

# Summerville Middle School

## Chromebook Handbook and Procedures



The procedures and information within this document apply to all Chromebooks used Summerville Middle School, 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 and chargers will be distributed during the first week of school. The student and a parent must sign and return the SMS Chromebook Handbook Sign-off document (below) and the Chattooga County Student Device Agreement Form before the Chromebook can be issued to the student. Parents also must sign off on the Internet Usage Agreement, which is located on the Student Yearly Update Form.

## **Returning Your Chromebook**

Student Chromebooks and chargers will be collected at the end of each school year for maintenance. Any student who no longer attends Summerville Middle School will be required to return the Chromebook and charger. If a Chromebook and/or charger are not returned, the parent/guardian is responsible for payment in full. If payment is not received the issue can be turned over to a collection agency and the Chromebook reported as stolen property.

## **Repairing Your Chromebook**

Students are responsible for the general care of the Chromebook. Chromebooks that are broken or fail to work properly must be taken to the SMS Library Media Center. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired or replaced.

## General Precautions

- Food or drink is not recommended near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should not be left on the charger for extended periods of time. This damages the batteries.
- 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 temperatures or direct sunlight for extended periods of time.
- Never store Chromebooks in a vehicle for extended periods of time, especially during extreme temperatures.
- Extreme heat or cold may cause damage to the Chromebook. Always bring your Chromebook to room temperature prior to turning it on.

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

# Using Your Chromebook

**At School:** The Chromebook is intended for use at school each and every day. Students are responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teachers.

**At Home:** Students are required to take their Chromebooks home each night. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Repeated violations of this policy may result in referral to administration and possible disciplinary action. If fully charged at home, the battery should last throughout the day.

**Printing at School:** Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teachers will utilize digital copies in most instances.

**Printing at Home:** Chromebooks 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. Visit <http://google.com/cloudprint>

**Managing Your Files and Saving Your Work:** Students should save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained in their classrooms on proper file management procedures.

**Software:** All Chromebooks are supplied with the latest 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. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. From time to time, the school may add content 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.

**Inspection:** A student may be selected at any time to provide his or her 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. Inappropriate use or content will be subject to disciplinary action.

**Procedure for Restoring the Chrome OS:** If technical difficulties occur the device may be restored to factory settings. All student created files stored on an external SD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored.

**Personalizing the Chromebook:** Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Summerville Middle School.

**Chromebook Identification:** Chromebooks and chargers will be labeled by Summerville Middle School. Under no circumstances are students to modify, remove, or destroy identification labels. Students should bring Chromebooks and chargers with loose labels to the SMS Library Media Center for repair.

**Storing Chromebooks at Extracurricular Events:** Students are responsible for securely storing their Chromebooks during extracurricular events.

**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, cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, bus, car, or any other area that is not securely locked or in which there is no supervision. Unsupervised Chromebooks will be confiscated and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

## Repairing or Replacing Your Chromebook

### Chromebooks Undergoing Repair:

- Never try to repair a Chromebook yourself. Chromebooks needing repair should be taken to the SMS Library Media Center. Once the Chromebook has been assessed for damage, a decision will be made to repair or replace the device. Parents/Students may be charged for the full replacement cost of a device and/or accessories damaged due to misuse, abuse, or loss.
- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Library Media Center.
- If repair is needed due to negligence or intentional damage, the school may not provide a loaner Chromebook until full replacement cost has been received by the district.
- Students and parents may be charged for Chromebook damage that is a result of misuse or abusive handling.
- Repaired Chromebooks may end up with the original factory image as first received. It is important that students keep their school data synced to the cloud drives 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.

**Theft:** Summerville Middle School requires that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

## Summerville Middle School Chromebook Handbook Sign-Off and Student Contract

- I will take good care of my Chromebook to the best of my abilities.
- 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 battery to full capacity each night and bring it to school daily.
- I will keep food and drinks away from my Chromebook to avoid 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 only use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on my Chromebook or modify it in any way.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Summerville Middle School.
- I have read and will follow the guidelines outlined in the Chromebook Handbook, Agreement Form, and the District Acceptable Internet Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage by another individual.
- 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 or charger in the event that any of these items are lost or damaged.
- I agree to return the Chromebook and accessories in good working condition at the end of each school year.

Student Name/ Grade: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event	Damages	Initials	Fee
Checkout			N/A
Return			