Elkhorn Area School District Technology Handbook

The mission of the One-to-One program in the Elkhorn Area School District is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content, and promoting the development of self-directed, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The School Board, district staff and community members will all play a key role in the development of effective and high quality educational experiences.

Device Purpose

The Elkhorn Area School District is supplying students with a Chromebook device. This device is property of the Elkhorn Area School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Skyward Student Access, Google G-Suites, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high-end computing.
The policies, procedures, and information within this document apply to all Chromebooks used at Elkhorn Area School by students, staff, or guests, including any other device considered by the Administration to fall under this policy. Teachers may set additional requirements for use of devices in their classroom.

Receiving Your Chromebook
Chromebooks will be distributed each fall during the student technology orientation. Parents and students must read and sign the Technology Agreement before the Chromebook can be issued to their child. Parents sign the Technology Agreement during student registration, and students sign during student orientation.

Insurance

Elkhorn Area School District **requires** that should you wish to purchase the optional technology insurance ($15 annually), it be done **prior** to deployment of the device to your child. The annual fee of $15 per device must be paid during student registration. Details of this policy are listed at the end of this document.

Training
Students will be trained on how to use the Chromebook by their homeroom teacher. Training documents and videos will be available online for students to refer to when needed.

Return
Student Chromebooks and accessories (charger and carrying case) may be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at Elkhorn Area School District.

Any student who transfers out of Elkhorn Area School District will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

Taking Care of Your Device

Students are responsible for the general care of the technology which they have been issued by the school. Devices that are broken or fail to work properly must be taken to the library. If a loaner device is needed, one will be issued to the student until his/her device can be repaired or replaced.

General Precautions
- No food or drink is allowed next to your device.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their device while the screen is open.
- Devices should be shut down when not in use to conserve battery life.
- Devices should never be shoved into a locker or wedged into a book bag, as this may break the screen.
- Do not expose your devices to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Always bring your device to room temperature prior to turning it on.

Carrying the Device
The protective shell of the device will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the device in a padded backpack or bookbag is acceptable provided the backpack or bookbag is handled with care. For

example, you shouldn't toss the bag or drop the bag if your device is inside. Protective padded cases are provided and should be used at all times.

Screen Care
The device screen can be damaged if subjected to rough treatment. Screens are particularly sensitive to damage from excessive pressure.
- Do not lean on top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case 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 microfiber cloth. Do not use window cleaner or any type of liquid or water on the device. You may purchase individually packaged, pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook

At School
The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home
3rd grade through 12th grade students are required to take their Chromebook home each night throughout the school year for charging. Students must charge their Chromebooks each evening. **Chromebooks must be brought to school each day in a fully charged condition.** If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Managing Your Files and Saving Your Work
Students may save documents to their Google Drive, or to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students will be trained on proper file management procedures.

It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

Personalizing the Chromebook
Chromebooks must remain free of any writing or drawing. Residue free stickers or "skins" can be used to personalize your Chromebook. If the Chromebook is not clean when returned, a fee will be assessed to replace the device case/bezel.

Students may add appropriate music, photos, and videos to their Chromebooks. Personalized media are subject to inspection and must follow the Elkhorn Area School District acceptable use policy.

Software on Chromebooks

Pre-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 pre-installed on the Chromebook must remain on the Chromebook in usable condition and 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 shut down and restarted.

From time to time the school may add software applications 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
Students may be selected at random to present their Chromebooks for inspection. The purpose of inspection will be to check for proper care and maintenance, as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS
If technical difficulties occur, technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will

restore the device to the state in which the user originally received it. All student-created files stored on an external miniSD 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 unless the student requests that an attempt be made to salvage it.

Protecting & Storing Your Chromebook

Chromebook Identification
Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:
- Record of serial number and Elkhorn Area School District asset tag
- Device MAC address

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Device
When students are not monitoring their device, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the device when stored in the locker. Students need to take their device home with them every night. The device is not to be stored in their lockers or anywhere else at school outside of school hours. The device should be charged fully each night at the student's home. Devices should never be stored in a vehicle.

Storing Devices at Extra-Curricular Events
Students are responsible for securely storing their device during extra-curricular events.

Devices Left in Unsupervised/Unsecured Areas
Under no circumstance should a device be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised devices will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a device in an unsupervised location.

Repairing or Replacing Your Device

Devices Undergoing Repair

- Loaner devices may be issued to students when they leave their device for repair at the Library Media Center.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to 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.
- Students and parents will be charged for device damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

Warranty

The Chromebooks are warrantied for defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date Elkhorn Area School District takes delivery of the Chromebook. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair, or if necessary, replace the Chromebook. The warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the Library Media Center.

If a Chromebook becomes defective (at no fault of the student) after the warranty expires, Elkhorn Area School District will replace the Chromebook at no charge with a refurbished Chromebook.

Accidental Damage or Loss Protection

As part of the One-to-One technology initiative, the Elkhorn Area School District is requiring the purchase of optional accidental damage insurance take place *prior* to the deployment of the device to your child. Elkhorn Area School District will be the sole provider of this insurance. Under this insurance policy the devices are protected against accidental damage or loss due to an act of nature. The Elkhorn Area School District will require 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.

This insurance policy does not cover for loss of the device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Elkhorn Area School District will assess the device damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Elkhorn Area School District
Chromebook Device Insurance

Elkhorn Area School District requires that purchase of the optional insurance policy be made prior to the deployment of the Chromebook to your child. The insurance cost is $15 annually for each Chromebook. If a student withdraws from Elkhorn Area School District and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated.

Annual Premium Due at Registration
$15 per device

Chromebook Repair Costs		
Description	**Uninsured Cost**	**Insured Cost**
Screen	$40	$20
LCD Fame	$20	$10
Hinge	$12	$6
Metal Hinge	$10	$5
Keyboard	$50	$25
AC Charger	$25	$12.50
Housing	$25	$12.50
Charger Port	$25	$12.50
Chromebook replacement	$190	$95
Audio Port	$15	$7.50
Touch Pad	$30	$15
Chromebook Carrying Case	$15	$7.50