

Herman-Norcross Community School High 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 on the first day of classes.

DISTRIBUTION

Students in grades seven through twelve will receive their Chromebooks and related peripherals during the first week of school.

TRANSFER/NEW STUDENT DISTRIBUTION

All new students will be able to pick up their Chromebook from Mrs. Dietz. Both students and parents/guardians must sign the Herman-Norcross Community School Chromebook Agreement prior to picking up a Chromebook.

Returning Your Chromebook

END OF YEAR

At the end of the school year, students will turn in their issued Chromebooks and all related peripherals. Failure to turn in a Chromebook will result in the student being 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 turn in their Chromebooks and related peripherals to Mrs. Dietz 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.

Chromebook Insurance

Herman-Norcross Community School strongly recommends that insurance be purchased prior to the distribution of the Chromebook to your student. The insurance cost is \$30 annually for each Chromebook. Each claim covered by insurance will be assessed an incremental deductible within the current school year. Claim deductibles are listed below. If a student withdraws from school and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
\$30 per device	\$10	\$40	\$90

INSURANCE NOTES

- Insurance will only be available to be purchased up to the end of the first week of school or within one week of a student enrolling.
- Insurance is non-refundable.
- Taking the device apart or tampering with the device will void insurance coverage and result in loss of insurance premium and deductibles as well as incur a fee to repair the device.
- Intentional abuse will void all insurance coverage and student will be charged for full replacement costs.
- Insurance does not cover loss due to theft or misplacement.
- All previous year charges must be paid prior to a student being issued a Chromebook.

CHROMEBOOK INSURANCE OPT-OUT

- Students who opt out of the Chromebook insurance will be held responsible for all damage to their Chromebooks and peripherals. This includes, but is not limited to: broken screens, cracked casing or plastic pieces, inoperability, etc.
- The following are estimated costs (subject to change) of Chromebook parts and replacements:
 - o Screen: \$100
 - o Keyboard/Touchpad: \$75
 - o Power Cord: \$35
 - o Full Replacement Cost (Chromebook and Power Cord): \$300

Chromebook Purchase Program

Graduating seniors will have the opportunity to purchase their Chromebooks. If the student purchased the school district's Chromebook insurance for all six years from seventh to twelfth grade, the student may purchase the Chromebook and all peripherals for \$30. For each year a student did not purchase the school district's Chromebook insurance, the cost for graduating seniors would increase by \$30 per year.

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 Mrs. Dietz. 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.

PROTECTIVE SLEEVE

- The Chromebook comes with a school-issued sleeve. The purpose of the sleeve is to protect the Chromebook, especially while the device is being transported.
- The Chromebook must remain in the school-issued sleeve when not in use or being transported.
- No stickers or any other items should be attached to the sleeve or Chromebook unless placed there by school staff.

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 bring a fully charged Chromebook to school each day and bring their Chromebooks to all classes unless specifically asked not to do so by their teacher.

CHROMEBOOK NOT IN SCHOOL

- If students forget their Chromebook, they should call home and have it brought to school.
- If the Chromebook cannot be brought to school, students may check out a loaner for the day from Mrs. Dietz, if one is available. There are a limited number of Chromebooks available as loaners.
- Documentation will occur each time a student receives a loaner.
- Students who obtain a loaner for the day must return the Chromebook to Mrs. Dietz at the end of the school day.

CHROMEBOOKS BEING REPAIRED

- Loaner Chromebooks may be issued to students when their school-issued Chromebook is turned in for repairs.
- Loaner Chromebooks may be taken home while the school-issued Chromebook is being repaired.
- Mrs. Dietz will contact students when their devices are repaired and available for pick up.

CHARGING CHROMEBOOKS

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.

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.
- Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Herman-Norcross Community School Acceptable Use Policy.

SOUND

- Sound must be muted at all times unless permission is obtained from a 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.

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

- Students are encouraged to use their Chromebooks at home and other locations 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.

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 brought to Mrs. Dietz as soon as possible.

Estimated Costs (Subject to Change)

The following are estimated costs of Chromebook parts and replacements:

- Screen: \$100
- Keyboard/Touchpad: \$75
- Power Cord: \$35
- Full Replacement Cost (Chromebook and Power Cord): \$300

Some items may be covered by your homeowner's/renter's policy. Please check with your insurance agent.

ACCIDENTAL DAMAGE

As part of the 1:1 Chromebook initiative at Herman-Norcross Community School, we are recommending the purchase of accidental damage insurance prior to the deployment of the Chromebook to your student. Herman-Norcross Community School will be the sole provider of this insurance. Under this insurance agreement, the Chromebooks are protected against accidental damage. The Herman-Norcross Community School will require that a police report be submitted in the 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 district wide student disciplinary policy.

This insurance policy does not cover loss of the Chromebook and/or its peripherals, cosmetic damage, or damages caused by intentional misuse and abuse. Herman-Norcross Community School will assess the Chromebook damage and repair or replace the Chromebook if the damage is determined to be accidental and within the protection guidelines. Parents/Students will be charged for the full replacement cost of a device that has been damaged due to intentional misuse or abuse.

CHROMEBOOK SUPPORT

Mrs. Dietz is the first point of contact for repair of the Chromebooks. 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-n-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.

- If a student violates any part of this Chromebook Care and Usage Handbook, he/she will be put on the following disciplinary steps:
 - o 1st Offense: Student will check in/out their Chromebook from Mrs. Dietz on a daily basis for two weeks.
 - o 2nd Offense: The student's account will be placed in the "penalty box" for one week. The "penalty box" is a remotely managed restriction which will only allow a user access to specifically allowed websites.
 - o 3rd Offense: The student loses Chromebook privileges for a length of time determined by the administration.

Herman-Norcross Community 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 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.

Herman-Norcross Community School strongly recommends that insurance be purchased prior to the distribution of a Chromebook to your student at \$30 annually. Under this insurance agreement, the Chromebook is protected against accidental damage.

This insurance policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Tampering with and/or taking the device apart will void all insurance coverage. Students/Guardians will be charged the full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
\$30 per device	\$10	\$40	\$90

Please check one of the following options:

- I accept and will abide by the Herman-Norcross Community School Chromebook Care and Usage Handbook. Additionally, I would like to purchase insurance through Herman-Norcross Community School in the amount of \$30.
- I accept and will abide by the Herman-Norcross Community School Chromebook Care and Usage Handbook. I do not wish to purchase insurance through Herman-Norcross Community School, and I understand I am responsible for all damages to this device (whether caused by my student or not) and will reimburse Herman-Norcross Community School for the costs to fix the device issued to my student as outlined in the Chromebook Care and Usage Handbook.

Printed Student Name

Grade

Student Signature

Date

Parent/Guardian Signature (required)

Date