

# CHROMEBOOK HANDBOOK

**2020 - 2021**



[carsoncityschools.com](http://carsoncityschools.com)



## GENERAL INFORMATION

This handbook is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the rules in this handbook, privileges may be terminated, access to Carson City School District 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.

### **Safety is our number one priority:**

There is some risk that comes with online activity. Carson City School District manages technology with clear intent to protect our students and staff. It is our top priority to protect data, privacy, and people.

### **Learning is a process:**

Learning to use technology responsibly takes time, effort, and guidance. Carson City School District offers age-appropriate curriculum around digital citizenship. As technology evolves, we encourage students, teachers, and parents to embrace the learning that's needed to continue to use technology responsibly.

### **Privacy is not guaranteed:**

Carson City School District makes every effort to protect student privacy and the security of digital data, but makes no guarantee, express or implied. Any device that is owned by Carson City School District or data connected to District accounts may be secured and inspected at any time for compliance with school and District policies, and state and federal laws.

### **Expectation of Privacy:**

Students have no expectation of privacy when using the District's network, technology, or accounts, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, track, and record use and activity.

### **CIPA, COPPA, and FERPA:**

Carson City School District operates subject to federal regulations intended to preserve the safety and privacy of our students: CIPA, COPPA, and FERPA. All Carson City School District policies are intended to comply with or exceed these guidelines. For additional information on these federal regulations please use the following links.

CIPA – <https://bit.ly/1UIClHD>

COPPA – <https://bit.ly/1UJZNI0>

FERPA - <https://bit.ly/2kw9CCn>

### **Ownership:**

All Chromebooks and accessories provided by the District are the property of the Carson City School District. The use of Carson City School District's technology resources is a privilege, not a right, and is not transferable or extendible to people or groups outside the district.

### **Chromebook Distribution/Check-Out:**

Chromebooks will be distributed/checked out according to each school's deployment schedule. To receive a District-issued Chromebook, parental or guardian consent must be obtained.

### **Chromebook Collection/Check-In:**

Carson City School District will collect and inspect student Chromebooks and accessories at the end of each school year. In addition, Chromebooks and accessories (originally supplied) must be returned when requested or when students terminate enrollment or graduate. Students who are withdrawn, expelled, or terminate enrollment at Carson City School District for any reason must return their Chromebook prior to the date of termination. Students who transfer schools within District must return their Chromebook prior to transfer.

If a student fails to return their Chromebook, he or she may be subject to criminal prosecution or civil liability if the replacement cost of \$300 is not received within 30 days of the student's departure. Failure to return or pay for the Chromebook may result in the District filing a police report with the Carson City Sheriff's Department.

### **Student account maintenance:**

At the end of each school year, accounts that are assigned to students that have graduated will be purged. Accounts that are assigned to unenrolled students may be purged at any time after unenrollment.

### **Inspection:**

Students may be selected at random to provide their Chromebook for inspection. The primary purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. In addition, any staff member may confiscate any Chromebook at any time for any reason.

### **Termination of privileges:**

The use of technology resources terminates when a student is no longer enrolled with Carson City School District or at such time the Carson City School District revokes privileges.

## **2 >>**

### **DEVICE CARE**

#### **Chromebook Care:**

Just like any school property issued to students for individual use, students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order; therefore, general care is expected at all times. Students are responsible for any and all damage. Use the following general precautions to help ensure proper care of your Chromebook:

#### **General Precautions:**

- No food or drink should be near your device.
- Use a clean, soft cloth to clean the screen; do not use cleansers or liquids of any type.
- If required by school administration, protective case or cover must be used.
- Cords, cables, and removable storage must be inserted carefully into the device.
- Students should not carry their device while the screen is open.
- Device should be shut down when not in use to conserve battery life.
- Device should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Store device in a secure location. Any Chromebook left in an unsecure area is at risk of being lost or stolen. If a Chromebook is found in an unsecure area, it will be taken to the Library Media Center or Office. Disciplinary action may be taken.
- Do not remove or alter approved District or factory labels.
- District provided carrying cases must remain free of any writing, drawing, or stickers that are not approved by the District.
- Don't remove, repair, or replace any part of the Chromebook.
- Do not expose your device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- **Do not leave technology in a vehicle.**

#### **Screen Care:**

Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover or screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the device. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.
- Do not spray directly on the screen. Apply screen cleaner to cleaning cloth and proceed to clean screen.

