



# Fruitport Community Schools

## Fruitport High & Middle School One to One Chromebook Handbook

### **Introduction**

The Technology Vision for Fruitport Community Schools is to provide experiences in which students responsibly use technology to communicate, solve problems, and create products designed to improve learning in all subject areas. Additionally, students will acquire the necessary technology skills preparing them for success in college, career and life.

This document is designed to explain the processes and procedures regarding the Chromebooks.

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### **Ownership & Rights**

The Chromebook is the property of FCS and as a result, may be repossessed or reviewed at any time. There is no expectation of privacy for media on the Chromebook or the school-issued Google account. FCS reserves the right to block downloads, implement security measures, change user permissions, change device settings, and/or take any other administrative or security steps, as deemed necessary. Any attempt by the student to modify the Chromebook settings will be considered a violation of the guidelines set forth in this handbook.

Parents and students who receive a school-issued Chromebook must agree to the guidelines outlined in this handbook and agreement. The FCS Student Acceptable Use Agreement also applies to the use of the Chromebook. Guidelines will continue to be reviewed and updated. Failure to abide by the guidelines of the handbook/agreement and/or District Acceptable Use Agreement may result in disciplinary action and/or loss of privileges.

### **Distribution/Collection**

- The Chromebook will be distributed during the first week of school and collected at the end of the school year. For the purpose of this handbook/agreement, 'Chromebook' means the Chromebook, charger, and case. Students will receive the same Chromebook each year they are enrolled.
- If the Chromebook is not returned by the last day of school, it will be treated as lost or stolen. A replacement fee will be assessed and legal action could take place. The complete replacement fee will be the responsibility of the parent. This cost, which includes the Chromebook, the charger and the case, is detailed in the FCS Chromebook Acceptable Use Agreement. Please be aware that this cost can change as market prices change.
- A student who leaves Fruitport Community Schools during the school year must return the Chromebook. Failure to do so will result in legal action and/or payment for the replacement of the Chromebook.
- If a parent/student chooses not to participate in taking the Chromebook home, written notification must be received by the building principal. In this event, the student must check a Chromebook out from the Library/Media Center in the high school or the middle school office and return it by 3:00 that same day. These times are in place to ensure that the student arrives to class on time. Failure to do so may result in disciplinary action as well as a fee if returned late. The student will be responsible for following the same guidelines outlined in this handbook when using that Chromebook.

## Identification

- Each Chromebook can be identified via our Google domain where all Chromebooks are enrolled with a built-in serial number. It will also be recorded in the PowerSchool system attached to the student's ID number. Additionally, each case will have a student identification card located on the case. When the Chromebook is collected at the end of the school year, the student is responsible for the Chromebook originally issued based on the serial number.

## General Precautions

- It is not recommended that food/drink be placed next to your Chromebook.
- Cables, cords, and removable storage devices must be inserted and removed carefully.
- Never carry the Chromebook while the screen is open.
- To conserve battery life, **power the Chromebook down** when not in use. This is done by holding down the power button or using the power icon in the menu. Wait until the Chromebook screen is completely black before closing.
- Do not expose the Chromebook to extreme temperatures or direct sunlight for extended periods of time. If it has been exposed to extreme temperatures, allow the Chromebook to return to room temperature before powering on.
- Do not throw or slide the case that the Chromebook is in.

## Carrying/Storage

- The shell of the Chromebook will only provide basic protection from everyday use. Because of this, you are provided with a padded case by the district.
- Carry/store the Chromebook in the provided case when traveling to and from school, as well as between classes.
- Do not store any other items within this case.
- Never wedge the Chromebook in a backpack/book bag or locker, as screen breakage could occur.
- Do not place the charging cord directly against the screen of the Chromebook, as screen breakage could occur. Store the charging cord separately or in the pouch where it cannot press against the Chromebook.
- When the student is not in possession of the Chromebook during the school day, it must be stored in the student's assigned locker with the lock/door securely fastened.
- To avoid damage, the student should have the Chromebook in the case prior to placing in the locker.
- Be sure not to place anything on top of the Chromebook when stored in the locker.
- The Chromebook is not to be stored in the locker overnight, as the expectation is that the Chromebook will be taken home and fully charged each night.
- The Chromebook should never be stored in a vehicle/bus or unsupervised areas.
- During extra-curricular events, it is the student's responsibility to store it securely. The student should check with coaches/advisors regarding a secure locker when visiting other schools. It is not, however, the responsibility of the coach/advisor to store it securely.

