Chromebook Policy and Handbook

The policies, procedures, and information within this document apply to all Chromebooks used at Colorado SKIES Academy (CSA) by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Facilitators may set additional requirements for Chromebook use within their classroom.

Colorado SKIES Academy
CHROMEBOOK AGREEMENT

Colorado SKIES Academy (CSA) is excited to offer our learners a digital classroom environment that enables our facilitators and learners to engage, share, and participate in a collaborative learning community. Through Google Apps for Education, our learners will have access to online classrooms, an email account (restricted to internal communications only), and Google Drive (documents, spreadsheets, presentation, forms, and drawings).

Email accounts allow students and facilitators to communicate and collaborate in a safe and structured manner while also providing access to many web-based educational tools to create stories, concept maps, edit videos, and develop visual presentations.

The use of Google Apps for Education represents a very important step towards developing a 21st Century approach to curriculum and learning. These tools will support the high levels of communication, collaboration, and creativity required in today's classroom while preparing students for the skills they are going to need in the future.

Ownership of the Chromebook:

Colorado SKIES Academy retains sole right of possession of the Chromebook. Chromebooks are loaned to the students for educational purposes during the academic year. Moreover, CSA administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

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 and Colorado SKIES Academy asset label on the Chromebook
- Take-home Chromebooks will be labeled with the student's name and Chromebook (CB) #

Student Name
CB #: s-hpg5-187

Under no circumstances are students to modify, remove, or destroy identification labels.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must comply with the Chromebook Agreement, Cherry Creek School District Acceptable Use Policy, and all other school and school district policies when using their Chromebooks. Middle School students will be assigned a chromebook they can take home. All Chromebook usage is contingent upon signing the Colorado SKIES Academy Chromebook Agreement page and agreeing with the appropriate permissions with Cherry Creek School District.

Students are responsible for the general care of their assigned Chromebook by the school. Middle School students will be assigned the same Chromebook each year until they leave CSA or a new model is issued. The following are examples of what would be considered maltreatment and would be reported to the administration. **Please do not:**

- Remove or interfere with the serial number and other identification, including the school asset tag or label. If the label is peeling off or removed, please bring it to the Front Office.
- Put stickers of any kind on the Chromebook. Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not placed by the CSA technology department. Spot checks for compliance may be done by administration or tech support at any time.
- Attempt to remove or change the physical structure of the Chromebook, including keys, screen cover, or plastic casing.

General Precautions and Information

- No food or drink is allowed next to your Chromebooks while it is in use. Keep it clean.
- Cords, cables, headphones, and removable storage devices must be inserted and removed carefully.
- Chromebooks should never be shoved into a locker, or wedged into a book bag as this may break the screen.
- Please use the carrying case provided by Colorado SKIES Academy to protect your Chromebook and provide an easy way to carry it along with the charger.

- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may damage the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.
- Students should never leave their Chromebook in an unsecured location. These areas include: school grounds, cafeteria, restrooms, hallways, or any other entity that is not securely locked or in which there is no supervision. Unsupervised Chromebooks will be confiscated by staff and taken to administration. Appropriate actions may be taken for leaving Chromebook in an unsupervised location.
- Students are expected to bring their Chromebook to school fully charged every day. If students leave their Chromebook at home or don't charge it overnight, they may check one out from the Main Office. If a student has frequent Chromebook checkouts from the Main Office, it will result in further discussion with parents and administration. Note: A fully charged Chromebook should last over 8 hours.
- Colorado SKIES Academy makes no guarantee that their network will be up and running 100% of the time. In the rare care that the network is down, the school will not be responsible for lost or missing data.
- Sound must be muted at all times unless permission is obtained from the facilitator instructional purposes. Headphones may be used with facilitator permission.
- Virus protection is unnecessary on the Chromebook due to the unique nature of its design.
- Users of school technology have no right, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.
- Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and postponing online illegally obtained media is against the CCSD Acceptable Use Policy.
- Students should **always** use their CSA login. It should **not** be shared with any other student
- Students should never carry their Chromebook while the screen is open.

Using Your Chromebook At School

The Chromebook is intended for use at school on most days. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their facilitator. If a facilitator does not want Chromebooks to be used during their class period, they will inform students. It is the responsibility of each student to follow usage rules for each classroom with the understanding that it may differ each day.