#### **Carrying Chromebook:**

The device will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. For example, you shouldn't drop or toss your device.

#### **Storing Your Chromebook:**

When students are not using their Chromebooks, it should be stored in a safe and secure location. Nothing should be placed on top of the Chromebook. Chromebooks should also not be exposed to extreme temperatures to prevent damage to the device.

#### **Personalizing your Chromebook:**

Do not write, draw, paint, or put stickers or tape directly on your Chromebook. Chromebooks must remain free of inappropriate writing, drawing, stickers, or labels related to gangs, tobacco, drugs, alcohol, violence, discrimination, profanity, or any other school prohibited forms of expression, including sexually explicit content. Photos and stickers that include, but are not limited to, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

### **Chromebook Identification:**

Each student's device will be labeled in the manner specified by the Department of Innovation and Technology and can be identified in the following ways:

- Serial number
- Carson City School District label(s)

Device identification stickers 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 a district asset tag or turning in a Chromebook without a district asset tag.

## **3 >> USING YOUR DEVICE**

### **Chromebook login:**

Students will use their District issued @student.carson.k12.nv.us account to log in.

### **Managing your files:**

Students are responsible for the integrity of their files and ensuring that their files are secured. Chromebook malfunctions are not an acceptable excuse for not submitting work. Students are only permitted to store files in their district issued Google Drive or Microsoft OneDrive cloud storage.

### **Network Connectivity:**

Carson City School District strives to maintain network connectivity but makes not guarantee. In the rare case that the network is down, Carson City School District will not be responsible for lost or missing data or failure to meet deadlines.

### **Printing:**

Printing directly from your Chromebook is not supported. Students are encouraged to share documents digitally. When printing is necessary, refer to teacher recommendation for printing options.

### **Internet use at home and elsewhere:**

Students are permitted to connect their Chromebook to wireless networks outside of the District, but the District will not provide any technical support. Parents/Guardians are responsible for monitoring student use of the Chromebook, including Internet browsing at home or at any other location where a student is able to use their Chromebook or access the Internet.

### **Network & Internet safety:**

Parents/Guardians - Every student must take responsibility for his/her use of the network and Internet and avoid inappropriate sites. Despite the best efforts of supervision and Internet filtering, all students and their parents/guardians are advised that access to the network and Internet may include the potential for access to materials inappropriate for school-aged students.

Personal safety - Don't reveal personal information such as names, home address, telephone number, school name, or location. Don't arrange a face-to-face meeting with someone you only "met" on the Internet. Any safety concerns should immediately be brought to the attention of a teacher or school administrator.

### **Apps and Extensions:**

Apps and extensions installed by the District must remain on the Chromebook. From time to time, the District may install or uninstall apps and/or extensions. Students are responsible for non-District apps and extensions installed on their Chromebook.

### **Built-In Chromebook Camera(s):**

Students may not use the camera and/or video capabilities including audio recording on the Chromebook without the subject's permission. Cameras or audio recording may never be used in a prohibited area. *Please refer to the "Prohibited Areas and Times" section in this handbook.*

The Carson City School District uses technology and digital resources to enhance student learning experiences and better prepare students to engage in our rapidly changing world. These technologies improve student communication and collaboration skills, provide a more authentic learning experience, and extend learning beyond the classroom walls while building digital citizenship skills. Student access to technology requires responsible, courteous, efficient, and legal use. The District's goal in providing access to these resources is to enhance learning experiences and to educate students in responsible and appropriate use.

**School Responsibilities:**

- Provide Internet filtering as defined in the Children's Internet Protection Act (CIPA).
- Provide a safe and secure digital learning environment.
- Provide guidance to support the responsible use of technology and digital resources.
- Enforce District policies and regulations.

