

Herman-Norcross Community School Elementary School

CHROMEBOOK CARE AND USAGE HANDBOOK

2022-2023

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Receiving Your Chromebook

PARENT/GUARDIAN SIGNATURES

All parents/guardians are required to sign the Herman-Norcross Community School Chromebook Agreement before a Chromebook will be issued to their student. The Chromebook Agreement will be given out at Open House or can be found on our school website. The student is required to bring the signed Agreement to school during the first week of classes.

DISTRIBUTION

Students in grades two through six will receive their Chromebooks and related peripherals during the first week of school, but these items are to stay in the classroom except in the case of impending inclement weather. At the teacher's discretion, Chromebooks and chargers may go home in preparation of e-Learning school days.

TRANSFER/NEW STUDENT DISTRIBUTION

All new 2nd-6th grade students will get their Chromebooks and chargers from their classroom teacher. Both students and parents/guardians must sign the Herman-Norcross Community School Chromebook Agreement.

Returning Your Chromebook

END OF YEAR

At the end of the school year, Chromebooks and chargers will be collected from the classrooms. If a Chromebook is missing, the responsible student will be charged the full \$300 replacement cost. The district may also file a report of stolen property with the Grant County Police Department.

TRANSFERRING/WITHDRAWING STUDENTS

Students who transfer out of or withdraw from the district must leave their Chromebooks and chargers with their classroom teacher on the last day of their attendance. Failure to turn in the Chromebook will result in the student being charged the full \$300 replacement cost. Unpaid fines and fees of students leaving Herman-Norcross Community School may be turned over to a collection agency. The district may also file a report of stolen property with the Grant County Police Department.

Chromebook Identification

Each student Chromebook will be labeled with both a letter and number combination and also a sticker with the student's name. Students are not to remove any identification stickers from Chromebooks.

Training

Students will receive training to address care and usage of the Chromebook as well as usage of Google Apps (@h-nschool.com accounts). Digital Citizenship training will also be provided during the school year to address respectful, responsible, and ethical use of the internet and digital tools.

Taking Care of Your Chromebook

Students are responsible for the general care of their school issued Chromebook. Chromebooks that are broken or fail to work properly must be taken to the classroom teacher. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

GENERAL PRECAUTIONS

- No food or drink should be next to your Chromebook while it is in use.
- Cords, cables, and removeable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- 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.
- Heavy objects should never be placed on top of Chromebooks.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

CARRYING CHROMEBOOKS

- Always transport your Chromebook with care.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

SCREEN CARE

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Using Your Chromebook

Students are expected to return their Chromebooks to their assigned spots within their classrooms. Students are responsible for connecting chargers as needed to charge their Chromebooks.

CHROMEBOOKS BEING REPAIRED

- Loaner Chromebooks may be issued to students when their school-issued Chromebook is turned in for repairs.
- Mrs. Dietz will return Chromebooks to the classroom teacher when devices are repaired.

PERSONALIZING THE CHROMEBOOK

- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Herman-Norcross Community School. Spot checks for compliance will be done by administration and teachers at any time.

SOUND

- Sound must be muted at all times unless permission is obtained from the teacher.
- Headphones may be used at the discretion of teachers.

PRINTING

- Students should digitally publish and share their work with their teachers and peers.
- If printing is needed, students may log in to the computers in the computer lab and print from there. Students may also share their work with teachers who can then print.

LOGGING INTO A CHROMEBOOK

- Students will log in to their Chromebooks using their school-issued Google Apps for Education (@h-nschool.com) accounts.
- Students should never share their account passwords with others. In the event of a compromised account, the Herman-Norcross Community School reserves the right to disable an account.

USING YOUR CHROMEBOOK OUTSIDE OF SCHOOL

- A Wi-Fi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Herman-Norcross Community School Acceptable Use of Technology Policy, Administrative Procedures, Acceptable Use Agreements, and all other guidelines in this handbook whenever they use their Chromebooks.
- Students will be expected to use their Chromebooks on e-Learning days as directed by classroom teachers.

Operating System and Security

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 school district.

NO EXPECTATION OF PRIVACY

Students should have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record us of student Chromebooks at any time for any reason related to the operation of the school district. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

MONITORING SOFTWARE

Teachers, school administrators, and the technology department may use monitoring software that allows them to view the screens and activity on student Chromebooks.

UPDATES

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

VIRUS PROTECTION

Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

CONTENT FILTER

The school district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). While on premise, all Chromebooks, will have all Internet activity protected and monitored by the school district. While at home, all Chromebooks will enforce Google’s Safe Search features as well as filtering for illegal and obscene content.

INSPECTION

Students may be selected at random to provide their 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.

Software on Chromebooks

ORIGINALLY INSTALLED SOFTWARE

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.

All Chromebooks are supplied with the latest build of 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 idle or restarted.

