



GASCONADE COUNTY R-1 SCHOOLS

Home of the Bearcats

We envision all Gasconade County R-1 School District students prepared for success as lifelong learners and responsible citizens.
We envision Gasconade County R-1 School District as a safe and caring community that supports and enhances learning and teaching.

Chromebook Handbook

Procedures and Information

2018-2019

Parent/Student Handbook

1:1 Mission

Gasconade County R-1 Schools (GCR-1) is pleased to provide Chromebook computers to its students for their educational use. The purpose of our 1:1 initiative is to put current technology into the hands of all students to help enhance and personalize our academic program.

Technology is a tool to increase critical thinking, problem solving, communication, collaboration, creativity and innovation: all 21st century skills. Technology immersion does not diminish the vital role of the teacher, however, instead it transforms the teacher from being the center of knowledge to guiding student discovery and content creation.

Program Overview

The Gasconade County R-1 School District purchases and owns student Chromebooks and distributes them to students to use for educational purposes during the academic year.

Whenever students leave our school district as well as at the end of the school year, their chromebooks are collected, inspected, updated, and maintained by the Gasconade County R-1 School District technology staff.

The policies and procedures in this handbook apply to all district Chromebooks used at home and at school. Chromebooks will be used in all grades K-12 but only high school students will be permitted to use the device outside of the school building. Each student will be assigned a Chromebook, charger, and protective case and will be responsible for taking care of it. Students are accountable for 1) ensuring the care of the equipment entrusted to them 2) following the expectations set forth in this handbook 3) following the District's Technology Acceptable Usage Policies and Procedures and 4) purchasing the district Chromebook insurance. The Chromebook is designed to stay in the case even during use; students are not to take the Chromebooks out the protective cases at any time. Proper care and expectations for all items is covered in this handbook. Please review the information below and go over it with your student, as they will be held accountable for these standards.

We hope to make our 1:1 Initiative a success through collaboration among parents, educators and students. The use of Chromebooks for teaching and learning in Gasconade County R-1 Schools is an immense opportunity to accelerate the learning for all of our students and to enhance an already strong academic program. We look forward to open communication and to a robust partnership among our community members, parents, students and staff in support of 1:1.

1. Chromebook Distribution

All students grades 5 - 12 will be assigned a Chromebook to be used for their educational needs. Chromebooks will be assigned to incoming 5th grade students, HS freshmen, and to transfer students in grades with a 1:1 Chromebook program. Fifth grade students will keep the Chromebook until the completion of the 8th grade and then receive a new one their freshman year of High School. High School students will keep the Chromebook until graduation.

Gasconade County R-1 School District retains sole right of possession of the Chromebook. The District lends the Chromebook to the students for educational purposes only for the academic year. Additionally, 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.

Chromebooks will be collected at the end of the school year and then re-distributed at the beginning of each school year. The district will maintain a log of all Chromebooks that includes the Chromebook serial number, along with the name of the student assigned to the device. Students will be assigned the same Chromebook for 4 years.

Take Good Care of It!

A day loaner Chromebook may be available for students who do not have the proper paperwork filled out, left their Chromebook at home, or for students who have Chromebooks out for repair. These are given to students on a first come, first serve basis and there is no guarantee that a loaner will be available. The Library Media Center will document the number of times a loaner is issued to each student for not bringing their device to school and send reports to the principal's office for those students who have more than 3 occurrences during the school year. Students are responsible for any damage that happens to it during that time.

2. Special Accommodations

Gasconade County R-1 School District is committed to providing all students the tools needed to access curriculum. The devices that students with disabilities use will be determined by their individualized education program (IEP) or other appropriate plan. For some students this may be a Chromebook, but in the case where a Chromebook is not the appropriate tool, another type of device will be considered based on the unique needs of the student.

3. Chromebook Insurance Program

Gasconade County R-1 School District requires district Chromebook insurance be purchased each year before a student can pick up their Chromebook. The District

insurance is a premium of \$10 per school year. The coverage takes effect once payment is received, and the Chromebook is issued to your student. It is not retroactive. Buying into the program provides coverage from the date of purchase through the end of the current school year and will need to be renewed at the start of each school year. The program fee is non-refundable, and does not transfer to the next school year if the insurance is not used.

The Gasconade County R-1 School District has worked diligently to research best practices employed by school districts across the state. As a result of speaking to leaders in these other districts, we have developed the following procedures to ensure the success of our 1:1 Initiative. The insurance program fee is designed to help cover the cost of out-of-warranty repairs and alleviate some of the financial burden of the family for computer maintenance and repair up to the total cost of the device (\$200).