## Screen Care

The Chromebook screen is particularly sensitive to damage from excessive or repeated pressure on the screen. To prevent screen damage:

- Do not pick up the Chromebook by the screen.
- Do not lean on the Chromebook or place the Chromebook where pressure could be against the screen.
- Do not place anything in the case that will press against the screen.
- Do not place anything on the keyboard and then shut the Chromebook.
- Clean the screen with a soft, dry, anti-static or microfiber cloth; do not use liquid of any kind on the screen.

## **Personalizing**

- Stickers must be school appropriate and easily removable without leaving residue on the device.
- No writing or artwork is allowed.
- Appropriate media (music and videos) may be added. Personalized media is subject to inspection.

## **Designed for Use at Home & School**

In order to assist our families in reducing the homework gap, I understand that this Chromebook will be traveling between home and school on a daily basis and is considered a needed device for my child. Students are allowed and encouraged to use this device for completing their school work at home and during times of remote learning when necessary.

## **Students are expected to:**

- Bring the Chromebook to school fully charged.
- Bring the Chromebook to each class, unless specifically told not to do so by their teacher.
- Follow classroom Chromebook expectations outlined by each teacher.
- Notify a staff member if information viewed on the Chromebook is inappropriate, dangerous, threatening, or makes the student feel uncomfortable.
- Ask permission before recording an individual, group, or class.

## **Student Use**

- The student is to take the Chromebook home each night. (Unless the student has followed the guideline located in the last bullet of the 'Distribution/Collection' section above) It is the responsibility of the student to charge it at night and to bring it to school the next day fully charged. Failure to bring it to school each day, as well as to bring it fully charged, could result in disciplinary action.
- It is recommended that the charger is kept at home, as it is not needed during the school day when the Chromebook is brought to school fully charged.
- The district issued Chromebook is to be used by that student only and should not be lent out to others.
- Students may not use a personal Chromebook during the school day, they must use a district owned device.
- The student is allowed to access the Internet away from school. This connectivity is still filtered through our content filtration system and our Go Guardian system. It is important to note that no filter system provides 100% protection, so parent/guardian monitoring is important. Any attempt by the student to bypass this filter could result in disciplinary action.
- As a parent, you have control of Chromebook use while at home. If you feel it is being used inappropriately, you have permission to remove the device from your child. Just be sure to have them bring it back to school with them the next day.

## **Printing**

At school, printing from Chromebooks will not be made available. Should a student need to print a document, they may log into a district computer in the Media Center or one of the teaching labs and print it there.

At home, the student may print to a home printer if the printer supports cloud printing and a wireless home network is available. The service used to do this is the Google Cloud Print service, <http://google.com/cloudprint>. Home printing is not supported by the district.

## **Repairs**

Fruitport Community Schools will cover the cost of first repairs as stated in this agreement. Parents will be fully responsible for any loss/theft/damage that is due to negligence. Fruitport Schools administration will make the final determination as to whether the loss/theft/damage is accidental or negligent. If it is determined to be accidental, the following structure will be put in place:

- Repair #1 - \$0
- Repair #2 - \$50
- Repair #3 and all additional repairs thereafter - the cost of the repair or replacement.

This process will start in middle school and continue through high school. It is the student's responsibility to promptly report issues. When students have issues with the Chromebook, they should bring it to either the middle school office or the high school media center.

- Do not attempt to repair the Chromebook on your own or have it done by a third-party. If the student or parent does try to repair which causes further repair issues, the cost of repairing will be the full responsibility of the parent.
- If the repair will delay the student from getting to class, the student will be given a loaner during the repair time, unless administration deems the repair is due to malicious means. Loaner Chromebooks are also covered by all guidelines in this handbook and agreement.

## **Lost/Stolen Chromebook**

- The student is responsible for the Chromebook. If the Chromebook is left unattended and it is damaged/lost/stolen, it is the sole responsibility of the parent/student.
- In the event that the Chromebook, case, or charger is lost the parent/student is responsible for the full replacement cost of the item(s).
- In the event that the Chromebook, case or charger is stolen, the parent/student is to immediately contact the building administration. If the item stolen is the Chromebook itself, the parent/student must file a police report within 48 hours. FHS will work with the police to investigate the situation. If it is determined that the Chromebook is stolen, and there was no evidence of neglect, FHS will cover the cost of the replacement. Neglect may include leaving the Chromebook unattended or unsecured.