

APS Chromebook Handbook



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1. Responsibilities

a. District Responsibilities

The District will comply with the Children's Internet Protection Act (CIPA) to prevent the inappropriate use of the Chromebook and/or the internet whether the device is being used at school or at home. Any malfunction of the Chromebook that is not the result of negligence or inappropriate use will be repaired at the District's expense. If available, the District will provide devices that can be checked out to students whose devices are being repaired or replaced.

b. Parent and Student Responsibilities

As with any District-owned property (e.g., textbooks), parents and students are responsible for maintaining the Chromebook in good working condition. Because the Chromebook is an internet-based device, the student will need internet access either at home or at public places that offer Wi-Fi access in order to use the web-based applications. At school or elsewhere, students are expected to observe all APS Technology Policies as well as federal, state, and local laws.

2. Chromebook Distribution and Collection

The Chromebook Handbook outlines procedures and policies for families to protect the Chromebook investment for the District. Parents/Guardians and students **MUST** sign and return the APS Student/Parent Chromebook Usage Agreement before a Chromebook can be issued to a student.

Chromebooks will be distributed and assigned to students just like textbooks.

Students and/or parents will turn in Chromebooks at the end of each academic year or when withdrawing from the school and/or District. Students will receive the same Chromebook each year they remain at the same school. If a student transfers between APS schools, that student will receive a different Chromebook inventoried to the new APS school. Chromebooks may be assessed for damages and fines as needed when they are returned.

- Students and staff leaving the District must return District-owned Chromebooks to the building-designated personnel.
- Any Chromebook not returned will be considered stolen property and appropriate actions will be taken.

3. Chromebook Care

Students and staff are responsible for the general care of the Chromebook they have been issued by the school.

a. General Precautions

- i.** Chromebooks should be used in areas free of food and/or drinks.
- ii.** Students are responsible for bringing completely charged Chromebooks to school each day.
- iii.** Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- iv.** Chromebooks come with protective cases providing sufficient protection for the devices under normal treatment.
- v.** Chromebooks should be kept in their protective cases at all times when in use, when transporting, and even when inside a book bag, backpack, or briefcase.
- vi.** Chromebooks and protective cases furnished by the school must be returned with only normal wear. Students should not mark or alter the Chromebook or case with decals, stickers, writing, etc.
- vii.** Chromebooks must have an Akron Public Schools District asset tag and an identification label with the student's name on them at all times. The asset tag must not be removed or altered in any way. If the asset tag is removed, disciplinary action may result.
- viii.** Chromebooks should never be left in a car or any unsupervised area.

b. Carrying Chromebooks

- i.** Chromebooks are always to remain in their protective cases.
- ii.** Chromebook lids/screens should always be closed and tightly secured when carrying.
- iii.** Avoid carrying a Chromebook by lifting from the screen.

c. Charging Chromebooks

- i.** The Chromebook will hold a charge between 6 to 8 hours.
- ii.** Make sure to plug in the Chromebook when done using it so that it is fully charged for the next day.

- iii. The port on the power adapter is fragile – insert and remove the power adapter with care.
- iv. Chromebooks must be brought to school each day fully charged. Repeated violations of this policy may result in disciplinary action

d. Keeping Chromebooks Clean

- i. Be sure to turn off the Chromebook and unplug the power cord before starting the cleaning process.
- ii. Clean the screen with a soft, dry antistatic or microfiber cloth. Do not use window cleaner or any type of liquid on the Chromebook. Packaged pre-moistened eyeglass lens cleaning tissues can also be used to clean the screen; however, too much pressure may damage the screen. Make sure the tissue is only damp and not wet to the touch.
- iii. Disinfectant wipes and sprays should not contain bleach.
- iv. Apply soft pressure when disinfecting the area around the keyboard. Too much pressure could damage the keys.

e. Screen Care

The Chromebook screens can be easily damaged. They are particularly sensitive to damage from excessive pressure on the screen.

- i. Avoid putting pressure on the top of the Chromebook when it is closed.
- ii. Store Chromebooks with the screen in the closed position.
- iii. Chromebooks will break if pressure is put on the screen.
- iv. Nothing should be used on the screen that will mark or scratch the surface such as pens, pencils, and fingers.
- v. Avoid placing anything on the keyboard before closing the lid (e.g., pens, pencils, or disks). This may cause damage to the screen.

4. Chromebook Use at School

Chromebooks are intended for use at school each day. Students are required to bring their Chromebooks to school fully charged each day. Students are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

a. Chromebooks Left at Home

On a very limited basis, loaner Chromebooks are available to students who accidentally leave a Chromebook at home. However, if a student becomes a PCB (perpetual Chromebook borrower), District staff may restrict the number of times a student can borrow a Chromebook during a semester or restrict loaning entirely.

b. Chromebooks Under Repair

Most repairs to Chromebooks are completed by APS technology staff. Parents/guardians will be notified of all damages to Chromebooks so they can acknowledge if any fine(s) will be associated with the repair of the device. Loaner Chromebooks will be issued to students while their Chromebooks are being repaired.

c. Backgrounds and Passwords

- i. Inappropriate media may not be used as a screensaver or background.
- ii. Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures may result in disciplinary actions.
- iii. Take care to protect your password. Do not share your password.

d. Sound

- i. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- ii. Headphones may be used at the discretion of the teacher.

e. Publishing/Printing

- i. Students are encouraged to digitally publish and share their work with their teachers and peers. Many teachers have created online learning environments within Google Classroom. Teachers will encourage students to complete some assignments electronically with the use of G Suite (formerly Google Apps - Google Drive, Docs, Sheets, Slides, etc.).
- ii. Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be found here:
<http://www.google.com/cloudprint/learn>.

f. Account Access

- i. Students are required to use their **@apslearns.org** domain user ID and password to protect their accounts and are required to keep that password confidential.
- ii. Students should always use the Chromebook with their own account.