This Damage/Loss protection is for accidental claims only, manufacturer defects are not subject to the deductible. When a repair needs to be made, students are responsible for a deductible based on the chart below. Students will be required to provide details as to how the damage to their device occurred. Malicious intent or negligence that results in damage to the device will not be covered by accident protection and the full cost of the repair will be charged to the student. If there is a question as to if the damage was accidental or intentional, it will be investigated and determined by building administration. Incident deductibles are annual and reset each school year.

Yearly Premium Due at Registration	First Incident	Second Incident	Third Incident	Fourth Incident
\$10 per device	\$20	\$30	\$40	Full cost of repairs and student Chromebook privileges are revoked for the remainder of the year.

4. Repairing/Replacing Your Chromebook

All Chromebooks in need of repair must be brought to the library during school hours. **Chromebooks are NEVER to be sent directly to the manufacturer or to an outside repair service.** All repairs are to be completed by the GCR-1 Technology department

ONLY. Any attempt to repair the device yourself will void the students Chromebook Insurance policy and the student will be expected to pay the full cost of the repair.

Chromebooks are purchased with a limited vendor warranty. This limited warranty covers manufacturer defects. It does not warrant damage caused by misuse, theft, fires, abuse, accidents or malware. Please report all Chromebook problems to the library. If a Chromebook becomes defective (at no fault of the student) after the vendor warranty expires, Gasconade County R-1 School District will replace the Chromebook at no charge with a similar model.

5. Chromebooks Under Repair

Students will bring their Chromebook, that is in need of repair, to the library to be evaluated. The librarian will log the Chromebook in and report it to the Technology department. The repair process will be logged and recorded by the Technology department. All fees and fines will need to be paid before the device is returned to the student. The student will be contacted when their device is repaired and available to be picked up in the library.

If available, the student will receive a day loaner Chromebook while a Chromebook is in the repair process. A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device. Chromebooks on loan to students while having devices repaired must be returned to the Library the last hour of the day and then checked out at the start of the next day, they will not be permitted to go home with the student.

6. Chromebook Theft /Loss of Chromebook

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged are the responsibility of the student, and/or parent, responsible for the loss of property. It is the responsibility of the student and parents to work with the school district and/or law enforcement agencies to help recover lost or stolen items.

Lost or stolen devices are not covered under the District Insurance Plan.

Replacement devices and accessories must be purchased through the school and not through an outside retailer. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

7. Fines

Fines surrounding Chromebooks will be handled in the same fashion as a textbook or equipment fine. Unpaid fines may be turned over to a collection agency. Students and parents will be notified of outstanding fines.

8. Taking Care of Your Chromebook

Each student will be issued a protective bag for his/her Chromebook that should be used at all times. The protective case is designed to stay on the Chromebook at all times, even during use. The student should never take off the protective case/bag. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

Students are responsible for keeping their Chromebook charged and ready for each school day. High School students will be required to take their Chromebooks home every day and charge them fully overnight at home.

9. General Precautions

- Food or drink is not allowed near your Chromebook.
- Chromebooks should not be exposed to extreme temperatures or direct sunlight (ie: left in a car on a hot/cold day).
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook case.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- When students are not using their Chromebook, the Chromebook should be stored in designated areas in the building.

10. Screen Care

- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or jump drives). This is the leading cause of screen damage.
- Never lift Chromebooks by the screen
- Never stack heavy objects such as textbooks on top of a chromebook. The screens are particularly sensitive to damage from excessive pressure.
- The Chromebook can be damaged if subjected to heavy objects, rough treatment, cleaning solvents, and liquids.
- Do not store a Chromebook with the screen open.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. Do NOT use Clorox wipes, Windex or any other liquid.

11. Chromebook, Cover & Bag Personalization

- Students are not allowed to apply stickers or other sticker like embellishments to their chromebook, cover or case.
- Students are not allowed to draw, write, paint or otherwise permanently alter their chromebook or case.
- Students are not allowed to remove asset tags or other identification stickers from their chromebook or case.

12. Unsupervised/Abandoned Chromebooks

- Students are expected to have a fully charged Chromebook at school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.
- Chromebooks should be stored in a secured location when the Chromebook is not being managed by the owner (i.e while in gym, art or lunch). Under no circumstances should Chromebooks be left abandoned.
- Teachers are not responsible for students leaving an unsupervised Chromebook in their classroom.
- Communicate with your teachers, coaches, club sponsors, etc. about ensuring that the Chromebook is kept secure if you have it at school-related activities, sporting events, etc.
- If an unsupervised Chromebook is found, notify a staff member immediately or bring to the school librarian. **Unsupervised Chromebooks will be confiscated by staff and brought to the school librarian.**

13. Use at Home

High school students ONLY will be allowed to take their Chromebooks home each night. If the student chooses to take their Chromebook home at night please be aware of the following.

- Chromebooks will connect to a home wireless network that is open and requires only a network key or passcode to connect.
- Students are expected to charge their Chromebook at home and bring it back to school the next day fully charged.
- Students without internet access at home can still work offline on the Chromebook.
- The Chromebook will not support a physical printer connection.
- Chromebooks are NOT intended for family use and are issued solely to the student for school-related purposes only!
- Chromebooks are filtered by the district whether at school or at home. The district uses a 24/7 content filter and monitoring system.

14. Acceptable Use Policy

Parents and students must be familiar with the district's Technology Usage Policy EHB, and sign the Technology Usage Agreement form EHB-AF2 during registration. All

District Policies can be found through a link on the school's website www.hermann.k12.mo.us.

Cyberbullying is when one or more individuals slander, threaten, harass, humiliate, embarrass or otherwise target another individual using digital technologies. Cyberbullying IS NOT tolerated by this school district.

15. Digital Citizenship

School issued Chromebooks are to be used for educational purposes and students are to adhere to the Gasconade County R-1 [Technology Acceptable Use Policy](#) and all of its corresponding administrative procedures at all times. Students will be working in a digital and collaborative environment and will be expected to conduct themselves as model digital citizens by adhering to the following:

- **Respect Yourself**
- **Protect Yourself**
- **Respect Others**
- **Protect Others**
- **Respect Intellectual Property**
- **Protect Intellectual Property**

16. Account Security

Students are required to use their Hermann Schools Google account user ID and password when using their Chromebooks. Personal accounts should not be used. Students must protect their accounts and are required to keep their login credentials confidential.

The Gasconade County R-1 School District has the authority and ability to monitor any and all school district devices. Students should not allow anyone else to use their Chromebook while the student is logged in.

17. District Internet Filtering

The supplied Chromebook device is property of the Gasconade County R-1 School District, therefore, it is subject to monitoring of use and search of contents at the request of district administration. This includes monitoring and filtering internet use on the device at home as well as at school. The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). This system will provide 24/7 content filtering and monitoring on student Chromebooks when they are connected to the internet, whether in district or off the districts network. This content filter is very good, however, it is not perfect, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. If an inappropriate site is inadvertently accessed please report it to a staff member immediately to avoid possible disciplinary action. If an educationally valuable site is

blocked, students should contact their teachers to request the site to be unblocked. **Any evidence of trying to get around the filter will result in disciplinary action.**

18. Troubleshooting Tips

- Dim your screen to conserve power and make your battery charge last longer. When fully charged the Chromebook should last over 8 hours.
- Keep open only applications and websites you are using. This saves processor power, memory and extends your battery life.
- Work on a flat and level surface and not on top of other items on your desk.
- If not in direct use, do not leave your computer on your desk where it may get knocked off.
- If you are having issues, or your chromebook is locked up, hold the power button for 30 seconds and then try to power it back on.

In addition to the above instructions on power cycling the device off, all other issues should be reported to the school librarian to be reported to the technology department.

19. Using Your Chromebook -Managing & Saving Your Digital Work

Students will always log into their Chromebooks using their school-issued Google account. Students should never share their account passwords with others. The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an internet connection and most mobile Internet devices. It is the student's responsibility to safely store their digital media. The school will not be responsible for the loss of any student work. Additionally, students are encouraged to maintain backups of their important work on a portable storage devices as well as on the Google Drive cloud storage. **PLEASE NOTE: GOOGLE FOR EDUCATION (G-Suite) ACCOUNTS WILL BE DEACTIVATED WHEN A STUDENT GRADUATES AND OR LEAVES THE DISTRICT. ALL IMPORTANT INFORMATION WILL NEED TO BE COPIED TO A NEW CLOUD ACCOUNT AND/OR PORTABLE STORAGE DEVICE. THIS IS THE SOLE RESPONSIBILITY OF THE STUDENT.**

20. Printing

Students will not print from their Chromebook. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. All student work will be stored in an Internet/cloud application.

21. Operating Systems & Updating Your Chromebook

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update Chromebooks. G Suite extensions and applications will be loaded to student Chromebooks through the school district based on educational need, district discretion and admin/teacher request.

Students may not use or install any custom operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district. Wiping/altering the operating system will result in disciplinary action. Students will NOT power-wash or factory reset their device.

22. Returning Your Chromebook

At the end of the school year, students will turn in their Chromebooks, carrying case and charger/power adapter to a designated location on their assigned day, during the last week of school. Every effort will be made to ensure students receive the same device at the beginning of the next school year. Students that transfer out of or withdraw from the Gasconade County R-1 School District must turn in their Chromebooks, carrying case, and chargers/power adapters to the Library Media Center on their last day of attendance. Failure to turn in the Chromebook will result in the students being charged the full replacement cost (Chromebook, carrying case, and charger/power adapter). Unpaid fines and fees of students may be turned over to a collection agency along with restricting participation privileges at Gasconade County R-1 School District events. The District may also file a report of stolen property with the local law enforcement agency.

