbook before their student will be issued a device. This Chromebook Handbook outlines the procedures and guidelines for families to protect their student while using the Chromebook.

Chromebooks will be distributed to 6th - 12th grade students during the first week of school. Fifth grade students will be issued their Chromebook within the first two weeks of each school year upon completion of the student training. At the close of each school year Chromebooks, cases and cords will be collected in the last weeks of school. The same equipment will be reissued to the student at the beginning of the following year.

4. Probationary Student Privileges: The Germantown School District has the obligation to protect the assets of the District. The care of the Chromebooks and their role in the daily learning activities within our classrooms is taken seriously. Based on the criteria below, some students may be required to turn in their Chromebooks to the School IMC at the end of each day. A secure location in each building and formal check-in and check-out procedure will take place to protect the equipment and document the process. Students who will be included as probationary may include the following:

- a. All Students whose parents/guardians have not yet signed the Acceptable Use Policy and Chromebook Handbook Forms.

- b. A student who is not yet able to handle the responsibilities and expectations of the Chromebook outside of the school environment as determined by parents or School Administration. NOTE: Parents who would like their student's Chromebook to remain at school daily are asked to forward the request to the appropriate Building Administrator.
 - c. Students who have violated the Acceptable Use Policy during the current or previous semester.
- 5. **Chromebook Collection:** All District Owned Chromebooks, cases, and cords must be returned and inventoried at the specific building IMC before the student is no longer enrolled in school and at the end of each school year.
 - a. Any Chromebook not returned will be considered stolen property.
 - b. Law Enforcement Agencies may be notified.
- 6. **Chromebook Care:** Each student is responsible for the care of the District issued Chromebook, case, and cord. Equipment that is broken, or fails to work properly, must be reported to a teacher and taken to the IMC in their school building as soon as possible so that it can be evaluated for repairs. **Do not take Chromebooks or equipment to an outside computer service for any type of repairs or maintenance. Chromebooks are the responsibility of the student, but remain property of the District.**
 - a. General Care:
 - Please keep food or drink away from Chromebook or equipment.
 - Always insert cords, cables, headphones and removable storage devices carefully into the Chromebook.
 - Before transporting your Chromebook, be sure to remove the power cord, headphones, or removable storage devices that you may have plugged in.
 - Do not carry the Chromebook while the screen is open.
 - Never move a Chromebook by lifting from the screen. Always support a Chromebook from the bottom with lid closed.
 - Chromebooks must remain free of any writing, drawing, or stickers other than those applied by the District Technology Department. Please do not remove any of the labels that are on the Chromebook when given to you.
 - Vents CANNOT be covered. Chromebooks should never be left in a car, an area exposed to excessive heating or cooling, or left unsupervised.
 - Students are responsible for bringing **completely charged Chromebooks** for use each school day.
 - Chargers are to be left at home. (Please keep out of the reach of pets who might chew cords.)
 - b. Chromebook Identification: Student Chromebooks will be labeled in the manner specified by the District. Chromebooks can be identified in several ways:

- Chromebooks and their chargers must have a must have a District barcode on them at all times and this tag must not be removed or altered in any way. If tag is damaged or removed, students must request a replacement from the Student Help Desk in the IMC as soon as possible.

c. Storing the Chromebook

- When students are not using their Chromebook, they should store the Chromebook in their locked school locker.
- Nothing should be placed on top of the Chromebook or leaned up against the Chromebook when stored in the locker.
- Students are expected to take their Chromebooks home every day after school, regardless of whether or not they are needed. Charge the Chromebook fully each night.
- Chromebooks should not be stored in a student's vehicle for security and temperature control reasons.

d. Chromebooks left In unsupervised areas

- Under no circumstances should the Chromebook be left unattended unless it is properly secured. Insecure areas include, but are not limited to, the school grounds and campus, the cafeteria, computer labs, field house, locker rooms, IMC, unlocked classrooms, and hallways.
- If an unsupervised or unattended Chromebook is found, notify a staff member immediately or bring it to the Student Help Desk in the IMC.
- Unattended Chromebooks will be sent to the IMC for pick up. Disciplinary action may be taken for leaving the Chromebook in an unsupervised location.

e. Screen Care: The Chromebook screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen. The following things have been identified as ways that could cause damage to the screens and should be avoided:

- Leaning or putting pressure on the top of the Chromebook when it is closed. This includes using it as a writing desk on your lap.
- Storing the Chromebook with the screen in the open position.
- Placing anything in a carrying case or backpack that will press against the cover.
- Poking the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, paper or post-it notes).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do not clean the screen with any solvent or liquids.

7. Everyday use of the Chromebook: Chromebooks are intended for use at school EVERY day. Students are responsible to bring their Chromebook to class every day, unless specifically advised not to do so by their teacher(s).

- a. **Chromebooks left at home or under repair:** If students leave their Chromebook at home or have a device being serviced, they will be able to pick up a loaner Chromebook for the day from the Student Help Desk in the IMC.
 - Students are required to return the loaner prior to the IMC closing at the end of the day.
 - Failure to bring the Chromebook to school may result in a referral to an Assistant Principal for possible disciplinary action.
 - Students using loaner Chromebooks are responsible for any damages incurred while in possession of the student.
 - There are a limited number of loaner Chromebooks available. Students who have Chromebooks in for service will receive priority over those who leave their Chromebooks at home.
 - b. **Charging the Chromebook**
 - Chromebooks must be brought to school each day fully charged because they are such an integral part of the teaching and learning.
 - Repeat violations of this policy may result in disciplinary action.
 - c. **Backgrounds and Password**
 - Inappropriate media may not be used as a screensaver or background.
 - Presence of inappropriate content or media may result in disciplinary action and possible loss of internet privileges at school.
 - Always protect your password. DO NOT share your password. Sharing passwords with persons other than a parent or guardian is a violation of policy.
 - d. **Sound**
 - Out of respect of the other learners in the classroom, students are asked to mute sound at all times unless permission is obtained from the teacher for instructional purposes.
 - Headphones may be used at the discretion of the teacher and are to be supplied by the student. The District will not supply headphones.
 - e. **Printing**
 - We will be enforcing printing limits and tracking student printing on the Chromebooks.
 - f. **Account Access**
 - Students will only be able to login to the Chromebook using their District account. Running VPN software or un-enrolling Chromebooks from the District domain is a violation that may result in student discipline.
 - Students should always use the Chromebook with their own account and should logout when finished.
 - Never share account information with anyone other than parents or guardians.
- 8. Managing and Saving Work**
- a. Google Docs is a suite of products (Docs, Slides, Drawings, Spreadsheets, Forms) that will enable you to create different types of online documents,

