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SPECTRUM 1:1 CHROMEBOOK USER GUIDE

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I. CHROMEBOOK DISTRIBUTION

- A. Chromebooks will be assigned to students for use at school and home.
- B. Parents/Guardians and students should review this *Chromebook Use Agreement* for device care and handling expectations.
- C. All students assigned a Chromebook are expected to use a school-issued Chromebook during the school day.

II. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school.

A. General Precautions

1. Protect your password. Do not share your password.
2. No food or drink is allowed next to your Chromebook while it is in use.
3. **Chromebooks must remain free of any writing, drawing, or stickers that are not the property of SHS. An incident fee will be charged for the removal of stickers or writing.**
4. Heavy objects should never be placed on top of your Chromebook.
5. Chromebooks must have an SHS label on them and this must not be removed or altered in any way. If a tag is removed, disciplinary action will result, which may include loss of access to Chromebooks.
6. Chromebooks should never be left in an open locker or any unsupervised area.
7. If your device is broken, lost, or in need of repair, students must notify their teacher or the Technology Office as soon as possible.

B. Carrying Chromebooks

The guidelines below should always be followed when moving your Chromebook:

1. Transport Chromebooks with care.
2. Students should never carry their Chromebooks while the screen is open.
3. Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your backpack while plugged in.
4. Never move a Chromebook by lifting from the screen. Always transport a Chromebook from its bottom with the lid closed.
5. Chromebook lids should always be closed and tightly secured when moving.

6. When carrying the Chromebook in another case/backpack, take caution when placing other items (notebooks, books, lunch box, etc.) to avoid putting too much pressure and weight on the Chromebook screen. The screen is delicate and can crack easily.
7. Use caution when placing Chromebooks into bags, to ensure that writing utensils, earbuds, etc. do not slip between the screen and keyboard.

C. Screen/Computer Care

The Chromebook screen can easily be damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean or put pressure on the top of the Chromebook when it is closed.
2. Do not store the Chromebook with the screen in the open position.
3. Do not place anything on the Chromebook that could put pressure on the screen.
4. Do not place anything in a carrying case or backpack that will press against the cover.
5. Do not poke the screen with anything that will mark or scratch the screen surface.
6. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
7. ONLY clean the screen with a soft dry microfiber cloth or anti-static cloth (i.e. <http://amzn.com/B008FPTID2>)
8. Do not use chemicals or cleaners on your Chromebook.

III. USING YOUR CHROMEBOOK

- A. Students are responsible for bringing their Chromebook to school each day fully charged.
- B. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules will be accessed using the Chromebook.
- C. Students must be responsible to bring their Chromebook to all classes unless specifically advised not to do so by their teacher.
- D. If needed during the school day, and allowed by the teacher, Chromebooks may be charged in the classroom.

- E. Do not remove any keys on the computer keyboard.
- F. Backgrounds
 - 1. Inappropriate media may not be used as a screensaver or background.
 - 2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or gang-related symbols or pictures will result in disciplinary action, which may include loss of access to all Chromebooks.
- G. Sound, Music, Games
 - 1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
 - 2. Headphones may be used at the discretion of the teacher. Each student is encouraged to purchase their own headphones.
- H. **Printing**
 - 1. Digital sharing of documents is encouraged; printing documents is strongly discouraged and may be limited throughout the school.
 - 2. Students may use the network printers with the teacher's permission during class or breaks.

IV. MANAGING YOUR FILES AND SAVING YOUR DIGITAL WORK

- A. The majority of student's work will be stored in internet/cloud-based applications and can be accessed from any computer with an internet connection and most mobile internet devices.
- B. Students should always remember to save frequently when working on digital media if working outside of Google Drive.
- C. The district will not be responsible for the loss of any student work.
- D. Files should only be stored in your Google Drive or Office 365 (One Drive) and not in the "downloads" file folder of the Chromebook. **Documents stored on the Chromebook may be deleted during a repair.**

V. SUPPORTING YOUR CHROMEBOOK

Proper care and maintenance of your Chromebook will help keep a device in good working condition over the four years it is in use.

- A. Updating your Chromebook

1. When a Chromebook starts up (while on campus), it updates itself automatically, so it has the most recent version of the Chrome operating system.
- B. Procedures for Restoring your Chromebook
1. If your Chromebook needs technical support for the operating system, all support will be provided by the school.
 2. The school does not accept responsibility for the loss of any software or documents deleted due to reformatting and reimaging due to technical issues or issues resulting from inappropriate use.
- C. Apps and Extensions
1. Searching for and applying most apps/extensions has been disabled for all students. Some mandatory apps/extensions will be automatically added.
 2. Some web apps will be available to use when the Chromebook is not connected to the internet, including Google Drive apps (Docs, Sheet, Slides, etc.)

VI. PROTECTING & STORING YOUR CHROMEBOOK

- A. Chromebook Identification
1. Student Chromebooks will be labeled in the manner specified by the school.
 2. Chromebooks are the responsibility of the student. In most cases, students will be assigned this same device for multiple years. Take good care of it.
- B. Account Security
1. Students are required to use their spectrumhighschool.org domain user ID and password to protect their accounts and are required to keep that password confidential.
- C. Storing your Chromebook
1. When students are not using their Chromebook, they should store them in their locker. Students are encouraged to purchase and use a lock to ensure their device remains secure. All combinations must be provided to the front office.
 2. Nothing should be placed on top of the Chromebook when stored in the locker.
- D. Chromebooks Left in Unsupervised Areas
1. Under no circumstances should Chromebooks be left in an unsupervised area.

