

# Conway Public Schools Chromebook Handbook

## Purpose Statement

Conway Schools recognizes the prominent role technology plays in our world and community. Our goal is to continue to integrate 21st century technology skills into the daily curriculum. To meet this goal, our students will be issued a device to aid in that endeavor. Students will use these devices for research, assignments, communication, and state testing.

## 1. GENERAL INFORMATION

### Chromebook Check-in/Returns

- Chromebooks will be distributed at a designated time to be announced.
- Chromebooks will be labeled in a manner specified by the district and those labels should not be altered or covered in any manner.
- Parents and students must sign and return both the Conway Schools Chromebook Protection Plan document (selecting to choose or decline coverage) and the Conway Schools Chromebook Loan Agreement before the Chromebook will be issued to the student.
- At the end of the year, students must return their district provided Chromebook and charger to the school district in good working condition. Should any of the equipment be damaged, the student may be charged in accordance with the Conway Schools Chromebook Protection Plan.
- Students who graduate early, transfer to another district, withdraw or for any reason are no longer enrolled at Conway Schools, must return their Chromebook and charger immediately to the school. Failure to return the Chromebook and the charger will result in a theft report being filed with the Conway Police Department.
- New students or students that transfer in will have a device issued to them after meeting with building administration.

### Damage/Loss/Theft/Returns

- If at any point during the school year there is damage, loss or theft of a Chromebook (or any accessories), the student must report the incident to his/her teacher or building administration who will contact the Technology Department. All reports will be investigated and addressed on a case by case basis and damage will follow the Conway Schools Chromebook Protection Plan (CPP).
- If a device is stolen, a report of the theft must be reported to the building administration and Technology Department. The student and parent must file a police report with the Conway Police Department and a copy of the report must be provided to the Technology Department. Conway Schools will assist the Police Department to recover the device. A loaner device will be provided to the student in the meantime. If the device is not recovered, a permanent replacement will be provided.
- Deliberate damage will be referred to building administration and will be handled per the student handbook as damage to school property. No replacement or loaner Chromebook will be issued until all replacement/repair costs are paid.

## 2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be reported to their teacher as soon as possible.

### General Precautions

- The Chromebook is school property. All users must follow the guidelines contained in this manual and the Student Acceptable Use Policy for technology.
- Chromebooks should never be left in an unsupervised area, unlocked car or locker. Students should take care to always keep their Chromebook secured when not in their possession.
- Students are responsible for charging their Chromebook each night and bringing it to school fully charged.
- Chromebooks, like any device, are sensitive to extreme heat and cold, so students should not leave their device in cars or direct sunlight.
- Do not stack books or other heavy materials on top of the Chromebook as that could damage the screen or keyboard. This includes not leaning on the Chromebook.
- Keeping food and drinks away from the Chromebook.
- Carefully plug cables and accessories into the Chromebook.

### Carrying the Chromebook

- Chromebooks should never be carried by the screen or while opened.

### Screen Care

- Do not lean on top of the Chromebook when closed.
- Do not put any books or other heavy objects on top of the Chromebook when closed.
- Clean the screen with only a soft, dry cloth or anti-static cloth. No cleansers of any type should be used. If in doubt, check with your teacher or a member of the Technology Department.
- Do not carry the Chromebook by the screen.

### Security Reminders

- Students should not share logins or passwords with anyone, except their parents/guardians.
- Students should follow Internet safety guidelines and school rules and policy.
- Students should understand that the Chromebooks and network are filtered and monitored.

## 3. USING YOUR CHROMEBOOK AT SCHOOL AND HOME

Chromebooks are intended for use at school each day, however there may be days they are used more than others. Students should bring their Chromebooks to school fully charged each day. The Chromebook is the property of the school and the school has the right to search the Chromebook at any time.

### Chromebooks Undergoing Repair

- Replacement Chromebooks may be issued while a student is having their Chromebook repaired. There are a limited number of spares so there may be a delay in getting one.
- Replacement Chromebooks will not be issued for use until all fines for damage have been paid, if applicable.

### Charging Your Chromebook

- Chromebooks must be brought to school each day fully charged.

