

DIXON HIGH SCHOOL

Chromebook Policies and Procedures



The mission of Dixon High School is to provide all students with opportunities to achieve academic and personal success in the school setting and to prepare them to be contributing members of society. In order to accomplish this mission, the school is committed to maintaining high expectations for all students, regularly assessing learning, and establishing a climate which affirms the worth of students and education.

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Background Information

The focus of providing Chromebooks to Dixon High School students is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential and one of the most economical learning tools is a Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential. Individual Chromebook use will also prepare our students for postsecondary education and the modern workplace. According to studies and school reports, students who use a computing device in 1:1 education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Chromebook is a “next generation” device that makes learning more engaging and accessible.

Higher-level learning results from the continuous interaction between students, educators, parents/guardians, and the extended community. Chromebooks and online applications facilitate collaborative learning across all barriers. Technology immersion transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrate technology into the curriculum anytime and anywhere.

Why teach and learn in a 1:1 environment and put technology in the hands of every student?

- To access the vast amounts of digital content anytime and anywhere while stretching our students' learning beyond the classroom
- To transform learning by allowing students to collaborate, create, and personalize their learning
- To engage students with the resources, skills, and knowledge that improve student learning
- To prepare students for college, career, and life experiences in a digital world
- To retain and attract students and employees
- To give our students a competitive edge for jobs by providing educational experiences similar to other districts
- To guarantee equity of access to online tools for all students
- To model digital citizenship and 21st century technology skills
- To increase communication between students, parents, and school
- To provide options for global communication and learning within the classroom

Why use Chromebooks?

1. Chromebooks need little, if any, routine maintenance. They are completely web-based so there is no need for downloading or installing programs.
2. Chromebooks are less expensive than other devices (iPads, laptops, etc.)
3. Chromebooks are an engaging device which could transform the way teachers teach and the way young people learn.
4. Chromebooks have long-lasting batteries and connect to the internet within seconds.
5. Chromebooks save automatically to the cloud, eliminating lost or forgotten school work.
6. Chromebooks are an “anytime and anywhere” learning device. This makes them ideal for projects and learning which take place out of the classroom.
7. Chromebooks can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.



Receiving and Returning a Chromebook

Receiving a Chromebook

1. The Chromebook and district issued email account are the property of Dixon Public Schools and as a result may be subject to inspection at any time. Students should have **NO** expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
2. Chromebooks will be distributed to students within the first few days of each school year.
3. Each student will receive a Chromebook with an attached protective case and an AC charger.
4. Padded protective Chromebook cases are optional but highly recommended for students. Any case for an 11.6" Chromebook may be used.
5. Parents/guardians and students must sign and return the User Agreement before a Chromebook is issued to the student. Parents will sign their agreement during registration, and students will sign their agreement at school.
6. Chromebooks will be labeled and the label will be linked to their serial number.
7. If a Chromebook is damaged, it should be taken to the TechZone. Staff in the TechZone will check in your Chromebook and send it in for repair.

Returning a Chromebook

1. Chromebooks and the AC chargers must be returned during the final week of school so they can be checked, cleaned, and serviced if needed.
2. Chromebook cases owned by the student should remain with the student.
3. Chromebooks must be returned immediately when a student transfers out of or is removed from Dixon High School.
4. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook. Failure to return the Chromebook may result in a theft report filed with the Dixon Police Department.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by Dixon Public Schools. Chromebooks that are broken or fail to work properly must be taken to the TechZone for evaluation. Chromebooks are the property of Dixon Public Schools and all users will follow the procedures below.

General Precautions

1. Students should never carry their Chromebooks while the screen is open.
2. Chromebooks do not respond well to liquids. Avoid applying cleaning solutions of any kind to the Chromebook. The Chromebook can be cleaned with a soft, lint free cloth. Never use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
3. Do not charge any device using USB ports. This can cause irreparable damage to the Chromebook.



4. Do not attempt to gain access to the internal electronics or repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the TechZone.
5. There is no "jailbreaking" of this device.
6. Never throw or slide a Chromebook.
7. Your Chromebook must remain free of any permanent writing, stickers, or labels that are not the property of Dixon Public Schools.
8. Chromebooks have the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the User Agreement and grounds for disciplinary action.
9. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
10. Chromebooks must never be left unattended or in any unsupervised area.
11. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
12. Chromebooks must be charged for school each day. This is the student's responsibility!
13. Chromebooks are assigned to individual students and they are responsible for the care of that Chromebook. Students should not lend their Chromebooks to another person.
14. Please do not attempt to contact the Chromebook manufacturer directly for repair questions. Please contact the Dixon High School technology department.
15. No food or drink is allowed next to your Chromebook while it is in use.
16. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook to avoid damage.
17. Students are responsible for keeping track of their AC power adaptor. Every Chromebook must be returned with an appropriate and functional AC power adaptor.
18. Never transport your Chromebook with the power cord plugged in.
19. Students are responsible for all damages resulting from abuse or neglect.

Screen Care

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

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press 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 (e.g. pens, pencils, or earbuds).
- Clean the screen **ONLY** with a soft, dry microfiber cloth or anti-static cloth.

Carrying and Transporting Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.