Learners should consider their school account as an extension of the classroom, subject to the same rules and respect and courtesy that we expect in school. Parents are encouraged to support the discussions our facilitators are having with their children, by talking about online manners and safety.

Working Offline

Students without Internet access at home, or students in special situations (such as a long-distance care ride for an activity), have several options for working "offline", including Google Drive, Docs, Sheets, Slides, and email. The offline setting must be enabled while online and will sync to their online account when the Chromebook is re-connected to an Internet connection.

Accessing the Internet Off-Campus

Students are allowed to connect wireless networks when their Chromebooks are at home, or in other venues where connectivity is offered (such as the public library). Be aware, the public network you are connecting to might not be secured and/or someone may be watching for personal identifiable information on public WiFi. Do not use passwords or personal identifiable information on public networks. **Please Note:** Colorado SKIES Academy cannot provide any assistance, troubleshooting, or advice on such offsite connectivity. When connecting from home, students and parents should be aware that a school account is still being used and website monitoring is still being done.

Printing

At school: Students may print to the printers located in the classrooms with facilitator permission. Teaching strategies will facilitate digital copies of homework.

At home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. http://google.com/cloudprint. **Note:** Colorado SKIES Academy can not provide any assistance, troubleshooting, or advice on off site printing.

Managing Your Files and Saving Your Work

Students may save documents to their Google Drive or an external memory device such as a USB flash drive. Saving to Google Drive will make the file accessible from any computer with Internet access through their school account. Students using Google Drive to work on their documents will not need to save their work, as the 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.

Software on Chromebooks

All Chromebooks are supplied with the latest stable build of Google Chrome Operating System (OS), and other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted when an update is available. The school may add software applications for use in a particular course or other time during the school year for educational purposes. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school. Students are unable to install additional software on their Chromebook other than what has been approved by Colorado SKIES Academy.

Returning the Chromebook

Chromebooks will be checked in on pre-scheduled check-in days towards the end of the school year. If a student is going to miss the check-in date, they must make prior arrangements to check in their Chromebook and charger or they will be charged a replacement fee.

Monitoring of Use

- In compliance with state and federal regulations, Colorado SKIES Academy utilizes CIPA (Children's Internet Protection Act) compliant filtering.
- Colorado SKIES Academy's Google Apps for Education comply with legal requirements for safety and security under the Child Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA).
- Colorado SKIES Academy is responsible for protecting and safeguarding the confidentiality of student information. CSA has contracted with Google to provide access to tools for our users (learners and staff) in a closed and secure environment. Google Apps is governed by a detailed privacy policy and security measures that CSA has reviewed thoroughly. CSA is satisfied that these policies protect the privacy of our users. Under the Terms of Service Agreement, Google is obligated to comply with FERPA, therefore advertising is not displayed within CSA's Google Apps, nor is data in any Google application in use by Colorado SKIES Academy's learners scanned for commercial purposes. **Always using his/her Colorado SKIES Academy login ensures that these protections are in place for a learner. If he/she does not use the CSA login, the school cannot make any assurances that these safeguards will be in place.**
- CSA also uses third party solutions to monitor content for threats, violence, illegal activity, etc. Notifications come to school tech support and administration regarding suspicious activity and, when concerns are identified, disciplinary action may occur. This could involve contacting parents and/or authorities if deemed necessary.
- Students should be aware that there should be no expectation of privacy when using school networks or equipment.
- Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance.

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. Carrying the Chromebook in a padded backpack or padded bookbag, is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss or drop the bag if your Chromebook is inside. CSA has waterproof V7 protective cases with a carrying strap available to every learner for his/her Chromebook.

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.

Please do not:

- Lean on the top of the Chromebook
- Stack things on top of the Chromebook.
- Place anything in a backpack that will press against the cover.
- Place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Touch the screen with anything (e.g. your finger, pencil).
- Put a piece of paper over the screen and 'trace' on the paper.

To clean the screen use a soft, dry anti-static or micro-fiber cloth. Do not use window cleaner, bleach wipes, or any other liquid other than approved screen cleaner. Spray the cloth lightly and wipe the screen, do not spray the screen directly. You may use individually packaged pre-moistened eyeglass lens cleaning tissues.