### Sound/Apps

- Sound must always be muted in classrooms unless directed by the teacher for instructional purposes.
- When using a Chromebook in a common area, headphones or earbuds should be used if you are needing to use sound.
- Only approved apps should be installed.

### Printing

- Students are encouraged to appropriately publish and share their work digitally with their teachers and peers.

### Webcams

- School Use - Webcams are to be used for educational purposes only.
- Home Use - Webcams may be used at home only with the permission and supervision from parents/guardians.
- For general safety, webcams should be disabled when not in use.
- Conway Schools does NOT have the ability to remotely access the webcams.

### Home Access

- Students are permitted and encouraged to add their school issued Chromebook to their home Wi-Fi network. This will allow the student to access their stored documents and information, email and complete assignments.
- Internet access will still be filtered, but parents are encouraged to monitor home access. If a student or parent discovers an unsafe site, they are asked to contact the teacher.
- Some applications can be used without an internet connection but for full functionality a Wi-Fi connection is recommended.

### Issues with your Chromebook

- Chromebooks are fast and reliable, but if students experience an issue, he or she needs to let the teacher know. The teacher will contact the Technology Department, if needed.
- Conway Schools cannot troubleshoot home network issues. If the Chromebook works at school, but not at home, try using a public location to see if the problem persists.

### Updates/Virus Protection

- Updates - Chromebooks use the Chrome Operating System, which updates itself automatically. Students do not need to manually update their Chromebook. If there is an arrow pointing up in the bottom right hand corner, then the Chromebook needs to be rebooted to complete the update.
- Virus Protection - Chromebooks provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is NO need for additional virus protection.

### 4. CONWAY SCHOOLS CHROMEBOOK PROTECTION PLAN

Conway Schools will offer the Conway Schools Chromebook Protection Plan (CPP) to our parents/guardians. Participation in CPP is optional. CPP covers any type of Chromebook hardware malfunction and covers accidental damage for up to two incidents per school year. CPP does NOT cover malicious, non-accidental damage or loss. The Technology Department and each building administration team will determine if the damage is accidental or malicious. (Theft will be covered with an appropriate police report if the police and Conway Schools are unable to recover the device.)

Annual Coverage: \$20/school year

<b>First and Second Accidental Damage Incidents</b>	<b>Third or more Accidental Damage Incidents</b>
Replacing screen: \$0	Replacing screen: \$50
Replacing keyboard/touchpad: \$0	Replacing keyboard/touchpad: \$50
Total Chromebook replacement: \$0	Total Chromebook replacement: \$180
Other parts not listed: \$0	Other parts not listed: Cost of part

# Chromebook Loan Agreement

To be completed annually by Students:

**I have received and understand this Acceptable Use Policy and agree to abide by it. Initial here: \_\_\_\_\_**

## Conway Public Schools Chromebook Protection Plan

The Chromebook Protection Plan is available for students and parents to cover Chromebook replacement in the event of reasonable accidental damage, such as: drops, cracked screens or spills/water damage. The plan covers up to two claims per policy in a single school year.

The Chromebook Protection Plan does not cover damage that is determined to be the result of negligent use or treatment. MALICIOUS DAMAGE IS NOT COVERED UNDER ANY CIRCUMSTANCES. The Chromebook Protection Plan does not cover theft or loss of the Chromebook. The annual premium for the Chromebook Protection Plan is \$20 per Chromebook.

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**WOULD YOU LIKE TO PARTICIPATE IN THE CONWAY PUBLIC SCHOOL DISTRICT CHROMEBOOK PROTECTION PLAN FOR \$20 PER YEAR PER COMPUTER? PLEASE WRITE YOUR INITIALS BY YOUR CHOICE. IF LEFT BLANK, WE ASSUME THAT YOU DO NOT WISH TO PARTICIPATE.**

**YES, I WOULD LIKE TO PARTICIPATE IN THE CPSD Chromebook Protection Plan (CPP).** \_\_\_\_\_

**NO, I WOULD NOT LIKE TO PARTICIPATE IN THE CPSD CHROMEBOOK PROTECTION PLAN.** \_\_\_\_\_

**By signing this, I agree that I have read and understand the Chromebook Handbook.**

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**Student Signature**

**Date**

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**Student Printed Name**

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**Parent Signature**

**Date**

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**Parent Printed Name**