2. Unsupervised areas include the school grounds, the cafeteria, computer labs, gymnasiums, locker rooms, media center, unlocked classrooms, and hallways.
3. Any Chromebook left in these areas is in danger of being damaged or stolen.
4. If an unsupervised Chromebook is found, notify a staff member immediately.
5. Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.
6. Chromebook should not be left on the floor while charging or otherwise.

E. Do not allow others to use your Chromebook.

VII. REPAIRING/REPLACING YOUR CHROMEBOOK

A. Vendor Warranty

1. The vendor warrants the Chromebooks from defects in materials and workmanship.
2. The vendor warranty does not warrant damage caused by misuse, abuse, accidents, or Chromebook viruses.

B. Chromebook Repair/Replacement Costs

1. Please report all Chromebook problems to your teacher or the Technology Office.
2. There will be an “Incident Fee” charged for every accidental, intentional damage, or irresponsible use resulting in a need for hardware repair. This fee is issued to not only encourage proper use, but also to help offset repair costs.
3. If the Chromebook is damaged, lost, or stolen, the costs and procedures are outlined below.
 - a. Software issues = No cost (unless tampered with) One of the reasons Spectrum chose Chromebooks is because they are minimal affected by software issues.
 - b. An incident fee will be charged every time a hardware repair is required from accidental or intentional damage or irresponsible use/care of device (*see Appendix A*).
 - c. Chromebooks that are lost or stolen are the responsibility of the student.
 - d. Lost or stolen Chromebooks must be reported to your teacher or the Technology Office within 24 hours of the incident.
 - e. Student/Parent must pay the associated charges to replace the lost or stolen Chromebook and accessories.
4. A “Replacement Fee” for the cost of the device will be charged if the Chromebook is not returned at the end of the school year or the last day of enrollment if leaving prior to the end of the school year.

- C. Chromebook Insurance Plan
 - 1. See Appendix A for more details

VIII. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available through the school.

Services provided include the following:

- A. Loaner Chromebooks may be available while repairs are being made to the student's assigned Chromebook after "Incident Fees" have been paid.
- B. User account support
- C. Hardware maintenance and repairs
- D. Coordination and completion of warranty repairs
- E. ALL REPAIRS must be completed by SCHOOL IT STAFF

IX. EXPECTATION OF PRIVACY

- A. No right to privacy exists in the use of technological resources provided by the school. School system administrators or individuals designated by the executive director may review files, internet history logs, monitor communications/content activities, and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School personnel may monitor online activities of individuals who access the internet via school-owned computers, both on and off campus.

X. INTERNET ACCESS AND MONITORING

- A. The school is not responsible for providing internet access off of school grounds. However, all internet use on school Chromebooks, both on and off campus, will be filtered through the school's content filter provider.
- B. Chromebooks will have geo-location tracking enabled both on and off campus.

XI. RESPONSIBLE DIGITAL USE AND AWARENESS

- A. School-issued Chromebooks and other devices should be used for educational purposes only and students are to adhere to Spectrum's Acceptable Use Policy and Student Internet Safety (*found in the Student Handbook*) and all of its

corresponding administrative procedures at all times as responsible digital citizens.

APPENDIX A

Optional: Spectrum's Chromebook Insurance Plan

Spectrum High School is offering Chromebook insurance for students taking part in the 1:1 Chromebook program. The insurance is optional; however, **families without insurance will be responsible to pay full costs for repairs or a new replacement should damage/loss of device occur.**

Insurance cost per Chromebook is \$30 per school year. Families with two or more children will not have to pay more than \$50

By electing not to purchase insurance, parents may be required to pay up to the full replacement cost of a Chromebook for any repair or replacement of damaged or stolen Chromebooks in the care of their students. Below is a summary of Chromebook replacement costs.

Non-Insured Cost estimates:

- Damaged or broken screen may cost up to \$120 depending on parts needed.
- Replacement cost for a new device is \$300-\$350.

Insurance Costs:

- An incident fee will be charged every time a hardware repair is required from accidental or intentional damage or irresponsible use/care of device. This fee is issued to encourage proper use and, also, to help offset repair costs.

1st Incident Fee	2nd Incident Fee	3+ Incident Fees
\$15.00	\$25.00	\$50.00 *Privileges may be reduced

Insurance Covers	Insurance DOES NOT Cover
<ul style="list-style-type: none">• Unintentional Damage	<ul style="list-style-type: none">• Intentional Damage

<ul style="list-style-type: none"> • Cracked/Damaged Screen • Stolen (copy of police report required) • All internal components • Battery • Keyboard Replacement 	<ul style="list-style-type: none"> • Lost or Damaged Power Adapters (\$20.00) • Lost or damaged protective case • Lost or stolen (without a police report) Chromebook
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Students should report a damaged or missing device to the IT dept. as soon as possible. If the Chromebook requires a repair or replacement, costs associated with the incident will be assigned as a fee in Infinite Campus and parents will receive an email notification.

To purchase Insurance

Families can purchase insurance up to 15 days after a student receives their Chromebook. Insurance is valid after payment has been received. To purchase insurance, login to the [Infinite Campus Parent](#) portal.