



6-12 Student/Parent 1:1 Chromebook Handbook

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This Chromebook Policy Handbook outlines the procedures and policies for students and parents to protect the Chromebook investment made by the School District of Denmark. Chromebooks will remain at all times the property of the School District of Denmark.

1. RECEIVING/RETURNING YOUR CHROMEBOOK

1a. Chromebooks Issued by the Denmark School District

- Chromebooks are a necessary requirement for access and completion of many learning activities. Their function as a digital textbook and information access tool is a factor in student success.
- Chromebooks are provided for educational purposes only and are intended to support the learning objectives of the School District of Denmark.
- Parents and students must sign the DSD Annual Parent Consent Form which can be done electronically via Infinite Campus as part of registration or via a paper form which can be obtained from your school office prior to Chromebooks being issued.
- Chromebooks will be distributed at the beginning of the school year. Students will be provided a Chromebook orientation.
- The following items and accessories will be distributed and recorded in the district inventory system:
 - Chromebook, with district tag on the device, managed by district management console
 - Charging cord with AC adapter
 - Protective Case with student name
- Students who retain their DSD enrollment will be reissued their original Chromebook and accessories at the beginning of each school year.
- Chromebooks must be used in accordance with the policies and procedures outlined as well as applicable civil/criminal laws.
- Use of Chromebooks as well as the District's computer network is a privilege and not a right.

1b. Returning Your Chromebook

- Students leaving the District must return District owned Chromebooks and accessories prior to withdrawal from the Denmark School District to the school office.
- Chromebooks and accessories will be turned in within the last two weeks of the school year.
- If a Chromebook and/or accessory is lost, stolen, or not returned, the student/guardian must immediately report this to a staff member and the student/guardian will be charged the full replacement cost. Law enforcement agencies may be notified. If the device is returned after the return



date, a \$60 fine will remain on the student account as a processing fee for the Chromebook collection attempts.

- It is important to use officially licensed chargers when one is lost to avoid permanent damage to the device. Additional chargers can be purchased at each building.
- Returning an uncleaned Chromebook will be assessed a \$10.00 charge.
 - Base Enclosure
 - LCD Screen
 - Keyboard
 - Palm Rest
- Chromebook Case Damage will be assessed a charge of \$25 for the replacement cost.
 - Coloring/Stickers
 - Crumbs in case
 - Broken/Lost straps
- A damaged keyboard will be assessed a charge of \$25

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued. Students must immediately report any concerns about Chromebooks that are broken or fail to work properly so the issue can be addressed. District Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

2a. General Care

- Chromebooks are expected to remain in the case at all times, even during use.
- Students are responsible for bringing a fully charged Chromebook to school each day.
- Students are encouraged to take their Chromebook home every night, regardless of whether it is needed or not. (At the very least, it will need to be charged.)
- All District labels must remain on the equipment.
- Chromebooks must remain free of any personalization, such as: writing, engraving, drawing, stickers, labels, etc.
- Be mindful of food, drink, etc. that may come in contact with the Chromebook when it is stored or in use.
- Chromebooks should not be used with the power cord plugged in where the cord may create a tripping hazard.
- Heavy objects should never be placed on top of Chromebooks.



- Chromebooks must not be left unattended.
 - If an unattended Chromebook is found, students must notify a staff member immediately.
 - Students who leave their Chromebooks unattended may face disciplinary action.
 - Upon discovery that a Chromebook has been stolen, report the information to building administration who will involve law enforcement, as necessary.
- Chromebooks should not be stored in a vehicle (at home, school, or otherwise) for security and temperature control reasons.

2b. Carrying Chromebooks

- Transport Chromebooks with care.
 - Use provided case, zipped, when carrying.
 - No additional accessories should be plugged in (power cord, USB drives, etc) when transporting Chromebooks.
- Chromebook lids should always be closed when transporting. Always support a Chromebook from its bottom with the lid closed.

2c. Screen Care

- Chromebook screens can easily be damaged. The screens are particularly sensitive to damage from excessive pressure.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not place anything in the protective case that will apply additional pressure against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (pens, pencils, papers, etc).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
 - Do not use window cleaner, household cleaners, or other sprays, as they may damage the Chromebook.

2d. Technical Support

- Chromebooks that are broken, or fail to work properly, must be taken to the HS Tech Office (room 204) or the MS Media Center as soon as possible so that the issue can be properly addressed.
- The high school will have a support person in the Tech Office that will provide multiple services to support Chromebook usage and repair. Services that will be provided, depending upon facilities and staffing, may include:
 - Troubleshooting, repairs, and loaner devices
 - Loaning of devices to students who have lost or sent devices out for repair
 - Assist students with questions about devices or online tools



- Submission of warranty claims
- ***Do not take District-owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

3. USING YOUR CHROMEBOOK AT SCHOOL

Staff shall have final authority as to the time and method of Chromebook use in the classroom. Failure to comply with staff instructions shall result in a referral to administration for possible disciplinary action.

3a. Chromebooks Left at Home

- Students are expected to have their Chromebook present on a daily basis.
- Repeated failure to bring your Chromebook to school may result in disciplinary action.

3b. Chromebooks Under Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- Students using loaner Chromebooks will be responsible for any damage or loss incurred to the loaner while assigned to and in the possession of the student.

3c. Charging Your Chromebook

- Chromebooks must be brought to school each day fully charged. Repeated failure to bring the Chromebook fully charged will not only negatively impact the student's education, but will also result in a referral to administration for possible disciplinary action.
- Students may not have the opportunity to charge their Chromebook in the classroom.

3d. Backgrounds

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, sexualized material, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

3e. Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

4. SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

4a. Saving to your Google Apps Account

- With a wireless Internet connection, Google documents and files can be accessed from any device, anywhere, at any time.
- All items will be stored online.