**Student Responsibilities:**

- Students shall use Chromebooks in a responsible and appropriate manner.
- Students are responsible for the general care of their Chromebook.
- Students shall follow general school rules and adhere to Carson City School District's Acceptable and Responsible Use Policy (ARUP).
- Students shall follow school and district instructions when using technology.
- Students shall be polite, considerate, and use appropriate language.
- Students shall report and/or help prevent any bullying, abuse, or harm of others.
- Students shall tell a teacher or school administrator if they read, see, or access something inappropriate, or if they witness inappropriate use of technology.
- Students shall follow all Internet filter and security measures.
- Students shall maintain a strong unique password and not share their password, except at the request of their teacher, school administrator, or parent/guardian.
- Students shall not reveal or post personal information belonging to them or another person (i.e., passwords, addresses, or telephone numbers).
- Students shall follow trademark, licensing, and copyright laws.
- Students shall follow all school and district technology rules, policies, and regulations.
- Students must understand that the use of any information obtained via the Internet is at the student's own risk. Carson City School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students are responsible for all activity on their Chromebook and student accounts.
- Students shall immediately report a missing or stolen Chromebook to the Library Media Center or Office.
- Students shall demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

**Prohibited Areas and Times:**

Prohibited areas are areas where the Chromebooks are not to be used at any time. Prohibited areas include the following: bathrooms, locker rooms, and the nurse's office. Prohibited times are certain times during the school day when the Chromebooks are not to be used. Administration and/or teachers will notify students of Prohibited Areas and Times and may change them accordingly.



**TIP:** If you are unsure, ask a teacher or school administrator for help.

**Parent/Guardian Responsibilities:**

- Parents/Guardians are responsible for supervising student use of technology outside of school.
- Parents/Guardians are encouraged to talk to their child about Internet safety and the standards that their child should follow on the use of the Internet, just as they do regarding the use of all media information sources such as television, telephones, movies, and radio.
- Parents/Guardians are encouraged to remind their child to charge their Chromebook and bring it to school as required by their child's school.
- Parents/Guardians are encouraged to support their child by providing Internet access at home if possible. Please note that students can access free Internet through the Carson City Library and other local public Wi-Fi areas.
- Parents/Guardians are expected to read and understand the Carson City School District Acceptable and Responsible Use Policy (ARUP) and the requirements therein that apply to their student.

**Teacher Responsibilities:**

- Teachers shall maintain confidentiality regarding student personally identifiable information and password information.
- Teachers are expected to use technology to create rigorous learning experiences for all students.
- Teachers shall model and actively promote responsible use of technology and good digital citizenship.
- Teachers shall advocate and exhibit legal and ethical use of digital information and technology, including respect for copyright, intellectual property and the appropriate documentation of sources.
- Teachers shall address the diverse needs of all learners by using learner-centered strategies and providing equitable access to appropriate digital tools and resources.
- Teachers shall model, moderate, and monitor responsible social interactions related to the use of technology and Internet-based resources.
- Teachers shall adhere to the Carson City School District Acceptable and Responsible Use Policy (ARUP).



1. Advocates for equal digital rights and access for all.
2. Treats others with respect in online spaces and never cyberbullies.
  - **Will not** create, transmit or access materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
  - **Will not** engage in sexting (the sending of sexually explicit photos, images, text messages, or emails by using a cell phone or other mobile device).
  - **Will not** send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
3. Does not steal or damage others' digital work, identity or property.
4. Academic Honor Code.
  - **Will not** change Chromebook settings (exceptions: personal settings such as font size, brightness, etc.).
  - **Will not** install/download software or transmission of copyrighted materials
  - **Will not** download software/applications.
  - **Will not** participate in credit card fraud, electronic forgery or other forms of illegal behavior.
5. Makes appropriate decisions when communicating through a variety of digital channels.
  - **Will not** use anonymous and/or false communications.
  - **Will not** bypass Carson City School District's Internet filter.
6. Uses digital tools to advance their learning and keeps up with changing technologies.
  - Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. All software, applications, games, music, videos, etc. must be district approved/provided. Personal ear buds are encouraged when use is directed by a teacher or staff member.
7. Makes responsible online purchasing decisions and protects their payment information.
  - **Will not** use district issued Internet/e-mail accounts for financial or commercial gain or for any illegal or inappropriate activity.
8. Upholds basic human rights in all digital forms.
9. Protects personal information from outside forces that might cause harm.
  - **Will not** give out personal information over the Internet.
  - **Will not** gain unauthorized access to others' accounts, files, and/or data.
  - **Will not** use or possess hacking software; it is strictly prohibited, and violators will be subject to state or federal law resulting in criminal prosecution or disciplinary action by the Carson City School District.
10. Proactively limits health risks of technology, from physical to psychological.
  - **Will not** vandalize school equipment (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components will not be allowed).

