Geyserville Unified School District

CHROMEBOOK HANDBOOK
Geyserville Unified School District
This handbook is a guideline for the productive and responsible use of devices as a primary learning resource in grades K-12.

PURPOSE:

The Geyserville Unified School District (GUSD) strives to create an environment where every learner has the power to meet the challenges of today's world with confidence. Chromebooks support this environment in many ways. These devices break down classroom walls and provide both educators and students with the ability to access more educational resources than ever before. Chromebooks encourage collaboration and allow learning opportunities to be anywhere at any time. This tool will permit teachers to utilize mobile and social technologies in their everyday instruction, encouraging a habit of lifelong learning in their students, and continue to meet the ever-changing challenges of college and career readiness.

Beginning August 2021, GNTA students must checkout a Chromebook for the school year for use at school and home no BYOD (bring your own device) will be allowed on either campus (GNTA or GES). Elementary student Chromebooks will be kept at school; no Chromebooks go home at GES.

We will provide advance notice of any changes to this document through regular school communication. Any changes to the policy will be effective immediately.

Students and their parents/guardians are reminded that use of school technology is a privilege and not a right and that everything done on any school owned computer, network, or electronic communication device might be monitored by school authorities. Inappropriate use of school technology will result in loss of computer privileges, removal from class, loss of credit, failing grade and/or legal action as stated in the parent and student handbook.

OBJECTIVES:

The GUSD Chromebook initiative will integrate technology in grades K-12 and will:

- Promote student engagement and enthusiasm for learning.
- Make resources available for learning.
- Encourage collaboration among students and teachers.
- Allow students access to information, along with the opportunity to connect it to their learning in a meaningful manner.
- Reduce the use of printed textbooks, worksheets, and workbooks.
- Nurture a sense of responsibility and digital citizenship.
- Prepare students for success after graduation from High School.
- Allow for possible distance learning

DEVICE DISTRIBUTION PROCEDURE:

Geyserville Unified School District

- Students and parents complete and sign the Chromebook Acceptance and Optional Insurance Form. ● Parents/Students agree/sign to the Technology Use Agreement (Acceptable Use Policy). (BP 6163.4)
- First week of school:
  -GNTA students will receive their Chromebooks, case and charger after all paperwork has been signed and turned in. This includes Use Agreement and Chromebook Agreement forms.
  -If purchasing insurance, bring check or cash to Olivia's or Piedad's desk along with paperwork..

  A student arriving mid-year will need to bring the completed paperwork and payment

  to GNTA (6-12) or GES (K-5) office.

OWNERSHIP:

Geyserville Unified School District retains sole right of possession of the Chromebook. Geyserville Unified School District lends Chromebooks to the students for educational purposes only, during the academic year. Additionally, Geyserville Unified School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Students may not share their Chromebook with another student or leave the Chromebook unattended.

Only district provided devices (School Chromebooks) are allowed on campus for school work via the GUSD network. No other network may be used on either the GNTA or GES campuses.

CHROMEBOOK IDENTIFICATION RECORDS:

- The school will maintain a log of all Chromebooks including: Chromebook serial number, name and ID number of the student assigned to the device.
- Each student receives the same Chromebook for the duration of his/her time at the Geyserville New Tech Academy. They will be collected at the end of each school year.
- Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.
- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not manually update their Chromebooks.

Student Responsibility & Care of Your Chromebook

Students are responsible for the general care of the school-issued Chromebook. Report Chromebooks that are broken or fail to work properly to a teacher or administrator as soon as possible so it can be resolved. Never take school-owned Chromebooks to an outside computer service for any type of repairs or maintenance.

- Students bring their assigned Chromebook to each class each day they attend unless specifically advised not to do so by their teacher.
- It is the sole responsibility of the student to have the Chromebook fully charged at the beginning of each school day.

GENERAL PRECAUTIONS:

- No food or drink near your Chromebooks while it is in use.

- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Power cords should be kept at home and devices should be charged at home each night.(GES exception)
  - Do not use the power cord to charge any device other than your district issued Chromebook.
- Chromebooks must remain free of any writing, drawing, stickers, and labels. ● 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 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. Extreme heat or cold may cause damage to the laptop. ● Always bring your laptop to room temperature prior to turning it on.

CARRYING THE CHROMEBOOK: (GNTA)

The District will be providing a protective case for the Chromebook (GES exception). This case must remain on the device at all times, when not using, or the warranty and insurance (if you choose) will not cover any damage that occurs. The case will not prevent damage from drops or abusive handling. Any cost for repairs not covered by the warranty or insurance will be the responsibility of the student/parent.

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 place anything in a backpack that will press against the cover.
- 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 very convenient and relatively inexpensive. Teachers will have wipes available in their classrooms.

