

# **Churchill County School District**

## **Learning with Chromebooks**

### **Student Handbook 2019-20**



# Learning with Chromebooks

## Device Management

All Chromebooks and chargers are provided to all students to support learning in Churchill County School District (ChurchillCSD). These devices are the property of Churchill County School District and all users will follow ChurchillCSD's Acceptable Use Policy.

All students are provided with a student account. Google security restrictions require that students must log in with a full email address with a password that contains at least 8 characters. To accommodate this, the accounts have been set up in the following manner:

Email: Username@fallongreenwave.com (lastnamefirstname + @fallongreenwave.com)

Password: 00StudentID (two zeros added before the student ID number)

*Students are encouraged to change the original password periodically for account security.*

Example:

George Washington would log in to a Chromebook with the following credentials:  
washingtongeorge@fallongreenwave.com Password: 00676330

## Responsible Care and Use

1. Students are responsible for general care of the Chromebooks. Please contact your teacher immediately for Chromebooks that are damaged, broken, or fail to work properly. If families choose, they are welcome to purchase a protective case to limit damage to the student Chromebook.
2. Only use a clean, soft cloth to clean the screen and do not use cleansers or liquids of any type.
3. Insert cords and cables appropriately; do not force when plugging in.
4. Chromebooks must remain free of any writing, drawing, stickers, or labels other than the provided labels and stickers.
5. Chromebooks should be stored in a secure location. Students are responsible for the care and security of their Chromebooks. Students who allow their Chromebooks to become damaged, lost, or stolen will be required to pay to

replace it. Damage will be assessed by the technology team of ChurchillCSD and repair or replacement costs determined. These situations should be reported immediately to a teacher or the librarian.

6. The battery should be charged at the beginning of each school day, and be ready for use throughout the day. Students can choose to bring their chargers to school if they wish.
7. Students will be trained regarding proper care of the Chromebook and should follow the instructions and ask if any questions arise.
8. Students must return their Chromebook and charger in good condition at the end of each school year. Students who withdraw, are expelled, or terminate enrollment from school for any other reason, must return their Chromebook prior to leaving.

Students will use the Chromebooks in a responsible and ethical manner while obeying school rules concerning behavior and communication. Use of any information obtained via the Internet is at your own risk. ChurchillCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services. If a student receives and/or encounters inappropriate digital content, they should immediately report it to an adult. If a student has security concerns, they should immediately notify an adult.

### School Responsibilities

The use of ChurchillCSD's technology resources is a privilege, not a right, and will be granted to students who follow the Acceptable Use Policy. If a student violates any of the rules, privileges may be terminated, access to the technology resources may be denied and the appropriate disciplinary action shall be applied. Each school's progressive discipline policy shall be applied to student infractions.

The Internet can bring a wealth of educational material to the classroom, but may also contain material that is inappropriate in an educational setting. ChurchillCSD filters websites believed to be inappropriate in compliance with the Federal Children's Internet Protection Act (CIPA). However, on a global network it is impossible to control all materials. ChurchillCSD cannot and does not believe that all inappropriate material can be completely filtered. Violations may result in disciplinary action in accordance with the school's disciplinary policy. When applicable, law enforcement agencies may be involved.

## Parent Responsibilities

Please talk to your child about safety and the standards that your child should follow when using the Internet, just as you would on the use of all media information sources.

## Cost for Loss or Damage of Chromebooks

### Spare Parts Costs:

Chromebook Charger - \$20

Replacement Keyboard - \$70

Replacement Screen - \$70

Replacement Motherboard CPU - \$100

Replacement of Entire Chromebook - \$250

Replacement of Damaged Frame or Hinges - \$40

Replacement Port (USB, Power, or Audio) - \$10

Replacement Camera - \$25

## Optional Insurance for Families to Protect Student Chromebooks

Insurance will be available through ChurchillCSD insurance broker. This insurance covers many Chromebook damages and replacement costs. The fee for this insurance is approximately \$40. More information and details can be reviewed on the ChurchillCSD website, Parents & Students tab.

