

Chromebook Care and Use Guide

A Resource for Students and Parents/Guardians

1. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to the student's homeroom teacher. If insurance was purchased, an insurance claim must be filed as soon as possible. District-owned Chromebooks should **never** be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their locker.

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be exposed to extreme temperatures, such as leaving them in a car overnight during the winter or during the day in the summer.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, or non-removable stickers. Static-cling decals that peel off easily are permitted.
- Heavy objects should never be placed on top of Chromebooks.
- Use caution when placing Chromebooks on top of desks that may be angled/not flat. Chromebooks may fall off.
- Do not throw or drop your Chromebook onto the floor with or without your books.
- Chromebooks should **never be loaned to another student** or individual during the school day or otherwise unless requested to do so by school personnel.

b. Carrying Chromebooks

- Always transport Chromebooks with care
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- When walking in the hallways, Chromebooks should be **CLOSED** and carried on top of books.

c. Opening the Chromebook

- Open the Chromebook only when it is resting on a flat surface such as a table or desk.
- To open the Chromebook, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position.
- The hinge of the screen will only allow the screen to be open to a slight angle. Do not attempt to open the screen beyond this stopping point as the screen will break if forced.

d. Closing the Chromebook

- Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device. Obstacles on the keyboard could cause broken screens or damaged hinges.
- Close the screen only when the Chromebook is resting on a flat surface such as a table or desk.
- Close the Chromebook using two hands--one at either corner of the screen
- Close the screen gently!

e. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning products, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in a protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

f. Asset/Fort Lee Tags

- All Chromebooks will be labeled with a Fort Lee asset tag. The asset tag indicates the Chromebook is property of the Fort Lee Public Schools and provides information that allows us to determine the name of the student to which the specific Chromebook has been assigned.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with an asset tag or turning in a Chromebook without an asset tag.
- If an asset tag is in danger of falling off, notify your homeroom teacher immediately.

2. Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day. Chargers should **NOT** be brought to school. Students who forget their Chromebooks at home will need to use pen and paper for the day's assignments. **NO LOANER CHROMEBOOKS** will be issued for forgotten Chromebooks!

a. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- Currently, there are no charging stations in classrooms.

b. Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

c. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

d. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students are not able to print in school from their Chromebooks at this time.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be found at <http://www.google.com/cloudprint/learn/>.

e. Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued Google Apps for Education account which is their [student id@flboe.com](mailto:student_id@flboe.com).
- Students' passwords are initially set to their student id. Students **MUST** change this password. For steps to guide you in changing your password, please visit <https://support.google.com/>.
- Students should never share their account passwords with others, including faculty and staff.

f. Managing and Saving Your Digital Work With a Chromebook

- The majority of student 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.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

3. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Fort Lee Public Schools Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document **wherever** they use their Chromebooks.

4. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

a. Updates

- The Chromebook operating system, ChromeOS, updates itself automatically.

b. Virus Protection

- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

5. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers to request that the site be unblocked.

6. Software

a. G-Suite for Education

- Chromebooks seamlessly integrate with the G-Suite Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud (Google Drive).

b. Chrome Web Apps and Extension

- Intermediate school students are not allowed to install Chrome web apps and extensions from the Chrome Web Store unless they have been approved by the technology department.
- To request an app or extension be allowed for students to download and install, please contact your teacher.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

7. Chromebook Identification

a. Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag number, and name and ID number of the student assigned to the device.

c. Users

- Each student will be assigned the same Chromebook for grades 5-8. The Chromebook you are given today should last you until you graduate from 8th grade. *Take good care of it!*

8. Repairing/Replacing Your Chromebook

a. Getting Help

- Students should **NOT** leave a class for Chromebook repair or help. Please click the link to read the **TECHNOLOGY TROUBLESHOOTING GUIDE**.
- If a student cannot fix a Chromebook issue, the student's homeroom teacher must be notified for assistance. **Students need to make sure they know if their parents have purchased insurance BEFORE coming to their teacher with a Chromebook issue.**
- The student's homeroom teacher will analyze and fix the problems they can and escalate the issues they cannot fix to the Technology Department or direct students to have their parents file an insurance claim.