5. Managing and Saving Digital Work with a Chromebook

- a. G Suite (formerly Google Apps - Google Drive, Docs, Sheets, Slides, etc.) allows students and teachers to collaborate and connect at school or at home.
- b. With a wireless internet connection, documents and files can be accessed from any computer anywhere in the world.
- c. All items will be stored online in the Google Cloud environment.

6. Chromebook Operating System

a. Updating Chromebooks

When a Chromebook is turned on, it updates itself automatically, so it has the latest version of the Chrome operating system.

b. Virus Protections and Additional Software

The Chromebook is built with layers of protection against malware and security attacks. Since files are stored in the Google Cloud, there is no need to worry about lost homework.

c. Software Installation

Chromebooks can seamlessly access G Suite, productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web.

7. Acceptable Use Guidelines

a. General Guidelines

- i. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of Akron Public Schools.

- ii. Students are responsible for their ethical and educational use of the technology resources of the District.
- iii. Access to Akron Public Schools technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the [Student Education and Technology Acceptable Use and Safety Policy](#).
- iv. Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- v. Any attempt to alter data, the configuration of a Chromebook, or the files of another user without the consent of the individual, building administrator, or technology administrator will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

b. Privacy and Safety

- i. Teachers may create discussion groups for communication among students for educational purposes. Do not go into chat rooms, social networking sites, or send chain letters without permission.
- ii. Do not search for, display, download, or distribute vulgar, offensive material, or images as outlined in applicable District policies.
- iii. Do not open, use, or change files that do not belong to you.
- iv. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password, or passwords of other people. Remember that storage is not guaranteed to be private or confidential as all Chromebooks are the property of Akron Public Schools.
- v. If a website that contains obscene, pornographic, or otherwise offensive material is accessed, exit the site immediately and notify a teacher.

c. Legal Property

- i. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. See a teacher with questions.
- ii. Plagiarism is a violation outlined in the [Parent Handbook and Reference Guide](#). Give credit to all sources used, whether quoted

or summarized. This includes all forms of media on the internet such as graphics, movies, music, and text.

- iii. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

d. Email Communication

- i. Always use appropriate and proper language in all communications.
- ii. Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- iii. Do not send mass emails, chain letters, or spam.
- iv. Email and communications sent/received should be related to educational needs.
- v. Email and communications are subject to inspection by the school at anytime.

e. Consequences

- i. The student who is issued a system account and Chromebook will be responsible at all times for its appropriate use.
- ii. Noncompliance with the policies of this document or the irresponsible use of the internet and/or Acceptable Use Policy may result in disciplinary action.
- iii. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at anytime by designated District staff to ensure appropriate use.
- iv. The District cooperates fully with local, state, and/or federal officials in any investigation concerning or relating to violations of computer crime laws.

f. Home Use

- i. The use of Chromebooks at home is encouraged.
- ii. A student cannot be penalized due to lack of internet access at home. Accommodations for completing assignments will be

arranged once a parent notifies the building principal and/or teacher that home internet access is not available.

- iii. Chromebook care at home is as important as it is in school; please refer to the care section.
- iv. Transport Chromebooks in the District-provided cases.
- v. District-supplied filtering will be provided to monitor internet content at all times and places.

8. Chromebook Storage and Protection

a. Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the District. Chromebooks can be identified in several ways:

- i. Record of District asset tag and serial number with barcode
- ii. Individual user account name and password
- iii. By building inventory

b. Chromebook Storage

- i. When students are not using their Chromebooks, they should store them in a secure location.
- ii. Nothing should be placed on top of the Chromebook when stored in the locker or in the Chromebook case.
- iii. A Chromebook should not be stored in a student's vehicle at school or at home for security and temperature control reasons.

c. Chromebooks left in Unsupervised Areas

- i. To prevent theft or damage, under no circumstances should Chromebooks be left in an unsupervised area.
- ii. Unsupervised areas may include the school grounds and campus, the cafeteria, computer labs, locker rooms, media center, hallways, or the bus. If an unsupervised Chromebook is found, notify a staff member immediately.
- iii. Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

9. Chromebook Repair

a. Vendor Warranty

- i.** Each Chromebook comes with a limited factory warranty. The manufacturer only warrants the Chromebooks from defects in materials and workmanship.
- ii.** The vendor does not warrant against damage caused by misuse, abuse, accidents, or Chromebook viruses.

b. Repair

- i.** Use the APS District Ticketing System to report Chromebooks that are broken or fail to work properly.
- ii.** Chromebooks that are broken or fail to work properly must be taken to the building-designated personnel or designated area as soon as possible so that they can be serviced.
- iii.** Staff, parents, and students are not to attempt repairs. Do not take District-owned Chromebooks to an outside computer service for any type of repairs or maintenance.
- iv.** Parents and students may be financially responsible for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect or intent as determined by the school.
- v.** Parents and students may be financially responsible for all damages or loss caused by neglect or abuse as determined by the school.
- vi.** Akron Public Schools reserves the right to assess fees for damage up to the cost of repair or replacement of the device.

10. Chromebook Technical Support

- a.** Technical support will be available through the APS Technical Services department to include the following:
 - i.** Hardware maintenance and repairs
 - ii.** APS approved/standard software
 - iii.** Password resets
 - iv.** User account support

- b.** All repairs must be completed by the APS Technical Services department.