Blaine County School District

Chromebook Care and Use Policy Guide

A Resource for Students and Parents/Guardians

For the 2022 - 2023 School Year

1. Receiving Your Chromebook

a. Distribution of Chromebooks

Chromebooks will be issued to students during the first week of school. This is handled by each school, please check with the building secretary for more information.

b. Transfer/New Student Distribution

All transfers, new students, or students that miss the initial distribution can obtain a Chromebook via their school counselor. Both students and their parents/guardians must sign the [Responsible Use Agreement](#) prior to picking up a Chromebook if not already done via Skyward.

2. Returning Your Chromebook

a. End of Year

At the end of the school year, all K-8 students will turn in their Chromebook to the school for the summer. Failure to turn in a Chromebook will result in the student being charged the full replacement cost (between $250 - $310 depending on the model). The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from Blaine County School District must turn in their Chromebooks, power supplies, and any other equipment issued with the Chromebook to their school on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost (between $250 - $310 depending on the model). The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

3. 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 library or computer teacher as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended.

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be exposed to extreme temperatures, such as leaving them in

a car overnight during the winter.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Heavy objects should never be placed on top of Chromebooks.

c. Carrying Chromebooks

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

d. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Asset Tags

- All Chromebooks will be labeled with a Blaine County School District asset tag. The asset tag indicates the Chromebook is property of the Blaine County School District and provides information that allows us to determine which student that specific Chromebook has been assigned.
- Asset tags may not be modified or tampered with in any way.

f. Repairs

- The district will cover all first time repairs. This includes keyboard, screen, charging port, hinges, etc.
- The student will be liable for any repairs after the first repair, with disciplinary action for repeat offenders.

4. Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

a. If a student does not bring his/her Chromebook to school

- Students have the option to use a loaner from the school if they forget to bring their Chromebook to school. Check with the school library or computer teacher for more information. However, this privilege may be revoked for repeat offenders.
- It should be noted that there is no guarantee that a loaner will be available.

    b. **Chromebooks being repaired**
- Loaner Chromebooks will be issued to students that require a repair to their Chromebooks.
- Students will be contacted when their devices are repaired and available to be picked up.

    c. **Charging Chromebooks**
- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- Spare chargers will be available for students at the school.

    d. **Backgrounds and Themes**
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

    e. **Sound**
- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

    f. **Printing**
- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students will be able to print on a library printer or when they share their work with their teachers.

    g. **Logging into a Chromebook**
- Students will log into their Chromebooks using their school-issued Gmail account.
- Students should never share their account passwords with others, including faculty and staff.

    h. **Managing and Saving Your Digital Work With a Chromebook**
- The majority of student work will be stored on Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's internal storage.

5. Using Your Chromebook Outside of School

Students may have the option to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Blaine County School District Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

6. Operating System and Security

a. Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students should not need to manually update their Chromebooks. **However**, if their Chromebook says it needs to restart to complete an update, the student is expected to restart the Chromebook. They need to keep their Chromebook updated.

b. Virus Protection

- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

7. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers or a member of the Technology staff to request that the site be unblocked.

9. Chromebook Identification

a. Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag number, and name and ID number of the student assigned to the device.

b. Users

- Each school may assign Chromebooks to students for the duration of their time at the school or until the Chromebook is End of Life; whichever comes first.

10. Privacy Expectations

School-issued Chromebooks have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines.

a. On Campus Chromebook Use

1. When a student is logged into a Chromebook, staff will have access to a third party application called Securly that allows teachers to have a 'birds-eye' view of their students' Chromebooks. This includes internet history and real time classroom use.
2. All devices on the school network go through a content filter that prevents students from

accessing harmful content. This filter also logs user activity, including those websites accessed by the end-user. The filtering policies are a requirement of the Children's Internet Protection Act (CIPA).

b. **Off-Campus Chromebook Use**
   1. When Chromebooks are being used off school grounds (i.e. home use), the Securly monitoring application will still be enabled.
   2. Chromebooks will be filtered for the purpose of preventing students from accessing harmful content in a similar way they are filtered on school grounds.

12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Responsible USe Policy and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following responsible use guidelines:

CLEAR: Considerate, Legal & Ethical, Appropriate and Responsible

Considerate: People in our community reflect a diverse set of customs, values, and points of view. Digital communication should be respectful, polite, and considerate of others.

Legal & Ethical: Respect copyright laws by copying media including text, music, and videos only with permission and by crediting and citing the source where the information was found. Respect the privacy of others, and ask permission before taking photographs, video, or audio recordings. Illegally copied or downloaded software, files, pictures, music or games may not be used on WRMS computers. (it is a good general practice to link to others' work rather than reproduce it)

Appropriate: School technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate materials are viewed or received, it is the responsibility of the recipient to delete them.

Responsible: Ensure that care is taken with all hardware, software, shared resources (printers, scanners), and use of the school network, so as to prevent damage or misuse whether intentional or not; your actions should not inhibit the work of others. Personal information and passwords will be kept private.

If you see someone not being CLEAR, report the abuse/misuse to a responsible adult.