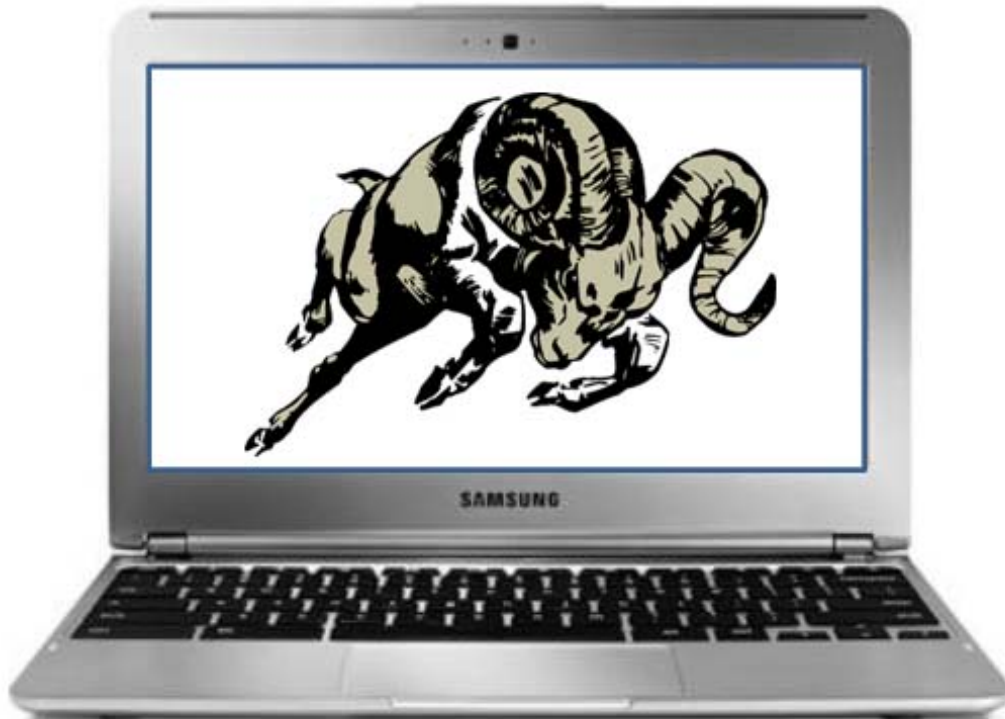


Greene County High School

*Chromebook Guide
Version 2019*



The policies, procedures, and information within this document apply to all Chromebooks used at Greene County High School.

1. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the Media Center as soon as possible so that they can be taken care of properly (i.e. before/after school or between classes). ***Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

1a: General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- ***Students should never carry their Chromebooks while the screen is open.***
- Chromebooks must remain free of any writing, drawing, or stickers.
- Chromebooks should never be left in a car or any unsupervised area.

1b: Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- **Case use is required and should be used at all times (i.e. hallways, classroom and at home).**

1c: Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen. The big "Do Not's" and Warnings:

- Lean or put pressure on the top of the Chromebook when it is closed.
- Store the Chromebook with the screen in the open position.
- Place anything near the Chromebook that could put pressure on the screen.
- Place anything in a carrying case or backpack that will press against the cover.
- Poke the screen with anything that will mark or scratch the screen surface.
- Place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can

even damage the screen. Try to always use water dampened towel or a highly diluted solvent.

2. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

2a: Chromebooks left at home

- If students leave their Chromebook at home, they will be allowed to phone/text their parent/guardian to bring it to school between class periods. Students can pick their Chromebook up between classes (not during the class they realized they forgot their Chromebook).
- If unable to contact parents, the student may have the opportunity to use a loaner Chromebook from the Media Center if one is available or a desktop computer in the HS.
- Repeat violations of this policy will result in disciplinary action.

2b: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair. A limited number of loaners will be available.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it's lost or stolen.

2c: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- It is not an option to get a "loaner" Chromebook due to a student forgetting to charge their Chromebook the night before.
- Repeat violations of this policy will result in disciplinary action.

2d: Backgrounds and Password

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

2e: Sound

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

2f: Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing stations will be available in the media center and other various locations. Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Each print station will consist of a desktop computer and networked printer. Students may log into a print station to print their work.
- The high school may implement Google Cloud Print Services in the future on limited availability.
- 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 obtained here:
<http://www.google.com/cloudprint/learn/>.

2g: Account Access

- Students will only be able to login using greencountycsd.net account.
- Students should always use the Chromebook with their own account.

3. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Drive is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files -- all online.
- With a wireless internet connection, you can access your documents and files from any Chromebook, anywhere in the world.
- All items will be stored online in Google Cloud environment.

4. OPERATING SYSTEM ON YOUR CHROMEBOOK

4a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging. An up arrow will appear in the bottom right toolbar when your Chromebook has downloaded an update and needs to be rebooted.

4b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- And since files are stored in the cloud, there's no need to worry about lost homework.

4c: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the Technology Office staff. DO NOT attempt to restore the Chromebook to factory settings yourself.

5. PROTECTING & STORING YOUR CHROMEBOOK

5a: Chromebook Identification

Student Chromebooks are labeled in the manner specified by the school.

Chromebooks can be identified in several ways:

- Record of district barcode and serial number
- Individual user account name and password
- Chromebooks are the responsibility of the student. *Take good care of it!*

5b: Account Security

- Students are required to use their greencountycsd.net domain user ID and password to protect their accounts and are required to keep that password confidential.

5c: Storing Your Chromebook

- When students are not using their Chromebook, they should store them in their locker. Students may get a lock for their locker by requesting one in the main office.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

5d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas might include the cafeteria, computer labs, gym, locker rooms, media center, theatre, unlocked classrooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen or tampered with.

- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

6. REPAIRING/REPLACING YOUR CHROMEBOOK

6a: Vendor Warranty:

- The equipment vendor has a one year hardware warranty on the Chromebook.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- Please report all Chromebook problems to the Media Center.

6b: Chromebook Insurance Options

Items may be covered by your homeowners/ renters policy. Please check with your insurance agent. The school district will offer a Computer Damage/Loss Cooperative Program. Details will be available during grade level parent meetings or at school registration in August.

7. CHROMEBOOK TECHNICAL SUPPORT

Limited technical support will be available in the high school Media Center.

Services provided include the following:

- User password reset requests
- Password access to the “Chrome” wireless SSID
- User account support
- Distribution of loaner Chromebooks if available
- ALL REPAIRS must be completed by District Technology Staff

Basic troubleshooting your Chromebook:

Hold the power button down to turn off your Chromebook. Closing the lid on the Chromebook puts the device to sleep. Every once in awhile you will need to actually power off your Chromebook.

8. COMPUTER ETHICS & INTERNET SAFE & RESPONSIBLE USE

Digital Citizenship

Students must follow the six principles of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

9. Student Handbook, Discipline Matrix and Board Policies

- All rules, procedures in the High School Student Handbook/Discipline Matrix apply to this Chromebook Guide usage expectations.
- Students must abide by board policies set forth in the following documents including the, Chromebook Loan Agreement, Student Internet Safe and Responsible Use Board Policy Code No. 605.6B.