

Bloomfield-Mespo Local Schools



Chromebook Handbook

Preschool to 12th Grade

Ver 1.0 - Updated 8/23/21

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Purpose Statement

Bloomfield Mespo Local Schools recognizes the prominent role technology plays in our world and community. Our goal is to continue to integrate 21st century technology skills into the daily curriculum and to do this, all Elementary, Middle, and High School students will be issued a Chromebook with charger to aid in that. Students will use these devices for research, assignments, communication, and state testing.

1. GENERAL INFORMATION

Chromebook Check-in>Returns:

- Chromebooks will be distributed at the start of each school year to the students once a Technology Agreement has been completed by the parents or guardians.
- Chromebooks will be labeled in a manner specified by the district and those labels should not be altered or covered in any manner.
- 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.
- Chromebooks and chargers provided by the district must be returned in good working condition. Should any of the equipment be damaged, the student may be charged.
- Students who graduate early, transfer to another district, withdraw, or for any reason are no longer enrolled in Bloomfield Mespo Local Schools, must return their Chromebook and charger immediately to their building. Failure to return the Chromebook and the charger will result in a theft report being filed with the Trumbull County Sheriff's Office.
- New students or students that transfer in, will have a device issued to them after meeting with the building Principal and the Technology Department.

Damage/Loss/Theft>Returns:

- If at any point during the school year there is damage, loss, or theft of a Chromebook or charger, 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.
- If a device is stolen, a report of the theft must be reported to the building principal and technology department. The student and parent must file a police report with the Trumbull County Sheriff's Office and a copy of the report must be provided to the school. Bloomfield Mespo Local Schools will assist the Police Department in an attempt to recover the device and a loaner device will be provided to the student in the meantime. If the device is not recovered, a permanent replacement will be provided.

- Deliberate damage will be referred to the building principal and will be handled per the student handbook as damage to school property. No replacement or loaner Chromebook will be issued until all replacement/repair costs are paid.
- Chromebook and charger replacement fees will be noted in the Technology Checkout Agreement that will be updated yearly and needs signed by a parent or guardian.

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 to their teacher 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. Charging stations and cables are available at school for during the day.
- Chromebooks, like any device, are sensitive to extreme heat and cold, so 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.
- Keeping food and drinks away from the Chromebook is always a good idea.
- Carefully plug cables and accessories into the Chromebook.
- Video and audio recordings on the Chromebooks of staff or students are not allowed without permission and for educational purposes only.

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 only 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 should 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 from the Technology room. 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 Chromebook must be returned to the Technology room 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.
- Please refer to the attached consequences list based on Elementary, Middle, and High School for leaving a Chromebook at home or coming to school without a full charge.

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.

Background photos/themes/pictures:

- Students are permitted to change the background photos or themes on their Chromebook as long as it is school appropriate.
- Photos and videos 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.
- When using a Chromebook in a common area, headphones or earbuds should be used if you are needing to use sound.
- Only approved apps should be installed.

Printing:

- Students are encouraged to digitally publish and share their work with their teachers and peers when appropriate. Physical printing is not an option.

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, and should only be used for school assignments.
- For general safety, it is recommended that a piece of black electrical tape be placed over the camera when not in use. This can be done by the school district upon request from the parents/guardians.
- Bloomfield Mespo Local 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 will have limited filtering, so parents are encouraged to monitor home access.
- Students that don't have WIFI access at home will be issued a hotspot.
- When using a public connection students are cautioned not to do any online shopping or banking because you are using an unsecure connection.
- Students are not permitted to share their Chromebook with other siblings. This device is to be used by the student to whom it is issued only.

Issues with your Chromebook:

- Chromebooks are fast and very reliable, but if a student experiences an issue, they can seek help from their Teacher, and the Teacher will attempt to resolve the issue or it will be referred to the Technology Department via a Helpdesk ticket. Any issues with Chromebooks referred to the Technology Department.
- Bloomfield Mespo Local 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, Bloomfield Mespo Local Schools will keep students and their parents informed.

Technology Discipline:

- All students shall follow the Bloomfield-Mespo Local School District code of conduct and Acceptable Use Policy. Student violations of these may result in disciplinary action.