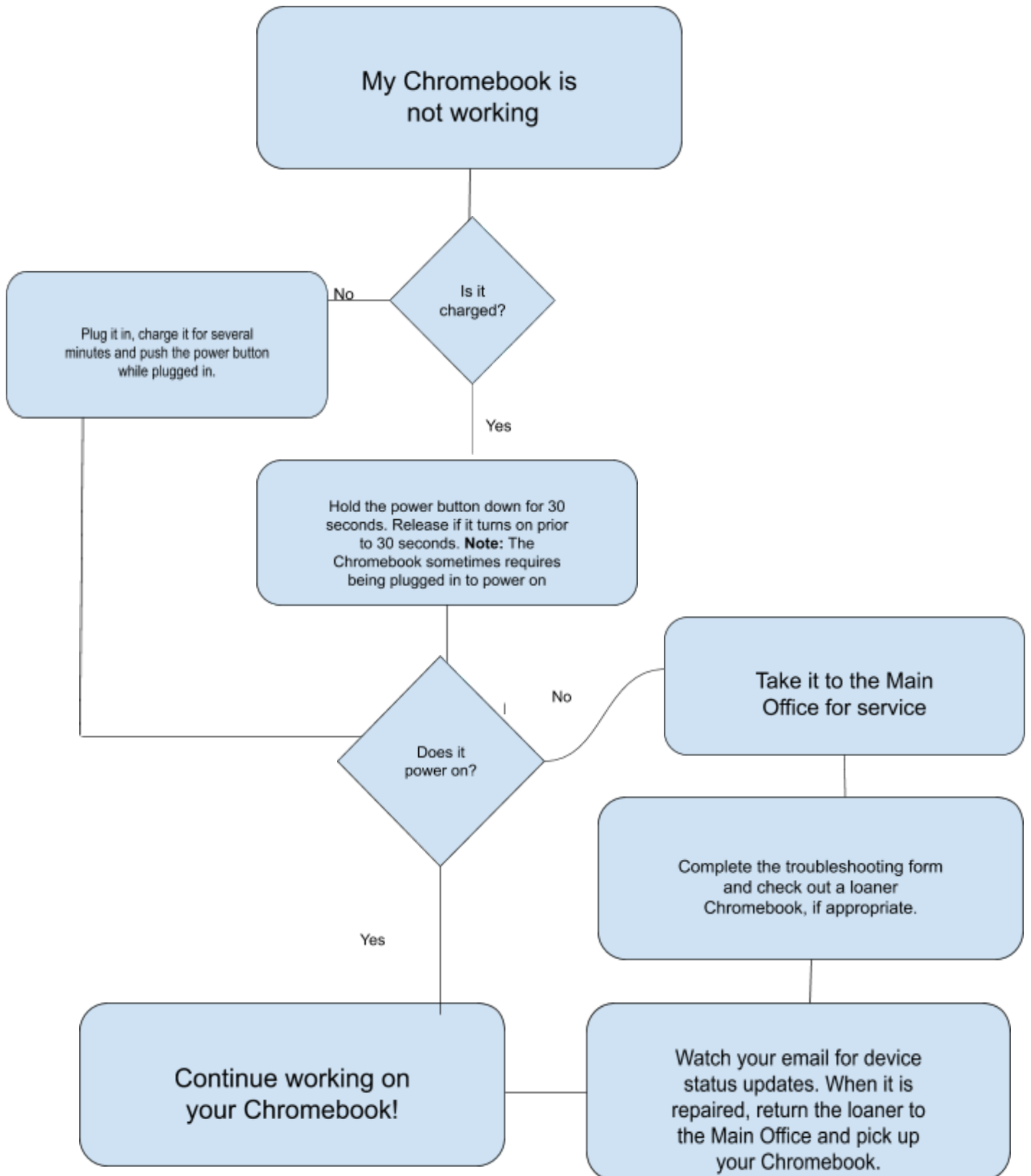**Repairing or Replacing Your Damaged Chromebook**

- Chromebooks that are broken or fail to work properly must be reported to a facilitator and taken to the Main Office for repair as soon as possible.
- If a loaner Chromebook is warranted, one will be issued to the student until their Chromebook can be repaired or replaced and is held to these same standards. If damage is deemed malicious or a previous repair invoice has not been paid, a loaner Chromebook may not be issued.
- The school will repair or replace damaged equipment resulting from normal use without charge to the student. Repair costs of all other breakages will be the responsibility of the student. The school will make its best attempt to purchase replacement parts at the best possible price. The invoice for parts and labor will be in the returned Chromebook and payment should be made within 2 weeks.
- Loss or theft of the device is the student's responsibility and will result in the student being charged the full current replacement cost to purchase a new identical device, which may cost up to $300.00.
- If students lose their charger, they are responsible for the replacement cost of up to $50.00.

