

McCall School

Chromebook Policy Handbook



The policies, procedures, and information within this document apply to all Chromebooks used at McCall 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.

Receiving Your Chromebook:

Chromebooks will be distributed each fall during the first week of school. ***Parents & Students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child.*** This document will need to be signed during student registration or during new student enrollment.

Rental Agreement:

The annual rental fee will be \$40 per device and must be paid to the McCall Home & School Association prior to receiving the Chromebook. Details of this policy are on page 7.

Training:

Students will be trained on how to use the Chromebook by their homeroom teacher. Training documents and videos will be available online for students to refer to when needed.

Return:

Student Chromebooks and accessories will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at McCall for the lifecycle of the device.

Any student who transfers out of McCall School or moves on to high school will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. Parents/guardians not paying part or all of their students' rental cost, deductible payments and/or replacement costs will not have their transcripts transferred to their high school and will be unable to participate in the 8th grade move-up ceremonies and luncheon. If payment is not received the parent/guardian will be turned over to a collection agency.

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 reported immediately. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

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 temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

Carrying the Chromebook:

A protective case or sleeve should be purchased for your Chromebook. This case/sleeve will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in the case/sleeve is **required** when not in use. Two points of contact should be made when carrying the Chromebook - regardless of whether it is in its case/sleeve or not.

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 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.

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will 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.

At Home:

All students may take their Chromebook home each night throughout the school year for charging or place in their homeroom Chromebook cart. Chromebooks must be present at school each day in a fully charged condition. Students need to fully charge their Chromebooks each evening and bring them ready for use daily. Repeat violations of this policy will result in referral to administration and possible disciplinary action. If you would prefer to not have your student(s) take home their assigned Chromebooks please let us know and they can be securely stored and charged.

It is recommended that students not carry the AC Adapter power cord (charger) to school if they are bringing them home. If fully charged at home, the battery will last throughout the day.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. (Students are required to bring earbud headphones to class)

Printing:

At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of assignments.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. 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 on proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of McCall School. Spot checks for compliance will be done by administration or McCall School teachers at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the McCall School acceptable use policy.

Software on Chromebooks:

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. 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 build of 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 shutdown and restarted.

From time to time the school may add software applications for use in a particular course. 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.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by McCall School.

Inspection:

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

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the “5-minute”, or triage rule. If the problem cannot be fixed quickly, the Chromebook may be restored to factory defaults. In a One-to-One environment it is impossible for our small technical support staff to maintain a working environment for all students if too much time is spent diagnosing minor problems. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student-created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. Any files saved locally on the chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored.

Protecting & Storing Your Chromebook:

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number and McCall School asset tag
- Individual’s Google Account username

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

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 or lock them in their homeroom cart. The Chromebook should be charged fully each night. Chromebooks should never be stored in an unattended vehicle.

Storing Chromebooks at Extracurricular Events:

Students are responsible for securely storing their Chromebook during extra-curricular events.

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, cybrary, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- If available, loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Media Center Tech Office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students 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. Parents will be billed for Dell parts and labor.

Accidental Damage or Loss Protection:

As part of the 1:1 Chromebook initiative at McCall School the rental agreement cost covers the Chromebook against accidental damage or loss due to theft. McCall School will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This rental agreement does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse or loss due to negligence. **Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

McCall School Chromebook Rental Agreement

McCall School requires that the rental agreement be signed prior to the deployment of the Chromebook to your child. The rental agreement cost is \$40.00 annually for each Chromebook. A protective sleeve or case retailing for around \$12 is required as well. These costs are the only cost to parents. This works out to approximately \$5 per month for access to this technology. If this amount is a hardship for a family, a limited amount of grant funding is available. No child will be excluded due to cost.

Chromebooks that need to be repaired or replaced due to accidental damage or loss due to theft will incur a fee for each incident.