Chromebook FAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q: When will my student receive their device?

A: Devices will be distributed in August. At that time, students will receive a Chromebook, a protective case, and a charger. Students and parents will be asked to sign an agreement and obtain District Issued Insurance prior to receiving their device that acknowledges that maintaining possession of the device and keeping it in good working order is the responsibility of the student.

Q: What is the device cost?

A: There is a required \$10 yearly District Insurance fee. If the device is damaged there will be an additional deductible that is required. If the chromebook is lost/stolen or experiences frequent damage, the student is responsible for the full repair and/or replacement cost.

Q: Who should we see, call, or e-mail if there is a problem?

A: The school librarian will record and report all technology issues for students throughout the school day. Services include: distributing a loaner computer when a computer isn't functioning properly, checking minor issues, and reporting all bigger issues to the school technology department.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q: How long does the battery last?

A: The normal life of the battery of the Chromebook is 8-10 hours. A fully charged computer should last the entire day.

Q: How can a student access a device if their Chromebook is being repaired?

A: The district has purchased a number of loaner devices that we will have for distribution through the school Library, as devices are available.

Q: Does the district have the ability to track technology that may be lost or stolen?

A: Yes, steps have been taken to allow us to track devices in these scenarios.

Q: Will Chromebooks take the place of all textbooks?

A: Teachers will still be using a variety of resources to support their instruction. The technology enhanced classroom will support innovative practices and probably new resources for students to showcase their learning. In many cases, textbooks will still play a role. The Gasconade County R-1 School District views the Chromebooks as a vital tool to student learning but not the only tool.

Q. How are these web-based applications managed?

A. The Gasconade County R-1 Technology Department will maintain and manage all devices through our Google for Education account. The Technology Department can pre-install as well as block specific web-applications from a centralized management console.

Q: Can I or another family member use my student's Chromebook?

A. No. Chromebooks should only be used by the student assigned to it. Parents/Guardians, family, friends or other individuals are NOT allowed to use it.

Q: My student has a personal google account, can they use that account on their chromebook?

A. No. Students should only use their district assigned Google account on their Chromebook.

Student/Parent Chromebook Use Agreement 2018-2019

In this agreement, "Chromebook" means a District-Issued Chromebook and all its components, software, battery, charger, and case/ID tag.

Parent (P) Initials and Student (S) Initials required

<p>P:</p> <p>S:</p>	<p>TERMS:</p> <ul style="list-style-type: none"> ● You agree to pay \$10 yearly device insurance. ● You will comply at all times with the Gasconade County R-1 Chromebook Handbook and its guidelines as well as the GCR-1 School District's Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.
<p>P:</p> <p>S:</p>	<p>TITLE:</p> <ul style="list-style-type: none"> ● Legal title to the Chromebook is to the Gasconade County R-1 School District and it shall remain in the School District. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Handbook.
<p>P:</p> <p>S:</p>	<p>LOSS OR DAMAGE:</p> <ul style="list-style-type: none"> ● If the property is accidentally damaged or incurs loss due to an act of nature, the Gasconade County R-1 School District will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
<p>P:</p> <p>S:</p>	<p>REPOSSESSION:</p> <ul style="list-style-type: none"> ● Students not complying with all terms of this Agreement and the Chromebook Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.
<p>P:</p> <p>S:</p>	<p>TERM OF AGREEMENT:</p> <ul style="list-style-type: none"> ● Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School District or upon student withdrawal from the Gasconade County R-1 School District.
<p>P:</p> <p>S:</p>	<p>APPROPRIATION AND PAYMENT OF FEES & FINES:</p> <ul style="list-style-type: none"> ● Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property and you will be turned into collections for the full replacement cost of the device, charger, and bag. ● All fees and fines must be paid on a yearly basis on or prior to the registration date.

**Gasconade County R-1 School District Chromebook
Policy Handbook Sign-Off and Student Pledge**



Student Name: _____ (Please Print) **Grade Level:** _____

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will keep food and beverages away from my Chromebook as they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of the Gasconade County R-1 School District.
- I have read and will follow the policies outlined in the Chromebook Handbook and the District Acceptable Use Policy.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, bag & ID tag in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger, ID tag and case in good working condition at the end of each school year.
- **I agree to be 100% responsible for any costs for damage to a day loaner when my assigned Chromebook is being repaired or charged.**

****PLEASE RETURN TO THE OFFICE****

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____