



Chromebook Handbook 2021

The policies, procedures, and information within this document apply to all Chromebooks used at Indian Rocks Christian School by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

Introduction

This handbook provides information concerning the new Chromebooks used at Indian Rocks Christian School. We selected a device that will have a positive impact on learning and is cost-effective. Chromebooks meet the above expectations and provide a solid base for a one-to-one learning environment.

Benefits of Chromebooks:

- Chromebooks will be configured remotely through the Google Administrative software. There is no software to install, no imaging is needed to be done.
- Chromebooks boot up in 7 seconds and hold a battery charge of approximately 8 hours.
- The Chromebooks and Google Apps open new and exciting ways for students to learn, preparing students for higher education and today's workforce. Hundreds of school districts across the nation and around the world have switched to Google Apps and Chromebooks. Many colleges and universities have switched over to Google Apps.

One of the core goals of Indian Rocks Christian School is the requirement to foster 21st Century learning. 21st Century learning means acquiring the skills needed for students to thrive in today's world-- skills like collaboration, digital literacy, critical thinking, and problem-solving.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school office to be sent to the Technology Department for inspection. If a Chromebook becomes defective (at no fault of the student) Indian Rocks Christian School will supply the student with a new Chromebook for use.

If a repair is needed, involving software or hardware, **please contact the I.T. Department using the following link to our school website. It can be found under Parent/Student Resources:**

<https://sites.google.com/indianrocks.org/virtualllearning/home>

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- If repair is needed due to malicious damage or negligence, the school may refuse to provide a loaner Chromebook.
- Students must keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Such misuse includes major scratches and damage to the unit itself, etc. Parents will be billed for parts and necessary labor required in such circumstances.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose of inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Lost or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Chromebook- \$350*
- AC Adapter & power cord - \$55*
- Battery - \$98*

*prices are subject to manufacturer adjustment

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels. Spot checks for compliance will be done by teachers or administration at any time. Students may add **school-appropriate** music, photos, and videos to their Chromebook if allowed by their teacher(s). Personalized media are subject to inspection and must follow the Indian Rocks Christian School acceptable use policy (AUP).

Chromebook Identification:

Chromebooks will be labeled in the manner specified by Indian Rocks Christian School.

Chromebooks can be identified in the following ways:

- Record or a serial number
- Individual's Google Account username

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

Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use via the Google Drive Sync app. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course, based upon administrator/teacher requests. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Additional Software:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design. Students are unable to install additional software on their Chromebook other than what has been approved by Indian Rocks Christian School.

Using Your Chromebook

At School:

The Chromebook is intended for use at school every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks, and teacher webpages can be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes unless specifically advised not to do so by their teacher. Students are responsible to make sure that the Chromebook is fully charged each evening to make sure it is ready for the next day's class lessons at the start of each day.

At Home:

Students are required to take their Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. If fully charged at home, the battery should last throughout the day. Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone their parents to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Wireless Internet

- Your Chromebook is a wireless-only device.
- A wireless network is required to use the device
- If there is no WiFi in the home, students can still use the device offline. Any changes will sync once back on the network at school.

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive or they may save to an external memory device. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as 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. Students will be trained in proper file management procedures.

Chromebook Use and Handling

The Chromebook is fun to use and a great tool for learning, but it is not a toy. Remember, it is still a computer and, as such, it must be handled with care. There are several things you can do to make your Chromebook last longer and offer you a trouble-free and rewarding learning experience.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.

- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature before turning it on.

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 book bag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. It is recommended that students carry the AC Adapter power cord in the same bag as the 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.

- Do not lean on top of the Chromebook. Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen. Do not leave the Chromebook in direct sunlight or near a heat source. 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 Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.
- Close your Chromebook carefully-from the center of the screen---don't slam it shut!
- Do not use your Chromebook as a folder to store papers.

One of the best features of your Chromebook is the fact that it is portable. It enables you to take your homework and information wherever you go. When transporting your Chromebook there are a few simple things you can do to protect it.

- When you put your Chromebook in your protective case, remember it is there. Don't throw the protective case on the floor, use it as a backrest on the bus, cram it in your locker or backpack, etc.
- Close the lid of your Chromebook before carrying it from one location to another. This ensures all mechanical and moving parts are not damaged during transit. Moving the Chromebook with the lid open also makes it more difficult to handle. Always use two hands when handling your Chromebook
- Use your Chromebook on a flat, hard, stable surface.
- Do not insert things, especially metal objects, into the openings of your Chromebook.
- Charge your Chromebook when you get home from school so that your battery is fully charged for the next day.

Cleaning

- Wipe surfaces lightly with a clean, soft cloth.
- Do NOT use water or other cleaning solutions on your Chromebook.
- To keep the screen clean, do not touch the screen with your fingers.

Power Cable

- The Power Cable should be lined up straight with the connector when inserting and removing.
- Be careful not to pull/twist your Chromebook around when the cables are attached.

Storing Your Chromebook:

When students are not monitoring their Chromebook, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in a vehicle.

Chromebooks Left in Unsupervised / Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, 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 the school office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Personal Health and Safety

- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.
- Read the safety warnings included in the laptop user guide.

Disclaimer

Given the nature of technology use and applications, laptop handbook provisions are subject to change over the school year. If such changes occur, students and parents will be notified via school publications and web postings.