- Prior to leaving the District, or graduating, students are encouraged to transfer any documents to a personal account within three (3) weeks of leaving or graduating.

4b. Saving to Removable Storage Devices

- Chromebooks are equipped with a USB port so portable hard drives and USB drives can be used to transfer and/or save files.

5. OPERATING SYSTEM ON YOUR CHROMEBOOK

5a. Updating your Chromebook

- Chromebooks automatically update to the most recent version of the Chrome operating system thus eliminating time-consuming installs, updates, or re-imaging.
- Students must power down the Chromebook weekly for the update to take effect.

5b. Procedure for Restoring the Chromebook

- Technical support for the operating system is handled by the Tech Office.

6. ACCEPTABLE USE GUIDELINES CHROMEBOOK

6a. General Guidelines

- Student Education Technology Acceptable Use and Safety Policy 7540.03. Students and parents must sign this policy each year.
- Students are responsible for ethical and educational use of technology.
- Access to DSD technology is a privilege, not a right. Students are required to follow DSD policies and rules.
- Students should be aware that Internet access and electronic-mail and all other media that are accessed, created or stored on Chromebooks are the sole property of the District. The District retains the right to review these items for appropriateness and to limit or revoke a student's access to them at any time and for any reason.

6b. Privacy, Safety, and Digital Citizenship

- As required by the Children's Internet Protection Act (CIPA), Internet access is filtered in our District. The District has purchased a filtering system that will filter Internet content when the devices are taken outside of the District and used on the public internet.
- Filtering restricts access to inappropriate content, but the DSD cannot guarantee that all inappropriate content will be blocked. No filter is as reliable as adult supervision. It is the responsibility of parents or guardians to help monitor a student's technology usage at home.
- Should a student inadvertently access a website that contains obscene, pornographic or otherwise



offensive material, the student must exit the website immediately and immediately notify a staff member.

- Students should not go into chat rooms without permission for a specific classroom project. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use or change files that do not belong to you.
Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of others.+
- Students must abide by Copyright and Plagiarism Laws.

6c. Legal Property

- Chromebooks issued are School District of Denmark's property. All DSD Board Policies apply.
- Students must comply with all trademark and copyright laws and all licensing agreements.
- Plagiarism is a violation of the Student Code of Conduct. Students must appropriately cite to all sources used, whether quoted or summarized.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

6d. Electronic Communication (E-Mail)

- Email and communications sent/received should be related to educational needs.
- Email and communications are not private and subject to inspection by the District at any time.

6e. Consequences

- The student in whose name a system account and/or hardware is issued will be responsible at all times for its appropriate use.
- Electronic records are not considered confidential and the District may access them at any time.
- The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.
- Students who violate Board policy or this Handbook as well as state and federal law face disciplinary action and/or financial responsibility.
- Students who violate the policies outlined and/or referenced herein may be placed on “Probationary Status” pertaining to the use of Chromebooks – The District may impose certain limitations or restrictions upon such use.



7. INSURING AND REPLACING YOUR CHROMEBOOK

7a. Chromebook Insurance and Warranty

- Chromebooks have a limited warranty against manufacturer defect provided by the Denmark School District.
- Chromebooks are also insured by the Denmark School District against accidental damage claims as specified in section 7b.

7b. Accidental Damage Claims

- \$50 deductible per broken screen including accidental breakage.
- Claims for accidental drops, breaks, spills, hardware failure and manufacturer defects are covered under DSD insurance.
- The District reserves the right to charge for the entire replacement cost of a Chromebook (accessory) due to repeated damage or negligence. Examples of negligence include, but are not limited to, losing or destroying your Chromebook, or obvious damage such as in the image on the right.
- Manufacturer defects covered under warranty will not be subject to the above criteria.



8. CHROMEBOOK FAQs

Do you need Internet access to use a Chromebook?

Chromebooks work best when connected to the internet. District survey results have indicated that the vast majority of students have Internet access at home. If a student does not have Internet access at home several local businesses provide free Wi-Fi such as the public library, etc.

Some Chromebook functions are able to be performed offline (e.g. Gmail, Google Drive, apps). It is important to understand though that after completing work offline on a Chromebook it needs to be connected to Wi-Fi to sync the work to the cloud.

Does a Chromebook need virus protection?

Chromebooks are designed so that they do not require virus protection.

Can I opt my student out of receiving a Chromebook?

The Chromebook is a necessary tool to be used in the instruction process. Students cannot opt out of a



District issued Chromebook. The student may be required to use a device during the school day.

What about insurance?

The Chromebook is insured by the Denmark School District. Refer to the damage claims section above for more information (section 7).

Who else can use my child's device?

Your child will be held responsible for Chromebook usage. We do NOT authorize others to use a student's Chromebook.

What kind of technology support will we have outside of school hours?

No technology support will be provided outside of school hours.

Is there an option to buy the Chromebook?

No, Chromebooks issued by DSD are not available for purchase.

Can students purchase apps for the Chromebook?

Apps are available both for free and for purchase (with a personal form of payment). Apps associated with an DSD account need to comply with DSD policy. After a student graduates or leaves the District and their DSD account is deleted the student will lose access to their apps.

What if I don't want my child to bring his or her Chromebook home?

Students are encouraged to bring Chromebooks home each night; if nothing else, it must be charged at home, nightly. If parents or legal guardians decide they do not want their children to bring their devices home, the parents or guardians will need to consult with administration.

Will students be able to keep their Chromebooks over the summer?

No. Chromebooks will be turned in to the DSD before the end of the school year.

Further Questions?

Please contact the Tech Office ([email](#)).



____I accept the terms of the 1:1 Policy

Parent Signature/Date