

Walnut Township Local Schools



Chromebook Handbook

Ver 1.0 - Updated 4/17

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Purpose Statement

Walnut Township Local Schools recognizes the prominent role technology plays in our world and community. Our goal is to continue to integrate 21st century technology skills into the daily curriculum and to do this all Middle School and High Schools will be issued a device to aid in that. Students will use these devices for research, assignments, communication, and state testing.

1. GENERAL INFORMATION

Chromebook Check-in/Returns:

- Chromebooks will be distributed each fall at the student/parent informational meetings.
- Chromebooks will be labeled in a manner specified by the district and those labels should not be altered or covered in any manner.
- Parents & students must sign and return both the Walnut Township Technology Protection Plan (WTLSP) document (selecting to choose coverage or declining) and the Student/Parent Pledge document before the Chromebook will be issued to the student.
- Chromebooks must be returned prior to the end of the school year at the direction of the district and buildings. During the summer the Chromebooks will be updated, cleaned, and any minor repairs will be done.
- Chromebooks, chargers, and cases provided by the district must be returned in good working condition. Should any of the equipment be damaged, the student may be charged in accordance to the WTLSP.
- Students who graduate early, transfer to another district, withdraw, or for any reason are no longer enrolled at Walnut Township Local Schools, must return their Chromebook, charger, and case immediately to their building. Failure to return the Chromebook and the accessories will result in a theft report being filed with the Millersport Police Department.
- New students or students that transfer in, will have a device issued to them after meeting with the building Principal and the Technology Department.

Damage/Loss/Theft/Returns:

- If at any point during the school year there is damage, loss, or theft of a Chromebook (or any accessories), the student must report the incident to his/her teacher or building principal who will contact the technology department. All reports will be investigated and addressed on a case by case basis and damage will follow the Walnut Township Technology Protection Plan (WTLSP)
- If a device is stolen, a report of the theft must be reported to the building principal and technology department. The student and parent must file a police report with the Millersport Police Department or Sheriff's Department and a copy of the

report must be provided to the school. Walnut Township Local Schools will assist the Police Department in an attempt to recover the device and a loaner device will be provided to the student in the meantime. If the device is not recovered, a permanent replacement will be provided.

- Deliberate damage will be referred to the building principal and will be handled per the student handbook as damage to school property. No replacement or loaner Chromebook will be issued until all replacement/repair costs are paid.

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook issued by the school.

Chromebooks that are broken or fail to work properly must be reported to their teacher as soon as possible.

General Precautions:

- The Chromebook is school property. All users must follow the guidelines contained in this manual and the Student Acceptable Use Policy for technology.
- Chromebooks should never be left in an unsupervised area, unlocked car or locker. Students should take care to always keep their Chromebook secured when not in their possession.
- Students are responsible for charging their Chromebook each night and bringing it to school fully charged. Charging cables should remain at home and should NOT be brought to school.
- Chromebooks, like any device, are sensitive to extreme heat and cold, so students should not leave their device in cars or direct sunlight.
- Do not stack books or other heavy materials on top of the Chromebook as that could damage the screen or keyboard. This includes not leaning on the Chromebook.
- Keeping food and drinks away from the Chromebook is always a good idea.
- Carefully plug cables and accessories into the Chromebook.

Carrying the Chromebook:

- Each Chromebook will come with a carrying case, which should be used when transporting the Chromebook between home and school or between classes.
- Chromebooks should never be carried by the screen or while opened.
- The cases provided by the district provide sufficient padding to protect the Chromebook from normal wear and tear. Nothing else should be placed in the case as that might damage the Chromebook by putting pressure on the screen.
- Students are permitted to get their own bag, if it provides adequate protection for their Chromebook. Damage would be subject to the Walnut Township Protection Plan as stated previously.

Screen Care:

- Do not lean on the top of the Chromebook when closed.
- Do not put any books or other heavy objects on top of the Chromebook when closed.

- Clean the screen with only a soft, dry cloth or anti-static cloth. No cleansers of any type should be used. If in doubt, check with your teacher or a member of the Technology Department.
- Do not carry the Chromebook by the screen.

Security Reminders:

- Students should not share logins or passwords with anyone, except their parents/guardians.
- Students should follow Internet safety guidelines and school rules and policy.
- Students should understand that the Chromebooks and network are filtered and monitored.

3. USING YOUR CHROMEBOOK AT SCHOOL AND HOME

Chromebooks are intended for use at school each day, however there may be days that they are used more than others. Students should bring their Chromebooks, fully charged, each day unless instructed by their teachers or building principal not to do so. Students in Grade 6 will NOT be taking their Chromebooks home. They will “check out” the Chromebook in homebase each morning and “check in” the device at homebase at the end of the day. The Chromebook is the property of the school, and the school has the right to search the Chromebook at any time.

Chromebooks Left at Home:

- If a student leaves their Chromebook at home, they may check out a loaner Chromebook/case from the Media Center. Please keep in mind, the number of loaner Chromebooks is limited and there might not be a Chromebook available. Students are still responsible for getting their class work completed. The loaner Chromebook must be returned to the Media Center at the end of the day before they go home. Failure to return the Chromebook at the end of the day may result in disciplinary action.
- If a student repeatedly leaves their Chromebook at home during any 9 week period, the student may be required to “check out” and “check in” their school issued Chromebook each day for the remainder of the 9 weeks.
- If a student continues to have issues with not bringing their Chromebook, they will be referred to the building principal.