GOOGLE APPS FOR EDUCATION (@H-NSCHOOL.COM ACCOUNTS)

Chromebooks seamlessly integrate with the Google Apps for Education Suite of productivity and collaboration tools. This Suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Sites, Gmail, Groups, Voice, and Blogger. All work is stored within Google Apps.

ADDITIONAL APPS AND EXTENSIONS

Students are unable to install additional apps and extensions on their Chromebooks other than what has been approved by the Herman-Norcross Community School.

Repairing or Replacing Your Chromebook

REPAIRING/TROUBLESHOOTING

All Chromebooks in need of repair must be turned in to the classroom teacher as soon as possible.

CHROMEBOOK SUPPORT

Classroom teachers are the first point of contact for help with the Chromebooks. Mrs. Dietz is the second point of contact. Services provided include:

- Password Identification
- User Account Support
- Coordination of Repair

- Distribution of Replacement Chromebook
- Hardware Maintenance and Repair
- Operating System or Software Configuration Support
- Restoring Chromebook to Factory Default
- System Software Updates

Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.

If students need to sign up for specific services on their device, they should always use their @h-school.com account, because this is issued by the school. Students should not use other accounts when signing up for these services. Additionally, students may sign up for a Google+ account, which is a social networking platform that lets users share information and collaborate with others. If a student signs up for Google+, they should consult with their parents/guardians before doing so because the account requires some personal information to be shared. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select appropriate online names. I will use caution with the information, images, and other media 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.
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 while online. 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 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.
4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. 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.
6. 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.

Herman-Norcross Community School Internet Use, Safety, and Computer Use Policy

Herman-Norcross Community School Internet access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the school district network. The administration reserves the right to refuse access to the Internet by Herman-Norcross Community School to anyone when it deems it necessary in the public interest.

COMPLIANCE WITH THE LAW AND USE OF COMPUTERS/INTERNET

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes, but is not limited to, copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threat, and student right to privacy.

Students at Herman-Norcross Community School shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship. A copy of the scope and sequence other outline of the Internet Safety curriculum may be found in the school office or with Mrs. Dietz.

MINORS OR ADULTS SHALL:

1. Not access material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for education.
2. Not use Herman-Norcross Community School technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Not engage in any illegal activities on the Internet.
4. Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Herman-Norcross Community School related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Herman-Norcross Community School to block and/or filter access to Internet Sites that are not in accordance with policies of Herman-Norcross Community School.
6. Minors shall not disclose personal identification information on the Internet.

POLICY VIOLATIONS

Any violation of this policy may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Herman-Norcross Community School, including applicable State and Federal laws.

ACCEPTABLE USE

- We believe that access to the Internet is an important educational resource for our students.

- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous, and legal utilization of the equipment, computers, and network resources.
 - o As a safety precaution, full names or addresses are not revealed online.
 - o Computer and network resources have been provided for educational purposes – game playing and commercial uses are prohibited.
 - o Sharing of individual accounts is prohibited.
 - o Electronic mail (Gmail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files, and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
 - o Chain letters and inter-relay chat are misuses of the system.
 - o Vandalism or hacking of any kind is prohibited.
 - o The security of the system and the rights of other users are to be respected at all times.
- Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of Herman-Norcross Community School and/or civil authorities.
 - o Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Herman-Norcross Community School harmless from any claims or damages arising from such use. Herman-Norcross Community School makes no warranties for the information or the services provided.

PRIVACY AND SAFETY

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. School district administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the school district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher of the principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

LEGAL PROPRIETY

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask if you are in compliance with the law.
- Plagiarism is violation of the Herman-Norcross Community School policies. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, etc.

EMAIL

- Students will be given an email address through Google Mail which will be managed by the Herman-Norcross Community School. This email system is monitored by the Herman-Norcross Community School and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class is allowed without permission.
- Email is subject to inspection at any time by school district administration.

DISCIPLINARY CONSEQUENCES

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Care and Usage Handbook or the Herman-Norcross Community School Acceptable Use Agreement will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by Herman-Norcross Community School to ensure appropriate use. The Herman-Norcross Community School cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

Herman-Norcross Community School Elementary School

CHROMEBOOK CARE AND USAGE AGREEMENT

The Herman-Norcross Community School Chromebook Care and Usage Handbook is available on the school district's website at www.hncs.k12.mn.us and is located under District Policies and Forms.

Your signature on this document states that you understand and agree to abide by Herman-Norcross Community School's Elementary School Chromebook Care and Usage Handbook. Your signature also states that you authorize Herman-Norcross Community School to create an account for your student, and you give permission for your student to utilize the Internet for educational purposes and this cloud service account that will be under the control of Herman-Norcross Community School. Any violation of this Agreement shall result in disciplinary action.

Please check the box:

- I accept and will abide by the Herman-Norcross Community School Chromebook Care and Usage Handbook. I understand my student's Chromebook will be kept at school unless inclement weather is impending, in which case my student's teacher may send home the Chromebook and charger for e-Learning school day purposes.

Printed Student Name

Grade

Student Signature

Date

Parent/Guardian Signature (required)

Date