collaborate in real time with others, and store your documents and your other files online.

- b. Access to the Internet via any browser allows a student to access their Google Drive anywhere in the world.
 - c. All items are stored online in the Google Cloud environment.
 - d. Chromebooks can seamlessly access Google Apps for Education's Suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web. (Note: the District reserves the right to block any application or website.)
 - e. Students will be instructed on procedures to enable working on documents offline in the event a wireless internet connection is not available.
9. **Guidelines for Chromebook Use:** All District technology devices are to be used in accordance with the District Acceptable Use Policy. An overview of those guidelines, as well as some specific instructions for District Chromebooks, are listed below.
- a. **General Guidelines**
 - Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Germantown School District.
 - Students are responsible for their ethical and educational use of the technology resources provided through the Germantown School District.
 - Access to the Germantown School District technology resources is a *privilege* and not a right. Each employee, student, and parent/guardian will be required to follow the Acceptable Use Policy.
 - Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and viruses.
 - Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, may be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
 - b. **Privacy and Safety**
 - Student use of the Chromebook and Internet is protected and filtered at school, in the home, and wherever a student is using a District issued Chromebook. Websites that are blocked by the filter may be submitted to the Student Help Desk for review to be accessible.
 - Student Gmail and Google Docs are filtered and electronically monitored for safety and security.
 - Storage is not guaranteed to be private or confidential as all electronic equipment is the property of the Germantown School District.

- Do not take pictures or videos of classmates, teachers or others in the classroom without prior consent. Pictures may be taken for classroom educational use under direction of the classroom teacher.
- If you inadvertently access a website that contains inappropriate or offensive material, exit the site immediately and report the event to a teacher.

c. Legal/Intellectual Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, parent, or guardian.
- Plagiarism is a violation of the Student Code of Conduct (see the Student Handbook). Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. If you have a question about proper citation, ask a teacher.
- Use or possession of hacking software is strictly prohibited and violators may be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, may result in criminal prosecution or disciplinary action by the District.

d. Email/Electronic Communication

- Germantown School District Student email is electronically monitored and filtered for student safety and appropriate use. Building principals address inappropriate use of email as needed.
- Always use appropriate language in your communication.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass email, chain letters, or spam.
- Emails and communications sent/received should be related to educational needs.
- Email and communications are subject to inspection by school officials at any time.

e. Consequences

- The student in whose name is on a system account and/or Chromebook hardware as issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or the Germantown School District Technology Acceptable Use Policy may result in disciplinary action.
- The District cooperates fully with local, state and federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications may be governed by the Wisconsin Open Records Act; authorities will be given access to their content as needed.

f. At Home Use

- The use of Chromebooks at home is encouraged. However, the District does not provide direct tech support for home connectivity issues. Students may visit the Student Help Desk in the IMC for help resolving issues.
- When students use their Chromebook in the home, the internet access is filtered by the District Internet filter.

10. Problems and/or Repair of the Chromebook: Chromebooks are intended for use at school EVERY day; because of this, it is very important to get help when the Chromebook is not working properly. ***Do not take District Owned Chromebooks or equipment to an outside computer service for any type of repairs or maintenance.***

a. Technical Support at School:

- Technical support will be available first from the classroom teacher.
- Students may also bring the Chromebook directly to the IMC Student Help Desk, or when an issue cannot be resolved by the classroom teacher.
- If the issue cannot be resolved by the IMC Student Help Desk, it will be escalated to the Technology Department. A loaner Chromebook will be issued to the student from the IMC. Loaners will be available on a first-come, first served basis.
- The Technology Department will periodically audit repair logs for students who have needed a loaner device an unusual amount of times and forward names to building administrators.
- The Technology Department will compete:
 - Hardware maintenance and repairs
 - Coordination and completion of repairs
 - Email notification with invoice of any associated cost of parts for repair if applicable.

b. Financial Responsibility:

- If the Chromebook repair falls under the conditions of warranty (normal use, mechanical breakdown or faulty construction), there will be no cost to the student/family.
- If the Chromebook needs repair due to damage caused by misuse or abuse, the student/family is responsible for the cost of the parts. The cost will be based upon current replacement costs from the District's technology vendors. Damage to individual keys will result in a charge for the full replacement cost of the keyboard.
- If the Chromebook is lost or stolen the student/family is responsible for the cost of replacement. This cost is equal to the cost of a new device plus management license.
- If the repair necessitates replacement parts that are not under warranty, parent/guardian may request detailed information and an itemized bill for the cost of repair parts.

- Battery replacement due to damage will incur cost to parent/guardian, but the battery replacement needed due to normal use will be covered by the District.

11. Acknowledgement of Parent Student Chromebook Handbook: Each year, parents are required to review the Parent Student Chromebook Handbook and complete an acknowledgement of the procedures, guidelines and expectations as outlined in the Handbook during the annual Online Registration process.