Annual Rental Agreement	Incident #1 Fee	Incident #2 Fee	Incident #3 Fee
\$40 per device	\$50	\$100	\$150

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 (\$329 for devices purchased by McCall School prior to October 2014)
- AC Adapter & power cord - \$65

Chromebook Technical Support:

The Tech Lab will be a point of contact for repair of the Chromebooks. After a technology ticket is received, services provided by the Tech Office include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

McCall School's Acceptable Use Policy:

General Guidelines:

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at McCall School. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources at McCall School.
- Access to the McCall School technology resources is a **privilege** and not a right. Each employee, student, and/or parent will be required to follow the rules of McCall School's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the School District of Philadelphia's Acceptable Use Policy, McCall Student and Parent Handbook, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the district Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies that this document (McCall School Chromebook Policy) contains.

Privacy and Safety:

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety:

- All student and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the McCall School discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email:

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the McCall School. The interface is heavily monitored by corporation network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other McCall School students and faculty.

Consequences:

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or McCall School's Acceptable Use Policy will result in disciplinary action as outlined by the student handbook and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. McCall School cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

McCall School Chromebook Policy Handbook Sign-Off and Student Pledge



- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of McCall School.
- I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook and power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook and power cord/charger in good working condition at the end of each school year.

Student Name: _____ (Please Print)

Student Signature: _____

Parent Signature: _____

Date: _____

McCall School CHROMEBOOK RENTAL AGREEMENT

McCall School Student/Parent Chromebook Use Agreement 2014-2015

In this agreement, "Chromebook" means Dell Chromebook and all its components, software, battery, and charger.

Parent and Student please initial each section:

P:	TERMS:
S:	<ul style="list-style-type: none"> ● You will comply at all times with the McCall School's Chromebook Policy Handbook and its guidelines as well as the McCall School Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.
P:	TITLE:
S:	<ul style="list-style-type: none"> ● Legal title to the Chromebook is in the McCall School and it shall remain in the McCall School. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.
P:	LOSS OR DAMAGE:
S:	<ul style="list-style-type: none"> ● If the property is accidentally damaged or incurs loss due to theft, McCall School will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to McCall School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
P:	REPOSSESSION:
S:	<ul style="list-style-type: none"> ● Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.
P:	TERM OF AGREEMENT:
S:	<ul style="list-style-type: none"> ● Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by McCall School or upon student withdrawal from McCall School.
P:	APPROPRIATION:
S:	<ul style="list-style-type: none"> ● Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

STUDENT/PARENT CHROMEBOOK SIGNATURE PAGE

McCall School

Student Information

Last Name _____ First Name _____

Address _____

Home Phone _____ Cell Phone _____

Parent Information

Last Name _____ First Name _____

Address _____

Home Phone _____ Cell Phone _____

Technology Acceptable Use Agreement

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by the McCall School Technology Acceptable Use Policy Guidelines as stated in this document.

Student Signature: _____ Date: _____

Parent/Guardian Agreement

In consideration of the privileges and opportunities afforded by the use of the McCall School technology and computer resources, I hereby release McCall School and the McCall Home & School Association and their agents from any and all claims of any nature arising from my student's use or inability to use the McCall School technology and computer resources.

Parent Signature: _____ Date: _____

Chromebook Rental Agreement Grant Application

McCall School requires that the rental agreement be signed prior to the deployment of the Chromebook to your child. The rental agreement cost is \$40.00 annually for each Chromebook. A protective sleeve or case retailing for around \$12 is required as well. These costs are the only cost to parents. This works out to approximately \$5 per month for access to this technology. If this amount is a hardship for a family, a limited amount of grant funding is available. No child will be excluded due to cost.

Student Information

Last Name _____ First Name _____

Address _____

Home Phone _____ Cell Phone _____

Parent Information

Last Name _____ First Name _____

Address _____

Home Phone _____ Cell Phone _____

Email _____

Amount Requested:

_____ Rental Cost of Chromebook \$40 _____ Protective Sleeve ~\$12

Statement of Need:
