

LACONIA CHRISTIAN ACADEMY

CHROMEBOOK POLICY

1. Receiving Your Chromebook

- a. Parent/Guardian and Student Acknowledgment. All parents/guardians and students are required to read and sign the LCA Chromebook Agreement before a Chromebook can be issued to their student.
- b. Upper School Distribution. Students will receive their Chromebooks during the first few weeks of school.

2. Returning Your Chromebook

- a. End of Year. At the end of the school year, students will turn in their Chromebooks. Failure to turn in a Chromebook will result in the student being charged the full \$349.00 replacement cost. The Academy may also file a report of stolen property with the local law enforcement agency.
- b. Transferring/Withdrawing Students. Students that transfer out of or withdraw from LCA must turn in their Chromebooks to the main Office on or before the last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$349.00 replacement cost. Unpaid fines and fees of students leaving LCA may be turned over to a collection agency. The Academy may also file a report of stolen property with the local law enforcement agency.

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 Main Office as soon as possible so that they can be taken care of properly. Academy-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 except in their hallway locker.

- 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 used or stored near pets.
 - Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
 - Chromebooks must remain free of any writing, drawing, stickers, and labels.
 - Heavy objects should never be placed on top of Chromebooks.
- b. Cases
 - Each student must purchase a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
 - Although most cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.
- c. Carrying Chromebooks
 - Always transport Chromebooks with care and in its protective case. Failure to do so may result in disciplinary action.
 - 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.

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- Do not store a Chromebook with the screen open.
 - Do not place anything in the protective case that will press against the cover.
 - 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. Identification Tag
- All Chromebooks will be labeled with an Academy ID tag.
 - ID tags may not be modified or tampered with in any way.
 - Students may be charged up to the full replacement cost of a Chromebook for tampering with an Academy ID tag or turning in a Chromebook without an Academy ID tag.
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
- A student may stop in the main Office and rent a loaner for the day, if available, at a rate of \$10.00 per day.
 - A student renting a Chromebook will be responsible for any damage to or loss of the issued device in accordance with this policy.
 - The Main Office will document the number of times a rental device is issued to each student for not having his/her own Chromebook at school and will send reports to the Tech Service Coordinator's office for those students that have more than one occurrence during an academic quarter.
 - The Tech Services Coordinator will treat such occurrences as an infraction of school rules, which may result in disciplinary action.
- b. A student that obtains a rental device will be responsible for returning it to the Main Office before 2:30 p.m.
- c. Charging Chromebooks
- Chromebooks must be brought to school each day with a full charge.
 - Students should charge their Chromebooks at home every evening.
- 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/earbuds may be used at the discretion of the teachers.
 - Students should have their own personal set of headphones/earbuds for sanitary reasons.
- f. Printing
- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
 - Printing will be available in the Main Office via an Academy-owned laptop computer and networked printer, providing students have money in their school copy machine account. The per-page printing rate on the school copy machine is \$0.05 (black and white) or \$0.25 (color). Deposits to student printing accounts should be made in the Main Office.

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- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.
 - g. Logging into a Chromebook
 - Students will log into their Chromebooks using their school issued Google Apps for Education account.
 - Students should never share their account passwords with others, unless requested by an administrator.
 - h. Managing and Saving Your Digital Work With a Chromebook
 - The majority of student work will be stored in 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 hard drive.
 - Students should always remember to save frequently when working on digital media.
 - The Academy will not be responsible for the loss of any student work.
 - Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.
5. **Using Your Chromebook Outside of School.** Students are encouraged 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 LCA Information Network Access and Ethics Policy, Acceptable Use Policy, and all other guidelines in this document wherever they use their Chromebooks.
6. **Operating System and Security.** Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the Academy.
- a. Updates
 - The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
 - 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 Academy 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 Academy. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers or the media center staff to request the site be unblocked.
8. **Software**
- a. Google Apps for Education
 - Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.

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- All work is stored in the cloud.
 - b. Chrome Web Apps and Extensions
 - Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
 - Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
 - Some web apps will be available to use when the Chromebook is not connected to the Internet.
- 9. Chromebook Identification**
- a. Records
 - The Academy will maintain a log of all Chromebooks that includes the Chromebook serial number, ID tag, and name of the student assigned to the device.
 - b. Users
 - Each student will be assigned the same Chromebook for the duration of his/her time at LCA. Take good care of it!
- 10. Warranty and Optional Insurance for your Chromebook**
- a. Vendor Warranty
 - Chromebooks include a one year hardware warranty from the vendor.
 - The vendor warrants the Chromebook from defects in materials and workmanship.
 - The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
 - The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
 - All repair work must be reported to the Tech Services Coordinator.
 - b. Optional Insurance (subject to change)
 - Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
 - The Academy offers an optional insurance policy at a cost of \$50 annually with no deductible. Families are strongly encouraged to elect this additional protection. Lost/damaged chargers are not covered; replacement chargers are available in the Main Office for \$20.
 - Parents must indicate on the Internet Access Consent and Waiver Form that they have accepted or declined insurance prior to Chromebooks being released to their student.
- 11. Chromebooks Repairs**
- a. Whether or not the Chromebook is insured through the LCA policy, all claims and repairs must be processed through LCA.
 - b. Repair/Replacement costs for uninsured Chromebooks
 - Screen Repair/Replacement - \$50
 - Hinge Repair/Replacement - \$50
 - Motherboard Repair/Replacement - \$125
 - Charging Port Repair/Replacement - \$50
 - Charger Replacement - \$20
 - Chromebook Replacement (complete device) - \$349

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- c. Loaner Chromebooks may be issued to students when they leave their school issued Chromebook for repair with the Tech Services Coordinator.
 - d. A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device in accordance with this policy.
 - e. Chromebooks on loan to students having their devices repaired may be taken home.
 - f. The Tech Services Coordinator will contact students when their devices are repaired and available to be picked up.
- 12. No Expectation of Privacy.** Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for Academy-related or personal purposes, other than as specifically provided by law. The Academy may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the Academy. Teachers, school administrators, and the technology department staff use monitoring software (www.hapara.com) that allows them to view the screens and activity on student Chromebooks. By using a Chromebook, students agree to such access, monitoring, and recording of their use.
- 13. Appropriate Uses and Digital Citizenship.** School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable 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:
- a. *Respect Yourself.* I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
 - b. *Protect Yourself.* I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
 - c. *Respect Others.* I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
 - d. *Protect Others.* I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
 - e. *Respect Intellectual Property.* I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
 - f. *Protect Intellectual Property.* I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.