Using Your Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

Chromebooks left at home

If a student leaves their Chromebook at home, the student will need to retrieve a loaner Chromebook from the TechZone in room 119 prior to the start of class. The number of loaner Chromebooks is limited.

Chromebook needing repair

If a Chromebook is not functioning correctly, please take your Chromebook to the TechZone. A staff member will determine if your Chromebook can be fixed immediately or if it needs to be repaired. If the Chromebook needs to be repaired, a loaner Chromebook may be issued. A limited number of "loaner" devices are available so having a "loaner" is not guaranteed. Extensive repairs may take up to two weeks.

Chromebook needing a charge

1. Chromebooks must be brought to school each day fully charged. An AC charger will be issued to the student for charging at home.
2. There will be a limited number of self-service charging stations available in the TechZone.

Screensavers/Background photos

Personalized screensavers or backgrounds are not permitted.

Sound, Music, Video, and Apps

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Students should provide their own headsets/earbuds.
3. Streaming media are only allowed on the Chromebook at the discretion of the teacher and dependent on school resources.
4. All apps must be district approved. You will have limited access to the Chrome Web Store.

Printing

- Digital sharing of documents is encouraged, printing is discouraged.
- Students may use network printers with teacher's permission.

Managing Your Chromebook and Google Account

Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capabilities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. In addition, notify the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.



Network Connectivity

Dixon High School makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

Managing and saving your work on a Chromebook

- With a wireless Internet connection, you can access your documents and files from any device, anywhere, at any time, no matter where you are.
- Prior to leaving the district or graduating, students may want to save their personal files to their personal account. Student accounts will be deleted after they leave the school district.
- If your Chromebook needs repairs, it may require a reload of the operating system which will delete all locally stored files. Be sure to save all files in the cloud.

Updating your Chromebook

- When a Chromebook starts up, it updates automatically. It will always have the most recent version of the Chrome operating system as long as you shut it down occasionally. There is no need for time-consuming installs, updates, or re-imaging.

Virus Protection and Additional Software

- Chromebooks are built with layers of protection against malware and security attacks.
- All files should be stored in the cloud so there is no need to worry about lost homework.

Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support must be handled through the technology department.

Acceptable Use Guidelines for Using a Chromebook

General Guidelines

- Read the Chromebook User Agreement within your registration materials.
- Students will have access to all available forms of electronic media and communication that are in support of education and research and in support of the educational goals and objectives of Dixon High School.
- Students are responsible for their ethical and educational use of the technology resources of Dixon Public Schools.
- Access to Dixon Public School's technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- 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, and threatening or obscene material.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

Privacy and Safety

- 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 other people.
- Remember that storage of files is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Dixon Public Schools.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and report it to your teacher or the technology department.

Legal Propriety

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or administrator.
2. Plagiarism is a violation of the student policy. 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.
3. 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 Illinois Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

Email Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails or spam.
- Email and communications sent / received should be related to educational needs.
- Email and communications are subject to inspection by the school at any time.

Consequences

- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or any other Dixon Public Schools agreements will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- 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 Illinois Open Records Act; proper authorities will be given access to their content.



At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.
- Chromebooks will be filtered off site by Dixon Public Schools to prevent access to inappropriate sites.

Protecting and Storing Your Chromebook

Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
 1. District asset tag
 2. Serial number
 3. Individual user account name and password
- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at Dixon High School. *Take good care of it.*

Account Security

- Students are required to use their Dixon High School user ID and password to protect their accounts and are required to keep that password confidential.

Storing Your Chromebook

- To avoid theft or loss, students are responsible to know where their Chromebook is at all times.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- Chromebooks should **not** be stored in a vehicle at school or at home for security and temperature control measures.

Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include but are not limited to the school grounds and campus, cafeteria, computer labs, gymnasium, locker rooms, TechZone, unlocked classrooms, dressing rooms, and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.



Repairing or Replacing Your Chromebook

Warranty

- The district will have an extended warranty on all Chromebooks.
- The vendor warranties the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair or replace the Chromebook.
- The vendor warranty does not warrant against damage caused by misuse or abuse.
- Please report all Chromebook problems to the TechZone in room 119.

Chromebook Technical Support

Technical support will be available in the TechZone Services provided include the following:

- Hardware maintenance and repairs
- General Chromebook questions and support
- Password resets
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks and power adapters

All repairs must be completed in the TechZone in Room 119

Chromebook FAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, light-weight and built-in ability to connect to Wi-Fi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of the Dixon Public Schools Information & Instructional Technology Department will maintain district approved applications

Q. What devices can I connect to a Chromebook?

A Chromebook can connect to:

- USB storage, mice and keyboards
- SD cards
- External monitors and projectors
- Headsets, earbuds, microphones



- Chromecast
- Wireless printers

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a Wi-Fi signal to access the web. Chrome offers the ability to work in an "offline" mode.

Q. Will our Chromebook have 3G/4G/5G?

A. No. The district Chromebooks will not have 3G/4G/5G broadband.

Q. Do Chromebooks come with Internet Filtering Software?

A. Yes. Each Chromebook is filtered both on and off school campus.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because they are not running programs for viruses to infect.

Q. Battery life?

A. Chromebooks have a rated battery life of 8-10 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

Q. Can I use my Chromebook at lunch?

A. Yes, you may use your Chromebook at lunch any time at the high school.