INTERNET PROTECTION:

- Chromebooks have built in virus protection and therefore do not need any virus protection software installed.
- Student Chromebooks will be configured to use the district web-filter, both in the district and when connected to home (applies to GNTA students) via Securly.
- The school adheres to the Children's Internet Protection Act, CIPA. (https://www.fcc.gov/consumers/guides/childrens-internet-protection-act). Students who encounter anything inappropriate should report it to a teacher or building administrator.
- Students are not permitted to factory reset their Chromebook.
- Students are not permitted to install any content that violates the Geyserville School Board Policy 6163.4 Utilization of Technology (Acceptable Use Policy).
- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor,

and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

STORAGE:

- Chromebooks should not be stored in a student/parent vehicle due to hot temperatures that could damage the Chromebook.

Personalizing Your Chromebook

Chromebooks must remain free of any writing, drawing or stickers.

Students are NOT PERMITTED to adhere stickers, glue, scratch, or markup any surface of the actual

Chromebook.

Students are NOT PERMITTED to remove or tamper with any district identification tags on the Chromebook or

cover. (If a tag accidentally comes off, contact a Chromebook Service Center as soon as possible.)

Students are NOT PERMITTED to use inappropriate media as a screensaver or background.

While we encourage freedom of expression, it is with the responsibility of being ever mindful of others who may not share the same life experiences.

Actions not in line with these guidelines will be considered acts of vandalism, and subject to disciplinary action in

accordance with the student handbook and other applicable school policies.

How to Use Your Chromebook

CHROMEBOOK LOGIN ACCESS

- Students will only be able to login to the Chromebook using their geyservile.net accounts.
- Students should always use their own account when accessing a district issued Chromebook.
- Take care to protect your password. Do not share your password. Change it frequently (may not apply to GES).

SOFTWARE GOOGLE APPS FOR EDUCATION

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Drive (Documents, Spreadsheets, Presentations, Drawings, and Forms) and Google Classroom.
- Google email is "on" for grades 6-12. Grades K-5 do not have access to email.
- All work is stored in the cloud.
- Chrome Web Apps and Extensions: Students check with their instructor on installing apps.
- Some web apps will be available to use when the Chromebook is not connected to the Internet. Teachers, school administrators, and the Technology Department staff reserve the right to monitor activity on student Chromebooks via the Google Administrator Dashboard and teacher observation.

- Students are not permitted to un-enroll or attempt to bypass Geyserville's Enterprise Google Enrollment on their Chromebook.

PRINTING
- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Check with your teacher to see if certain work needs to be printed.
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MANAGING AND SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK
- The majority of student work will be stored in Google Drive or Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Flash drives are only to be used to store school related/approved information.
- Students should always remember to save frequently when working on digital media. Not all Google tools/apps automatically update/save.
- The school 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 or on Google Drive.

Digital Citizenship: Appropriate Uses
While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

Respect Yourself:

I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

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 while online. I will protect passwords, accounts, and resources.

Respect Others:

I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

Protect Others:

I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

Respect Intellectual Property:

I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

Protect Intellectual Property:

I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Digital Citizenship: Inappropriate Digital Use by Student

The school administration will follow district policy on inappropriate use of technology. Inappropriate use of technology could result in the student's loss of a one to one device.

INSTRUCTIONAL USE (this section applies to GNTA students)

GNTA students are responsible for bringing their Chromebooks to school every day. If students leave their Chromebooks at home, they are still responsible for completing their coursework. Teachers, at their discretion, may give alternate versions of assignments that do not require the use of a Chromebook, or students may be issued a temporary device.

If a teacher determines that a student is not using the device appropriately, they may revoke access to the device during their class and take appropriate disciplinary action.

If a student repeatedly forgets his/her Chromebook at home, he/she may

be subject to appropriate disciplinary action.

Students are to bring their Chromebook to school fully charged everyday. Students should not bring their power adapters and charging cables to school. Parents and students are financially responsible for the loss of or damage to power adapters and charging cables. It is the student's responsibility to have sufficient battery life for their expected use while at school. Each classroom will have a limited number of spare power adapters for those who are unable to charge their device at home. These will be provided at the teacher's discretion.

CHROMEBOOK REPAIR AND SERVICE

When damage occurs or technology issues arise:

- Student must report problems immediately to classroom teacher and the assistant principal.
- Damaged Chromebook may be dropped off at the designated Chromebook Service Center locations as listed:

GNTA Front office GES Front Office

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OPTIONAL SCHOOL INSURANCE PROGRAM

● Cash or check may be used to pay the annual fee according to the options below: K -12 grade - $25/year

● This fee covers accidental damage repair to the Chromebook assigned to the student.

● This fee will not cover intentional damage, loss, theft or damage caused by spills. It will also not cover outright loss of the Chromebook or replacement of Chromebook cover, charger or cable.

● Intentional mistreatment caused by the assigned student user, or by an individual other than the assigned user, will result in disciplinary action to include the repair or retail replacement cost, as well as possible criminal or legal charges.

● By declining, or opting out of the accidental damage insurance, you agree to pay the repair or retail replacement charge for any damage caused when using the device in or out of school, which is the same requirement for any other school-issued material.

In the event of an incident, any applicable charges must be paid before a replacement Chromebook can be taken home

STUDENT AND PARENT RESPONSIBILITIES

Students will:
● Follow the expectations outlined in the Student Handbook, and all Geyserville Unified School District policies including the Internet Acceptable Use policy.
● Agree to keep the Chromebook in a protective case at all times. GES are kept in charging carts.
● Agree to bring their completely charged Chromebook to school each day.
● Agree to immediately return the Chromebook and peripherals in good working condition upon request or withdrawal from the school district.
● Assume full responsibility of their issued Chromebook at all times.
● Report any Chromebooks that are damaged, lost, stolen or fail to work properly.
● Acknowledge that this handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by students.

Parents will:
● Be responsible for the cost to repair or replace the Chromebook if damage is caused by negligence or intent to destroy district property.
● Acknowledge that their student and they are to follow the expectations in the student handbook, and all Pottstown School District policies including the Internet Acceptable Use policy, and any violation of these guidelines could result in the student facing disciplinary action.
● Be responsible for monitoring their child's use of the Internet and apps when he/she is not at school.
● Agree to immediately return the Chromebook and peripherals in good working condition upon request or withdrawal from the school district.
● Acknowledge that this handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.
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"What Do I Do?" Scenarios: (may not apply to GES students)

I forgot my Chromebook at home.

Loaner PC laptops will be available in each classroom. There will be a limited number available so we strongly recommend that you try to remember to bring your device to class each day. Teachers may also deduct agency points when you arrive unprepared for class.

My Chromebook is under repair.

Loaner Chromebooks will be issued to students when they leave their Chromebook for repair with the school Chromebook Service Center. (Same guidelines apply.)

I came to school without charging my Chromebook.

Chromebooks must be brought to school each day fully charged. Students are responsible for fully charging their Chromebooks before arriving to school.

Should I use the sound while at school?

Sound must be muted at all times unless otherwise directed by the teacher. Headphones may be used at the discretion of the teacher or in permitted areas such as study halls, library, cafeteria, etc.

I forgot my password and cannot login.

Check with the IT department at GNTA (Room 1 857-3592 ext. 132) to receive another password. Change your password regularly.

I left my Chromebook in an unsupervised area.

Students are responsible for direct supervision of their assigned Chromebook. If an unsupervised Chromebook is found, notify a teacher immediately.

Someone stole my Chromebook.

You should report the stolen Chromebook to your teacher and site principal if the theft occurred at school. You should always notify the school resource officer or local police If a Chromebook is stolen from somewhere other than the school, you should also contact the local police.

Can I play music or visit non-academic sites at home?

Your device will be filtered at home as well as at school. Allowable sites will be determined by IT, staff and district administrators in order to comply with the appropriate use policy.

What do I pay to fix it?

If you have opted to pay for accidental damage insurance, there will be no charge for any damages that are incurred that meet the definition of "accidental". If damage is intentional or if your device is not covered by accidental damage insurance, a price quote will be provided by the GUSD tech staff.

The insurance policy (if you choose it) covers:
Accidental damage, Cracked Screens, Theft,
Fire/Flood damage, Vandalism, Natural disasters, power surges due to lightning.

Damaged Devices and Technical Problems Do not attempt to gain access to internal electronics or repair your Chromebook. If the Chromebook fails to work or is damaged, let a teacher know as soon as possible. Repair/replacement options will be determined by the Technology Department staff. You may be issued a temporary Chromebook until your Chromebook is working properly or replaced. If the Chromebook is

experiencing technical difficulties outside of school hours, you will need to wait until you return to school to report it.

LOST OR STOLEN

If the Chromebook is lost or stolen, report it to a teacher as soon as possible. School staff will assist you with submitting a report to the Technology Department.

CONSEQUENCES FOR LOST, STOLEN OR INTENTIONAL DAMAGE

The consequences listed below will be applied to lost/stolen devices, as well as to damage to caused by reckless, abusive, willful or intentional conduct. Some examples include broken screens caused by intentionally throwing or dropping the device; swinging a bag or backpack with a device inside; stepping on the device; intentionally spilling a liquid on the device; hitting another person or object with the device; tampering with the internal components; or making unauthorized modifications to the operating system, known as hacking the device. It also includes the loss or damage to the power adapter.

What if I can't connect to the wireless network?

GSuite applications can be used in off-line mode which means that you do not need to be connected to the Internet to work on your documents. Files will synchronize the next time your device is connected to the network.
Check with the GUSD Technology department for more information.

What if I need a software program not supported by my Chromebook?

Notify your teacher of the application that you need and if they agree that it is educationally appropriate, they can submit a request to the building principal and IT to add that application or open the filter to allow that site. If the application is not able to run on a Chromebook, the teacher may allow you to use a loaner PC laptop during that class. Please note that there will be some classrooms that will utilize Windows devices based upon the specific subjects and applications that the teacher requires.

If they are all the same, can I trade with a friend or sibling?

No. Each device is assigned to a specific person and you are accountable for that device. When you turn in your device at the end of the school year, IT will confirm that you are returning the same exact device that was provided to you.

Can I buy insurance after the start of school?

Yes. Students will be provided with the option of paying for the optional accidental damage insurance within the first two weeks of the school year.

What if I don't have Internet Access at home?

Contact the IT department at GNTA for Hotspot availability.
rklug@gusd.com
707-857-3592 Extension 132