## Digital Citizenship

Digital Citizenship will be integrated into the classroom curriculum in order to teach students proper etiquette. If students do not follow digital citizenship, they will need to review the material and demonstrate understanding.

Each student will take part in lessons on digital citizenship and basic training on taking care of and using a Chromebook in their learning. After participating in these lessons, students will be expected to show understanding by successfully completing assignments related to the lessons and passing comprehension quizzes. Parents will

also be asked to sign the form at the end of this document prior to students receiving their Chromebook.

Administrators will determine the appropriate consequences based on the severity of the infraction and the student's history of infractions.

#### Student Activities that are Strictly Prohibited:

1. Any action that violates existing ChurchillCSD policies
2. Installing/downloading apps except as directed by a teacher
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, or obscene materials
4. Changing settings (except personal settings such as profile picture, font sizes, brightness, etc.)
5. Gaining access to other student's or sharing personal accounts, files and/or data unless it is shared specifically with you for educational purposes
6. Using anonymous and/or false identification for communication
7. Giving out false information over the Internet
8. Purchasing anything on the Internet or using the Chromebook for financial gain
9. Vandalism or malicious attempts to manipulate district hardware, identification tags, software, or networks
10. Bypassing the ChurchillCSD filters
11. Plagiarism and other forms of academic dishonesty

#### Learning with your Chromebook

There are many ways to effectively use Chromebooks in the classroom. The teacher will decide how to best use Chromebooks in their classroom for lessons, supplemental practice, announcements, testing, etc. Chromebooks will be used at the discretion of the teacher.

**Chromebooks will be considered essential school supplies. Students will be expected to bring their school issued Chromebooks to school charged and ready each day.** Students will be expected to use the school issued Chromebooks, and not personal devices while at school. The school will not have 'extra' Chromebooks to lend out to students should they forget to bring their own. This will result in extra work at home as they complete digital tasks at home which would have been worked on during school hours.

There are certain places within the school that are not acceptable places to take Chromebooks out of their cases including bathrooms and cafeterias. Each school will designate proper learning areas.

Photos that include inappropriate material as outlined in the ChurchillCSD handbook will result in disciplinary action.

Sound must be muted or headphones/earbuds used to ensure an equitable learning environment for all students. Personal earbuds are encouraged.

Students are allowed to connect to wireless networks on their Chromebooks outside of school, however, they are not required to have wireless access at home.



# **ChurchillCSD Learning with Chromebooks Student Pledge**

## **Student Pledge for Responsible Use**

**(K-3 Students please review with a parent/guardian)**

- \_\_\_\_\_ I will avoid actions which may result in damage to Chromebooks.
- \_\_\_\_\_ I will bring my Chromebook fully charged to school (grades 6-12).
- \_\_\_\_\_ I will not leave my Chromebook unattended.
- \_\_\_\_\_ I will close my Chromebook when not in use to protect the screen.
- \_\_\_\_\_ I will keep food and beverages away from the Chromebook.
- \_\_\_\_\_ I will not disassemble any part of my Chromebook or attempt any repairs.
- \_\_\_\_\_ I will use a school-issued Chromebook while at school.
- \_\_\_\_\_ I will use my Chromebook in ways that are educational and appropriate.
- \_\_\_\_\_ I will not deface the serial number or other District issued labels.
- \_\_\_\_\_ I understand that the Chromebook may be inspected by staff at any time.
- \_\_\_\_\_ I will not install apps on the Chromebook unless directed to by my teacher.
- \_\_\_\_\_ I am financially responsible for damage to my Chromebook caused by accident, neglect or abuse.
- \_\_\_\_\_ I will notify teachers if the Chromebook is damaged or not working properly.
- \_\_\_\_\_ I understand that law enforcement will be called upon if necessary.
- \_\_\_\_\_ I agree to the rules and policies set forth by ChurchillCSD.

Student Name and Grade (Please Print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**If you wish to see a copy of the entire handbook, please see the document "ChurchillCSD Learning With Chromebooks Student Handbook" This can be accessed online at [bit.ly/churchillcsdchromebooks](http://bit.ly/churchillcsdchromebooks)**