

FAIRFIELD UNION LOCAL SCHOOLS

CHROMEBOOK HANDBOOK

Receiving Your Chromebook

The Chromebooks will be distributed during the first week of school. Parents/Guardians must agree to the Chromebook Handbook and agree to review it with their student(s) before the Chromebook will be assigned to the student(s). Typically, students in grades 5 through 12 will take their Chromebook home with them each day for charging and school work. Elementary students will typically leave their Chromebook in a charging cart located in their homeroom. However, there may be times in which an elementary student would need to transport their Chromebook to/from home for school work or distance learning situations.

Chromebook Check-In

Chromebooks must be returned to the building at a predetermined time prior to the end of school so they can be checked for serviceability. If a student transfers out of the district during the school year, the Chromebook must be returned with all accessories at the time of student withdrawal. If there are missing or damaged items on the Chromebook, there will be fees assigned to repair the Chromebook or replace missing accessories. Students who graduate early, withdraw, are expelled, or terminate enrollment at Fairfield Union Local Schools for any other reason must return their school Chromebook on the date of withdraw.

Failure to Check-In

If a student fails to return the Chromebook and/or accessories at the end of the school year, or upon withdraw from Fairfield Union Local Schools, the district may work with local law enforcement to retrieve equipment that isn't returned.

Care of your Chromebook

The Chromebook is school property and all users will follow this policy and the District's Acceptable Use Agreement. Students are responsible for the general care of the Chromebook they have been issued by the school. Any Chromebook that is broken or fails to work properly must be taken to the Rushville Middle School Media Center, or IT Department if located in the High School, for an evaluation of the equipment. Elementary students will need to report any issues to their homeroom teacher and they will get in touch with the IT Department.

General Care

Use only a soft, lint-free microfiber cloth to clean the screen. Avoid getting moisture in openings.

Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, abrasives, etc., to clean the Chromebook.

- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the FULSD.
- Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area or bag.
- Students who take Chromebooks home are responsible for charging the Chromebook overnight to ensure the device is ready for school the next day.
- ***Excessive pressure on the Chromebook screen may cause damage.***
 - ***Avoid leaning on top of the Chromebook or placing anything on top of it.***
 - ***Placing too many items in a carrying case or backpack along with the Chromebook could also cause too much pressure on the screen.***
- Chromebooks should not be near food or drinks.
- Keep your Chromebook out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness. Freezing conditions will damage components and shorten battery life.
- The Chromebook is to be used only by the student it is assigned to. Do not loan out your Chromebook or charger to others.
- Keep the Chromebook off of the floor where someone could step on it, kick it, or trip over it.
- Do not disassemble or attempt any physical repairs to the Chromebook. Only school district designees are allowed to work on Chromebooks.
- Chromebooks may have many identification labels. The Chromebooks can also be identified by other methods such as serial#, asset tag, circulation barcode, and MAC address.
 - Do not remove any identifying labels or markings the district has put on the device.
- Depending on type of discipline, students may face restrictions or loss of Chromebook privileges.

Screensavers/Background Photos

- Students may have the ability to customize their Chromebook's screen background, lockscreen, and homescreen. If you chose to do so, it must be with appropriate media and in accordance with student handbook rules and regulations.

- The presence of guns, weapons, alcohol, drugs or gang-related symbols or pictures are not permitted. Additionally, the presence of pornographic materials or inappropriate language is not permitted.
- Administration reserves the right to have any questionable materials deleted from the Chromebook.

Using the Chromebook

- It is the student's sole responsibility to make sure any work is saved or backed up in case work is accidentally deleted or there is a mechanical failure of the Chromebook.
- Do not expect that anything stored on the Chromebook will be private. District officials, or designees, may review your files and communications at any time to ensure school policies are being followed and the Chromebook is being used appropriately.
- It is the responsibility of the student to make sure all of their data/files, and Internet history, are appropriate.
 - Do not take photos of students or staff without permission.
 - The possession, forwarding/sharing, or uploading of any unauthorized data, such as photos, video, other students' work, or copyrighted materials, to any location or individual is forbidden.
- Do not access another individual's materials, information, or data without permission.
- Students are not allowed to jailbreak, modify, or in any other way tamper with the Chromebook's Operating System (OS).
- It is the student's responsibility to bring the Chromebook to school every day. If the student fails to bring in the Chromebook, they are still responsible to complete all work as if they did have the Chromebook. Students may face disciplinary consequences for repeatedly forgetting their Chromebook.
- It is the student's responsibility to make sure the Chromebook is fully charged for school each day. The student must make sure they have adequate battery life for the Chromebook to potentially be used during the entire school day.
 - There may be some locations where students can charge their devices, such as the media center, but these locations will be limited.
- Google periodically releases software updates for Chromebooks. It is the student's responsibility to make sure any pending updates are installed prior to needing their Chromebooks for classes.
- Sound must be muted at all times unless permission has been given by the teacher, and then the use should be for instructional purposes and headphones should be used.
- These guidelines are not all inclusive. Administration reserves the right to act in any situation not specifically covered within these guidelines.

Technology Support

- Technology support for Chromebooks will be available only during the school day by visiting the Media Center at the Middle School or the IT Department at the High School. Elementary students will need to work with their homeroom teacher for support, who will then contact the IT Department when needed.

Chromebook Repair/Replacement/Cost of Repairs

In order to protect the investment of Chromebooks in the district, the following guidelines have been set.

- If the device cannot be fixed immediately, the student may be issued a loaner Chromebook, providing one is available, until the device they have been issued can be repaired.
 - All Chromebook policies apply to the loaner Chromebook as well.
- If the Chromebook has been stolen or damaged by someone else, the incident needs to be reported to the building office immediately. The claim will then be investigated by the school district and/or appropriate law enforcement agency.
- Any costs associated with accidental damage of the Chromebook will be covered by the district providing the annual technology fee has been paid which helps offset some of the costs the district incurs for various technology items across the district. Costs associated with excessive accidental damages over the course of one school year will become the responsibility of the parent/guardian. Building administrators will determine when damages have become excessive and parents/guardians will be notified.
- The parent/guardian will be responsible for any lost, stolen, or damaged accessories such as chargers.
- ***All costs caused by negligence or intentional damage of the Chromebook is the responsibility of the parent/guardian.***