- Repaired Chromebooks will be returned with the original factory image. It is important that students keep their school data synced to their Google Drive accounts documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- When a chromebook is repaired, the student will receive an email notification to pick it up and return their loaner device. In the case of repair taking more than a school day, a student may return the checked out Chromebook at the end of the day and check out a fully charged Chromebook for use at home. Chargers will be available for checkout and will be subject to a replacement fee if not returned. (Checkout Chromebooks are different from take-home Chromebooks and have a different charger.)
- Insurance may be purchased at the start of the school year for $30; so any repair will cost ½ the repair price on replacement parts; part pricing* varies with age and model. Fee structure is as follows:

Parts for Lenovo/HP/Dell/Acer	Parts Pricing*	Cost with Insurance
LCD Screen	$40.00	$20.00
Battery	$40.00	$20.00
Keyboard	$80.00	$40.00
Touchpad	$30.00	$15.00
Motherboard	$120.00	$60.00
Wireless Card	$9.00	$4.50
LED Bezel	$30.00	$15.00
LCD Top Cover	$40.00	$20.00
Bottom Case	$35.00	$17.50
Hinge Set	$15.00	$7.50
Speaker	$10.00	$5.00
Camera	$10.00	$5.00

Please note: If the Chromebook is deemed unrepairable, the total will be device replacement cost of up to $300.00 (*$150.00 with insurance*). Every effort will be made to salvage parts if a device must be completely replaced - the value of those parts will be deducted from the total cost charged to the student.

Basic Troubleshooting Steps (try prior bringing the Chromebook in for repair)

My Chromebook is not working

Is it charged?

No → Plug it in, charge it for several minutes and push the power button while plugged in.

Yes → Hold the power button down for 30 seconds. Release if it turns on prior to 30 seconds. **Note:** The Chromebook sometimes requires being plugged in to power on

Does it power on?

No → Take it to the Main Office for service

Complete the troubleshooting form and check out a loaner Chromebook, if appropriate.

Watch your email for device status updates. When it is repaired, return the loaner to the Main Office and pick up your Chromebook.

Yes → Continue working on your Chromebook!

Parents' Guide to Safe and Responsible Student Internet Use

Colorado SKIES Academy recognizes that with new technologies come new challenges to both facilitators and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your student's use of the Chromebook.

- Take extra steps to protect your child. Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing. Use the Internet with your student to help develop safe surfing habits. Children often model adult behavior.
- While we do not provide accounts to parents or guardians, you are highly encouraged to explore Google Apps with your children by logging in together. Your child can log in to his or her Colorado SKIES Academy account via any web browser and can show you what they are currently working on in class.
- Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, and help teach them how to act as they work and socialize online.
- Review your child's friend list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
- Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
- Limit the time your student is on the Chromebook. While the Chromebook is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
- Report unwelcome or malicious online threats. Report immediately to the school any online interactions that can be considered threatening.
- Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
- Take a look at the apps or programs. It is to the advantages of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.

- Read and share with your child the Chromebook Student User Agreement and Parent Permission Form. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

General Tips for Internet Safety
- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
- Monitor your child's computer use. Know their passwords, profiles, and blogs. When the Chromebook is taken home by the student, it is strongly recommended that it will always be used in a common family location.
- Let children show you what they can do online and visit their favorite sites
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

Colorado SKIES Academy Student Pledge

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebooks' battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Colorado SKIES Academy.
- I will follow the policies outlined in the Chromebook Policy Handbook and District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

Student Name (please print): _____

Student Signature: _____

Parent Signature: _____

Date: _____

Colorado SKIES Academy

STUDENT/PARENT Chromebook Usage Agreement

Student Information

Last Name: _____

First Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Parent Information

Last Name: _____

First Name: _____

Home Phone: _____

Cell Phone: _____

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by the Colorado SKIES Academy Acceptable Use Policy Guidelines as stated in this document.

Student Signature: _____   Date: _____

Parent/Guardian Agreement

In consideration of the privileges and opportunities afforded by the use of the Colorado SKIES Academy technology and computer resources, I hereby release the Colorado SKIES Academy and its agents from any and all claims of any nature arising from my student's use or inability to use the Colorado SKIES Academy technology and computer resources.

Parent Signature: _____   Date: _____