



SSUSD

Chromebook Policy Handbook

The policies, procedures, and information within this document apply to all Chromebooks used in SSUSD by students, staff, or guests.

Teachers may set additional requirements for Chromebook use in their classrooms.

SSUSD 21st Century Learning

SSUSD embraces the importance of integrating technology into learning with the implementation of Common Core State Standards in grades K-12. The Common Core State Standards (CCSS) outline rigorous content expectations with the intent to make all students ready for life in a technological society. To this end, the CCSS do not treat technology as a separate strand of content, but rather the Common Core State Standards incorporate the expectation that technology can be used as both a tool for learning and as vehicle to demonstrate learning across all content areas. SSUSD is committed to providing the opportunity for students to build proficiency in using technology by embedding the use of it in every aspect of today's curriculum.

From the Common Core State Standards ...

“To be ready for college, workforce training, and life in a technological society, students need the ability to gather, comprehend, evaluate, synthesize, and report on information and ideas, to conduct original research in order to answer questions or solve problems, and to analyze and create a high volume and extensive range of print and nonprint texts in media forms old and new.”

“The need to conduct research and to produce and consume media is embedded into every aspect of today's curriculum. In like fashion, research and media skills and understandings are embedded throughout the Standards rather than treated in a separate section.”

Receiving an Assigned Chromebook:

Chromebooks will be used in the classroom on a regular basis and are considered classroom instructional materials. ***Parents and students must sign and return the Chromebook Policy Sign-off and Student Pledge document before Chromebook usage.***

Taking Care of an Assigned Chromebook:

Students are responsible for the general care of the Chromebook which they are assigned to use.

General Precautions:

- No food or drink is allowed next to your assigned Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebooks while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Do not expose your assigned Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

Chromebook Maintenance:

If a Chromebook appears to be broken or fails to work properly, immediately notify the teacher. The teacher is advised to send in a tech request immediately.

Using Your Assigned Chromebook Sound:

Sound must be muted at all times unless permission is obtained from the teacher.

Printing:

Printing functionality will be available on a limited basis at school and subject to classroom requirements. Since student work is automatically saved in Google Drive and therefore accessible on school and home computers, students should be advised to login to a desktop computer for printing.

Managing Your Files and Saving Your Work:

Documents are automatically saved in Google Drive. Google Drive makes the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Software on Chromebooks

Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the district as well.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their assigned Chromebook other than what has been approved by SSUSD.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student-created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored.

Protecting & Storing Your Chromebook:

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels. If a label is removed, the teacher must notify Tech Department as soon as possible for a new label to be created.

Storing Your Assigned Chromebook:

When students are not monitoring their assigned Chromebook, the Chromebooks should be stored in the cart in the classroom and plugged in for charging each time.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be left unsupervised. If a Chromebook is not in use, it should be returned to the cart for storage.

Technology Acceptable Use:

General Guidelines:

- Students will have access to forms of media and communication which are in support of education and research and in support of the educational goals and objectives at SSUSD. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of SSUSD.
- Access to technology resources is a privilege and not a right. Each student is responsible for using it appropriately.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgement as to what is acceptable in any undefined instances that may arise.
- 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 computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the district Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy.

Privacy and Safety:

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change files that do not belong to you.

- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the SSUSD Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety:

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure if you are in compliance with the law, ask the network administrator.
- Plagiarism is prohibited. 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.

Email:

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by SSUSD.
- The interface is heavily monitored by network administrators and is subject to filtering of inappropriate content.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. SSUSD cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- **The SSUSD email students have assigned to them is owned by SSUSD and is for academic purposes only. It is not private and is monitored by District personnel. Personal emailing for nonacademic purposes should be from a personal email account only.**

Consequences:

- The student is responsible at all times for appropriate use of the Chromebook. Non-compliance with the policies of the Chromebook Policy Handbook or the SSUSD Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.

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Sign-Off and Student Pledge



- I will take good care of the assigned Chromebook and know that I will be using it in the classroom.
- I will never leave the assigned Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out the assigned Chromebook to other individuals.
- I will know where the assigned Chromebook is at all times.
- I will keep food and beverages away from the assigned Chromebook.
- I will not disassemble any part of the assigned Chromebook or attempt any repairs.
- I will protect the assigned Chromebook by always carrying it in a secure manner to avoid damage.
- I will use the assigned Chromebook in ways that are appropriate for education.
- **I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.**
- I will follow the policies outlined in the Chromebook Policy Handbook and the SSUSD District Acceptable Use Policy.
- I understand that a Chromebook is classroom instructional materials and any loss or damage is my responsibility.
- If the assigned Chromebook appears to be broken or fails to work properly, I will immediately notify the teacher.
- I agree to return the Chromebook and power cord/charger in good working condition at the end of each class.

Print Student Name: _____

Student Signature: _____

Parent Signature: _____

Date: _____