All Chromebooks will be used in a responsible, efficient, ethical, and legal manner. Violations may lead to disciplinary action or loss of Chromebook privileges or both, and parents will be contacted. The following is a list of possible violations:

**“Minor” Violations:**

- Communicating by using social media, email, or other electronic means during class time when use is not related to class.
- Game play/video streaming on the Chromebook at school during class time when use is not related to class or approved by the teacher.
- Accessing non-approved websites during class time.

**“Major” Violations:**

- Bullying & Harassment.
- Using someone else’s account.
- Moving, deleting, or changing files/folders not owned by you.
- Removing or damaging computer hardware.
- Bypassing the Carson City School District’s Internet filter.
- Manipulating screen content with intent to deceive.
- Viewing unauthorized materials, images, and or websites.
- Showing, depicting, suggesting or implying illegal activity.
- Showing or encouraging violence.
- Showing adult-oriented material.
- Showing provocative or explicit dress (or undress).
- Storing of inappropriate materials.

**Theft and Destruction of School Property (Chromebooks):**

- **Stealing/Robbery:** Students involved in stealing or robbery or in possession of stolen school property could result in suspension and/or arrest.
- **Property Damage:** Students involved in the willful destruction or defacing of school property or the property of others could result in suspension and cost of damage. (The offender’s’ parents/guardians will be held responsible for repairing or replacing damaged school property per NRS 41.470)

**Consequences for Violations:**

Teachers and administrators will determine the appropriate consequences based on the severity of the infraction and the student’s history of infractions. Site Administration will establish a Progressive Discipline Policy ranging from limited Chromebook accessibility to the device being taken away.

**Re-teaching Digital Citizenship:**

Students who violate Digital Citizenship or who are found lacking digital etiquette may be required to review, complete, or re-do Digital Citizenship Lessons as assigned by Administration or Teacher.



# 6

## TECHNICAL SUPPORT

Technical support services are available through the Library Media Center during school hours. Services include the following:

- Hardware troubleshooting, repair, and maintenance.
- Network connectivity troubleshooting.
- Digital curriculum resource access.
- User account support.
- Coordination and completion of repairs.
- **ALL REPAIRS** must be completed by the Carson City School District Department of Innovation and Technology.

# 7

## REPAIRING AND REPLACING

### Repairs and Responsibility for Chromebooks:

Students are expected to use their Chromebook in accordance with this handbook, Carson City School District’s Acceptable Use Policy (ARUP), and any applicable laws. Students are responsible for maintaining a working Chromebook at all times and shall use care to ensure that the Chromebook is not damaged. Carson City School District reserves the right to charge the student or parent/guardian up to the full cost for repair or replacement when damage/loss occurs due to negligence as determined by administration and/or civil authorities.

### Cost of Repairs:

Students will be held responsible for any and all damage to their Chromebook including, but not limited to: broken screens, cracked plastic pieces, missing keys, broken trackpad, inoperable device, etc. Lost items such as cases and cables will be charged a replacement fee. Repair/Replacement rates:

<b>Repair fee (per repair) regardless of cause</b>	<b>\$20</b>
<b>Non-repairable Chromebook</b>	<b>\$300</b>
<b>Lost/broken AC adapter/charger</b>	<b>\$20</b>
<b>Identification sticker/label replacement</b>	<b>\$5</b>
<b>Lost or stolen Chromebook</b>	<b>\$300</b>

### Chromebook Repair Process:

**Devices are the property of CCSD and are only to be repaired by District authorized personnel.**

If the Chromebook is in need of repair, student shall report to the Library Media Center or Office. Student will submit the applicable repair fee and device to the Library Media Center or Office. If a loaner device is available, one will be issued until the original device is repaired.