

**LUTHER HIGH SCHOOL****Chromebook Guidelines for Students and Parents/Guardians**

This document provides detailed information to parents and students about how to care for the technology being entrusted to them.

1. Receiving a Chromebook
  - a. Student and Parent/Guardian Signature
    - i. Students and Parents/Guardians will sign a form accepting a Chromebook, and by signing, agree to the terms of use at Luther High School. Chromebooks may be taken home.
  - b. Student Distribution
    - i. Each student will be assigned a specific number/serial number. They will be responsible for this device until it is turned in at the end of the schoolyear or the conclusion of their enrollment.
2. Returning the Chromebook
  - a. End of Year
    - i. The Technology Director will take inventory on all devices turned in and make necessary reports regarding damage and make contact with parents regarding damage.
  - b. Transferring/Withdrawing Students
    - i. Students that transfer out of or withdraw from LHS must turn in their Chromebooks to the Technology Director. Failure to turn in the Chromebook will result in the student being charged the full replacement cost for each missing asset (typically Chromebook & power supply).
3. Taking Care of the Chromebook
  - a. Students are responsible for the general care of the Chromebook they have been issued by the school. Students with Chromebooks that are broken or fail to work properly must take the device to the Technology Director as soon as possible so that they can be taken care of properly. Students should never leave their Chromebooks unattended except when locked in their locker.
  - b. All Chromebooks are the property of Luther High School and as such may be inspected at any time.
  - c. Students may purchase a case to protect the assigned Chromebook. Cases can be found through various local retailers or online retailers such as Amazon.com. Please note cases are not mandatory and if purchased will be the sole responsibility of the student. Be sure the case does not block any ventilation ports while the Chromebook is in use.
  - d. LHS will not be liable for any damage to personal property (purchased cover or headsets).
4. Charging the Chromebook
  - a. Students will be expected to fully charge their Chromebook prior to arriving at school each day. If it becomes necessary for a student to charge their Chromebook during the day, they must only use the designated area(s) for charging.
5. General Precautions
  - a. No food or drink should be near the Chromebooks.

- b. Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into appropriate port on the Chromebooks.
  - c. Heavy objects should never be placed on top of Chromebooks.
  - d. Chromebooks should never be loaned to another student or individual during the school day or otherwise.**
  - e. No stickers or other like items are to be placed on Chromebooks. Failure to follow this may result in a replacement fee for the total cost of a new Chromebook. The only exception is a school supplied sticker identifying the student assigned to the Chromebook.
6. Screen Care
- a. The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
  - b. The hinge of the screen will only allow the screen to be open to a specific angle. Do not attempt to open the screen beyond this stopping point as the screen will break if forced.
  - c. Do not put pressure on the top of a Chromebook when it is closed.
  - d. Do not store a Chromebook with the screen open.
  - e. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
  - f. Never lift the Chromebook by the screen.
  - g. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
7. Asset Tags
- a. All Chromebooks may be labeled with a tag(s). The tags may not be modified or tampered with in any way.
  - b. Students may be charged up to the full replacement cost of a Chromebook and/ or disciplinary action for tampering with tags or turning in a Chromebook without a tag(s).
8. Using Chromebooks
- a. Media
    - i. Inappropriate media (pictures, music, movies, etc.) may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
    - ii. Inappropriate media (images, videos, etc.) may not be stored on or accessed on the Chromebook. The presence of such media will result in disciplinary action.
  - b. Audio
    - i. Sound must be muted at all times unless permission is obtained from a teacher.
    - ii. Headphones or earbuds are strongly encouraged to be brought along with Chromebooks. The use of them will be at the teacher's discretion.
    - iii. Students will be required to provide their own personal headphones and/or ear buds (for sanitary reasons) and are expected to bring them every day. LHS is not liable for any damaged or loss.
  - c. Printing
    - i. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
    - ii. If a student needs a printout
      - 1. To add a printer to your Chrome account:

- a. While logged into their Chrome account they can go to <http://www.lutherhigh.org/academics/technology>
      - b. Then click on the provided printer(s) name
      - c. ONLY authorized Luther High School accounts will be able to print, all other print jobs will be deleted
      - d. All print jobs will count against your allotted print limit
    - 2. They may log into the school network computers and print from that account.
  - d. Network Access and Security
    - i. Students will log into their Chromebooks using their school issued Google Apps for Education account. This account is the same as the school network username and password. The username should include the “@luther.k12.wi.us”.
    - ii. Students should never share their account passwords with others, unless requested by an administrator.
    - iii. Passwords can only be changed on a school network computer because the accounts are linked and will be immediately updated on their Google Apps for Education account.
  - e. Managing and Saving Digital Work with a Chromebook
    - i. 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 from most mobile Internet devices.
    - ii. No files may be stored on the Chromebook’s hard drive.
    - iii. Students should always remember to save frequently when working on digital media (although many cloud-based applications, including Google Docs, automatically save work).
    - iv. The school will not be responsible for the loss of any student work.
9. Student Responsibilities
- a. Following Classroom Guidelines
    - i. Students are responsible for following school and classroom specific guidelines and expectations for use. This means following instructions, guidance, and protocols regarding when and how to use the technology in the instructional setting.
    - ii. Not having the device in class will be treated the same as if a student did not bring his textbook or homework to class.
      - 1. Students should indicate to their teacher that they do not have a Chromebook with them.
      - 2. Teachers may direct the student who has forgotten the Chromebook to seek the assistance of another student to view information.
      - 3. **Loaners are not available for students who forget their Chromebooks or who have misplaced them.** The Technology Director may have a unit available to rent for a minimum of \$5 per day.
10. Chromebooks being repaired
- a. Loaner Chromebooks may be issued to students when their school-issued Chromebook is being repaired. They will need to see the Technology Director to have a Chromebook assigned to them during duration of repair.
  - b. A student borrowing a Chromebook must check out the loaner device and