b. Estimated Costs (subject to change)

If the District fixes the Chromebook issue, the following are approximate costs of Chromebook parts and replacements:

- Replacement - \$180 - \$350 depending on the model Chromebook
- Cracked/Damaged Screen - \$40.00 - \$60.00
- Keyboard/touchpad - \$45.00
- Power cord - \$25.00-\$40.00

c. Insurance

- The district is using third party insurance for accidental damage protection. Worth Avenue will cover accidental damage. We **highly recommend** that families purchase optional accidental insurance coverage. (QR Code to scan on p.7).
- There is a 30 day waiting period before parents can file an insurance claim. Please contact your child's homeroom teacher and inform them if you have purchased insurance so we can make a note in Genesis.
- Loaner Chromebooks will not be issued until **PROOF** of a claim is sent to jgiordano@flboe.com. Proof can be a screenshot of the claim confirmation pop-up or email received.
- Malicious and/or intentional damage is not covered by this policy.

d. Chromebooks being repaired

- Loaner Chromebooks will be issued to students that require a repair to their Chromebook.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- Students without insurance will be contacted when their devices are repaired and available to be picked up.
- Students with insurance will need to show **PROOF** of filing a claim with the insurance company **BEFORE** a loaner will be issued.
 - Students and parents then need to communicate in a timely manner with the insurance company's information requests.
 - Students with insurance, must file their own claims and return the loaner as soon as their device arrives back from the insurance company
- Loaner Chromebooks are **NOT** covered by insurance. A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device. All damage to loaner Chromebooks must be paid in full **prior** to the return of a student's repaired Chromebook.
- A student will only be issued **ONE** loaner Chromebook. If the loaner is damaged, another loaner will **NOT** be issued immediately. The loaner will be sent to the high school for repair. Once the loaner arrives back at the middle school, the cost of the repair must be paid in full before the loaner will be reissued to the student.

9. Privacy Expectations

School-issued Chromebooks have been configured to optimize the educational experience for students and staff as well as protect students from harmful content per federally mandated guidelines. Students should have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

a. On Campus Chromebook Use

1. When Chromebooks are on the school network, staff will have access to a third party application called Go Guardian that allows teachers to have a 'birds-eye' view of their students' Chromebooks. In addition to providing a way for teachers to make sure that students stay on task, it also offers a

number of efficiency benefits such as the ability to open up a webpage on everyone's Chromebook with just a few clicks.

2. As mentioned in Section 5 (Content Filter), all devices on the school network go through a content filter that prevents students from accessing harmful content. This filter also logs user activity, including those websites accessed by the end user. The filtering policies are a requirement of the Children's Internet Protection Act (CIPA).

b. Off Campus Chromebook Use

1. Chromebooks will be filtered for the purpose of preventing students from accessing harmful content in a similar way they are filtered on school grounds.

10. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for **educational purposes** and students are to adhere to the Fort Lee Public Schools Acceptable Use Policy and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following responsible use guidelines:

CLEAR: Considerate, Legal & Ethical, Appropriate and Responsible

Considerate: People in our community reflect a diverse set of customs, values and points of view. Digital communication should be respectful, polite and considerate of others.

Legal & Ethical: Respect copyright laws by copying media including text, music and videos only with permission and by crediting and citing the source where the information was found. Respect the privacy of others, ask permission before taking photographs, video or audio recordings. Illegally copied or downloaded software, files, pictures, music or games may not be used on Fort Lee Public School's computers. (it is a good general practice to link to others' work rather than reproduce it)

Appropriate: School technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate material is viewed or received, it is the responsibility of the recipient to delete them.

Responsible: Ensure that care is taken with all hardware, software, shared resources (printers, scanners) and use of the school network, so as to prevent damage or misuse whether intentional or not; your actions should not inhibit the work of others. Personal information and passwords will be kept private.

If you see someone not being **CLEAR, report** the abuse/misuse to a responsible adult.

Sources: [Westwood Schools](#) & [Metropolitan School District of Warren Township](#)

LFCIS Website QR Code:



Chromebook Insurance QR Code:

