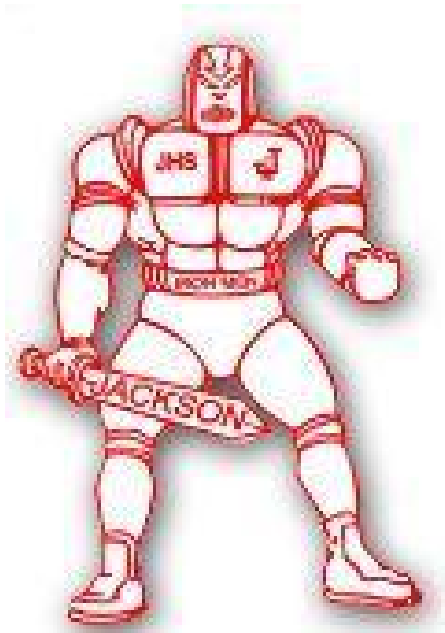


Jackson City Schools



Chromebook Handbook

Table of Contents

1. GENERAL INFORMATION	2
a. Chromebook Check-Ins>Returns	
b. Damage/Loss/Theft>Returns	
2. TAKING CARE OF YOUR CHROMEBOOK	3
a. General Precautions	
b. Carrying the Chromebook	
c. Screen Care	
d. Security Reminders	
3. USING YOUR CHROMEBOOK AT SCHOOL AND HOME	4
a. Chromebooks Left at Home	
b. Chromebooks Undergoing Repair	
c. Charging Your Chromebook's Battery	
d. Background photos/themes/pictures	
e. Sound/Apps	
f. Printing	
g. Webcams	
h. Home Access	
i. Issues with your Chromebook	
j. Updates/Virus Protection	

1. GENERAL INFORMATION

Chromebook Check-in/Returns:

- Chromebooks will be distributed each fall at the student/parent informational meetings. Meeting dates/times will be posted on the District and High School web pages and other media outlets.
- 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 all of the following before a chromebook will be issued to a student:
 - Jackson 1:1 Chromebook Protection Plan document (selecting to choose coverage or declining)
 - Chromebook Loan Agreement
 - Acceptable Use Policy
- 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.
- The following school year, students will be re-issued the same Chromebook, after all signed forms are turned in.
- 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 Jackson 1:1 Chromebook Protection Plan.
- Students, who graduate early, transfer to another district, withdraw, or for any reason are no longer enrolled and attending Jackson City 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 proper authorities..
- New students will have a device issued to them after meeting with the building principal.

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 damages assessed will follow the Jackson Technology Protection Plan.
- If a device is stolen, a report of the theft must be reported to the building principal. The student and parent must file a police report with the proper police authorities

and a copy of the report must be provided to the school. Jackson City Schools will assist the authorities in an attempt to recover the device.

- Deliberate damage will be referred to the building principal and will be handled per the student handbook as damage to school property. Missing keys will always be considered deliberate/malicious and not covered by Chromebook Protection Plan. No replacement 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 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. 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.
- Keep food and drinks away from the Chromebook.
- **Carefully** plug cables and accessories into the Chromebook. Do not force cables.

Carrying the Chromebook:

- Each Chromebook will come with a protective case. This case 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.

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 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 must 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. 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 for the day. 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 device 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 on a daily basis 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.

Photos/themes/pictures:

- 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.
- All files 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.
- Students are to provide their own earbuds or headphones.
- When using a Chromebook in a common area (media center, classroom, tiered room, etc), headphones or earbuds should be used if you are needing to use sound.
- Only approved apps should be installed. Approved apps will be made available on the District's Chrome Web store.

Printing:

- Students are encouraged to digitally publish and share their work with their teachers and peers when appropriate. Printers are available in some classrooms. A limited number of printers are also available in the Media Center.

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.
- Jackson City 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 on all school provided Chromebooks will be filtered through the District's

Internet filtering system, but parents should 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: technology@jcs.k12.oh.us and provide the URL that needs to be reviewed as soon as possible. Jackson City Schools is committed to being CIPA (Child Internet Protection Act) compliant at all times.

- Students that do not have WiFi access at home, can use a public WiFi location, such as the Jackson City Library or many of the local Jackson restaurants. When using a public connection, students are cautioned not to do any online shopping or banking because you are using an unsecure 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 solely by the student to whom it is issued.

Issues with your Chromebook:

- Chromebooks are fast and very reliable, but if a student experiences an issue, they should inform a teacher or high school staff member. The staff member will attempt to resolve the issue or it will be referred to the Technology Department.
- Jackson City 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, Jackson City Schools will keep students and their parents informed.

Jackson City Schools will be offering an optional Protection Plan to parents/guardians to choose if they choose to participate. 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 building principal will determine if the damage is accidental or malicious.

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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 (due to malfunction): \$0	Replacing keyboard/touchpad (due to malfunction): \$85
Total Chromebook replacement: \$0	Total Chromebook replacement: \$264
Missing keys (always considered deliberate) \$85	Missing keys (always considered deliberate) \$85
Charger: \$ 0 (malfunctioning)	Charger: \$30
Other parts not listed: \$0	Other parts not listed: Cost of part

Malicious Damage (non-accidental)
Replacing screen: \$75
Replacing keys/keyboard/touchpad: \$85
Total Chromebook replacement: \$264
Charger: \$ 30
Other parts not listed: Cost of part

_____ **YES**, I would like to participate in the Technology Protection Plan for \$25.00

_____ **NO**, I decline to participate in the Technology Protection Plan, and I understand that I am 100% responsible for any and all damage or loss to the school-loaned chromebook.

_____ **NO**, I do not want my child taking a chromebook off campus. I understand that we will be responsible for making up any work that is completed virtually.

Jackson City Schools Chromebook Protection Plan

Please read this entire document to determine if this program is needed for you and your child's protection against damage and loss of the loaned chromebook in your care. *Parents must sign and check YES or NO before the chromebook will be provided to the student.*

This agreement is for a single school year and covers the chromebook loaned to the student against accidental damage for two incidents per school year. Loss is not covered.

THEFT, LOSS, NEGLIGENCE AND MALICIOUS DAMAGE ARE NOT COVERED.

This coverage is effective from the date that payment is received through the last day of the current school year. Students will be required to return the chromebook in good working order during the week of final exams. Exact dates will be published.

The cost of the protection plan for the 2021 - 2022 school year is \$25.00 and is not refundable. It is agreed and understood that:

- The Technology Protection Fund will offer coverage to all students.
- Participation is totally *voluntary*. If a student does not participate, they will be responsible for all costs associated with repairs, loss, or damage.
- Any evidence of tampering with the device (screws removed, plastic covers tampered with, etc.) will void this agreement.

The Building Administration will determine if damages were due to negligence or accident. The Technology Protection Plan will only cover two (2) accidental incidences per school year. Payment is due when this form is submitted.

Student Last Name: _____

Student First Name: _____

Grade: _____

Home Address:

Phone: _____

Parent Name (printed): _____

Parent Signature: _____ Date: _____

_____ **YES**, I would like to participate in the Technology Protection Plan for \$25.00

_____ **NO**, I decline to participate in the Technology Protection Plan, and I understand that I am 100% responsible for any and all damage or loss to the school-loaned chromebook.