- will be responsible for any damage to or loss of the loaned device.
- c. Loaner devices must be treated with the same respect as any other device as outlined in this document.
11. Operating System and Security
    - a. Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school.
  12. Updates
    - a. The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.
  13. Virus Protection
    - a. Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
    - b. There is no need for additional virus protection.
  14. Content Filter
    - a. The school utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks will have all Internet access provided by the school filtered, protected and monitored by the district. No filter is perfect and some inappropriate content may be available. Students are expected to refrain from using these sites. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.
    - b. The content filter is enabled on all Internet connections whether at school, home, etc.
  15. Software
    - a. Google Apps for Education
      - i. Chromebooks seamlessly integrate with the Google Apps for Education (GAFE) suite of productivity and collaboration tools. This includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.
    - b. Microsoft Office 365
      - i. Once a student is logged into their Chromebook with their credentials, they will also have access to their Microsoft Office 365 account by additionally logging into the Microsoft Office 365 portal.
      - ii. This includes Microsoft Online Word, Excel, PowerPoint, Outlook, OneNote, Sites, OneDrive, etc.
      - iii. Outlook is the email client that every student has assigned to them. Each student’s email address is their [username@luther.k12.wi.us](mailto:username@luther.k12.wi.us)
      - iv. OneDrive is another online storage area that is similar to Google Drive
    - c. Chrome Web Apps and Extensions
      - i. Students will not have the ability to download apps and extensions from the Chrome Web Store.
      - ii. Apps are also subject to internet filtering.
  16. Chromebook Identification
    - a. LHS will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code(s), and name and ID number of the student assigned to the device. Chromebooks will be checked in and out to the students in a very similar way to when library books are checked in and out.
    - b. Each student will be assigned the same Chromebook for the school year of his/her

time at LHS. Take good care of it!

17. Repairing/Replacing Chromebooks

- a. All Chromebooks in need of repair must be brought to the Technology Director as soon as possible.
- b. Vendor Warranty
  - i. Chromebooks include a one year hardware warranty from the vendor.
  - ii. The vendor warrants the Chromebook from defects in materials and workmanship.
  - iii. The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
  - iv. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

18. Insurance

- a. Parents may opt in to a voluntary insurance plan through the following website:  
<https://my.worthavegroup.com/lutherwi>
- b. Coverage is per school year
- c. More details are available from the website

19. No Expectation of Privacy

- a. Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The School 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 School. 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.



## LUTHER HIGH SCHOOL

# STUDENT Chromebook User Agreement

*This form must be returned before a Chromebook is assigned/given to student*

LUTHER HIGH SCHOOL has initiated a 1:1 Chromebook program for students and teachers in an effort to embrace 21<sup>st</sup> Century Skills. Some of our goals for students include:

- To increase productivity and engagement of all learners.
- To make student-centered learning a priority.
- To increase collaboration, creativity, critical thinking and communication in our students.
- To prepare students for a 21<sup>st</sup> Century environment.

## Acceptable Use

Student use of the Chromebook falls under the Luther High School Student/Parent Handbook. Internet and Chromebook use will be monitored through school level management software. Anyone found violating acceptable use will be subject to disciplinary actions.

## Student Agreement

- I understand that this Chromebook is designated for educational purposes and therefore my actions may be the cause for the removal of my Chromebook privileges.
- I understand that the Chromebooks are school owned devices and all content on the Chromebook is subject to review at any time.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduation Year

## Parent or Guardian Agreement

- I understand that this Chromebook is designated for educational purposes and therefore my child's actions may be the cause for the removal of his/her Chromebook privileges.
- I assume financial responsibility should my child be deemed responsible for a lost or damaged Chromebook and/or charger. (broken/damaged Chromebooks may be covered by the voluntary insurance plan)
- I understand that insurance is optional and available on a per school year basis. It is accessible via our LHS website <http://lutherhigh.org/academics/technology>
- I understand that the Chromebooks are school owned devices and all content on the Chromebook is subject to review at any time.
- As the parent or guardian of this student, I have read and agree to the guidelines in the Chromebook Handbook available at <http://lutherhigh.org/academics/technology>

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Parent Signature

Date: \_\_\_\_\_