Chromebooks Undergoing Repair:

- Replacement Chromebooks may be issued while a student is having their Chromebook repaired. Please note there are a limited number of spares, so there may be a delay in getting one.
- Replacement Chromebooks will not be issued for use until all fines for damage have been paid if applicable.

Charging Your Chromebook’s Battery:

- Chromebooks must be brought to school each day fully charged. Students should charge their Chromebook at home and leave their school issued charger at home.

- Chargers should not be brought to school.
- Violations will be treated the same as if the student left the Chromebook at home.
- Using one of the chargers in a teacher's classroom is up to the sole discretion of that teacher.

Background photos/themes/pictures:

- Students are permitted to change the background photos or themes on their Chromebook as long as it is school appropriate. No pictures or themes that depict pornographic material, inappropriate language, alcohol, drugs, weapons, or gang related material is permitted. Disciplinary action may occur if this is not followed.
- Photos and videos should be stored in your Google drive account and not on the local hard drive of the Chromebook. Google has provided unlimited space free of charge in your Google drive account.

Sound/Apps:

- Sound must be muted at all times in classrooms unless directed by the teacher for instructional purposes.
- When using a Chromebook in a common area (Laker Learning Center, library, cafeteria, etc), headphones or earbuds should be used if you are needing to use sound.
- Only approved apps should be installed.

Printing:

- Students are encouraged to digitally publish and share their work with their teachers and peers when appropriate. A limited number of printers are also available in the computer labs.

Webcams:

- School Use - Webcams are to be used for educational purposes only.
- Home Use - Webcams may be used at home only with the permission and supervision from parents/guardians.
- For general safety, it is recommended that a piece of black electrical tape be placed over the camera when not in use. This can be done by the school district upon request from the parents/guardians.
- Walnut Township Local Schools does NOT have the ability to remotely access the webcams.

Home Access:

- Students are permitted and encouraged to add their school issued Chromebook to their home WIFI network. This will allow the student to access their stored documents and information, email, ProgressBook, etc and complete assignments.
- Internet access will still be filtered, but parents are encouraged to monitor home access. If a student or parent sees something that isn't being filtered that should be, they are to contact the technology department at: tech@walnuttsd.org as soon as possible. Walnut

Township Local Schools is committed to being CIPA (Child Internet Protection Act) compliant at all times.

- Students that don't have WIFI access at home, can use a public WIFI location. When using a public connection students are cautioned not to do any online shopping or banking because you are using an un-secure connection.
- Some applications can be used without an internet connection, but for full functionality a WIFI connection is needed.
- Students are not permitted to share their Chromebook with other siblings. This device is to be used by the student to whom it is issued only.

Issues with your Chromebook:

- Chromebooks are fast and very reliable, but if a student experiences an issue, they can seek help from the student technology aides at each building. The technology aides will attempt to resolve the issue or it will be referred to the Technology Department.
- Walnut Township Local Schools cannot troubleshoot home network issues. If the Chromebook works at school, but not at home, you might try using a public location to see if the problem persists.

Updates/Virus Protection:

- Updates - Chromebooks use the Chrome Operating System, which updates itself automatically. Students do not need to manually update their Chromebook. If there is an arrow pointing up in the bottom right hand corner, it just means the Chromebook needs to be rebooted to complete the update.
- Virus Protection - Chromebooks provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is NO need for additional virus protection. If this ever changes, Walnut Township Local Schools will keep students and their parents informed.

4. WALNUT TOWNSHIP TECHNOLOGY PROTECTION PLAN

Walnut Township Local Schools will be offering an optional Protection Plan to parents/guardians to choose if they'd like to participate in. This Plan covers any type of device malfunction and also covers accidental damage for up to 2 incidents per school year. This Plan does NOT cover malicious, non-accidental damage, or loss. The Technology Department and the Building Principals will determine if the damage is accidental or malicious. Theft will be covered with an appropriate police report if the police and Walnut Township Local Schools can not recover the device. The following charts will help explain this:

Annual Coverage: \$25/school year	
1st and 2nd Accidental Damage Incidents	3rd or more Damage Incidents
Replacing screen: \$0	Replacing screen: \$75
Replacing keyboard/touchpad: \$0	Replacing keyboard/touchpad: \$50
Total Chromebook replacement: \$0	Total Chromebook replacement: \$300
Replacing bag: \$0	Replacing bag: \$30
Other parts not listed: \$0	Other parts not listed: Cost of part

Malicious Damage (non-accidental)
Replacing screen: \$75
Replacing keyboard/touchpad: \$50
Total Chromebook replacement: \$300
Replacing bag: \$30
Other parts not listed: Cost of part

Disclaimer: Some ideas, formatting, and wording were used from the following districts with a 1:1 initiative: Collingswood Public Schools, Bow School District, Exeter Township School District, Hilliard School District, Jefferson Local School District, and Sudbury Public Schools.