

1:1 Device Handbook

2020-2021

Grades KP-12



C A R M A N - A I N S W O R T H
C O M M U N I T Y S C H O O L S
www.carman.k12.mi.us

Introduction

The following policies refer to the use of an individual student-computing device, in this particular case, a Lenovo Chromebook. In addition to this Student Handbook, students are required to follow all the guidelines outlined in the Carman-Ainsworth Community Schools' current "Technology Acceptable Use Practices for Technology Resources" policy. As Carman-Ainsworth technology initiative centers on new devices, applications (apps), and educational methodologies, additional Carman-Ainsworth policies will continually be reviewed and this set of policies updated. Please refer to the Carman-Ainsworth Community Schools' website (www.carman.k12.mi.us) for the most up-to-date information.

Devices

We are excited to offer students a Chromebook device as part of our initiative to make learning possible anywhere, and anytime. Many of our students have already had extensive use of the Chromebook since their introduction in our district nearly ten years ago. A Chromebook is a different breed of computer. It runs on Google's web-based Chrome OS, which is designed to be used primarily while connected to the Internet, with most applications and documents living in the cloud. ("Cloud" is a buzzword that vaguely suggests the promise and convenience of being able to access files from anywhere. The reality is that the "cloud" is hardly floating like mist above our heads – it is a physical infrastructure, its many computers housed in massive warehouses all over the world. In this case, we are using Google.) Google automatically provides unlimited cloud storage for every educational Google account.

Chromebook Program Key Points

- Students will be assigned a Chromebook device
- Families are welcome to purchase additional soft cases/sleeves that may further prevent weather and drop damage
- This device will be used for everything from in-class work to state testing
- Teachers implementing 1:1 computing in their classroom are just learning this instructional tool. This is early in the process, so please understand that our teachers and students will learn and grow as the year progresses.

Expectations and Care

Care and Maintenance of the Chromebook, Charger, ETC.

1. Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to your school's library as soon as possible. Device repair/replacement options will be determined by the school administration. You may be issued a temporary device or other materials until your device is working properly or replaced.
2. Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended technology will be collected and stored in the school's office.
3. Never expose a device to long term extremes in temperature or direct sunlight. An automobile is not a good place to store any technology for any significant length of time.
4. Technology does not respond well to liquids. Avoid applying liquids to the device. The device can be cleaned with a soft, dry, lint-free cloth. Do not use

window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. Use of unapproved cleaners may remove the protective film covering the screen or face of the device. ***Generally, liquid spills on Chromebooks will ruin the device.***

5. Avoid placing weight on the device or carrying the device by the screen.
6. Never throw or slide any technology.
7. Your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued device accessories are the responsibility of the student.
8. Be extremely careful when closing the screen or placing the device in a bag not to shut headphones, writing instruments, etc. between the keyboard and screen.
9. Each device has a unique identification number and at no time should the numbers or labels be modified or removed.
10. Do not lend your device to another person. Each device is assigned to an individual and the responsibility for the care of the device rests solely with that individual.
11. Your device is an electronic device and care must be exercised when handling. Never throw a book bag that contains a device. Never place a device in a book bag that contains heavy or sharp objects, food, or liquids.
12. Your device is designed for daily use; therefore, each device must be charged and ready for use each school day. Your device should be charged at home each night.
13. The District-owned device must remain free of stickers, writing, painting, or any other forms of adornment.

Cost of Chromebook, Apps, and Accessories/Damage and Theft Insurance Replacement Costs for Device

The replacement cost of the Chromebook ranges from \$375.00 and includes the device and charger.

Repair and Billing Procedures

School Year

During the school year, any device that needs repair should be taken to your school's library. A device repair form will be filled out and the device will be sent to the technology department for repair. Most repairs will be made in house, which saves time and money.

Summer

During the summer months, if your device needs repair please call 810-591-5516 to make arrangements to drop your device off to the technology department. A device repair form will be filled out and the device will be repaired as soon as possible. You will receive a call when the device is ready for pick-up.

Invoices and Payment

For all damaged devices, an invoice will be issued by the district. Payment should be made within two weeks of the invoice being received. Please make payment to your school's office.

Loaner Chromebooks

- ✓ If the device is submitted for repair, a loaner device can be checked out to the student until the device is repaired.
- ✓ If repair is needed due to malicious damage, the school may refuse to provide a loaner device.
- ✓ Repaired device will restore the software to the state originally received by the student. 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.
- ✓ The parent/guardian will be responsible for the cost of the repair. ***If the repair is a hardware failure or warranty repair, the district will fix the repair at no cost to the student.***

Screen Care

The Chromebook screen can be damaged if subject to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. (The average cost of a screen repair is \$45.00.)

- Do not lean on top of the Chromebook.
- Do not carry the Chromebook by the screen.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything between the case and cover, especially something that will press against the cover.
- Do not poke or write on the screen.
- Do not place anything on the keyboard before closing the lid, e.g., pens, pencils, notebooks, earbuds.
- Clean the screen with a soft, dry anti-static or microfiber 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 the Chromebook at School (Classroom Expectations)

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.

Using Your Chromebook at Home

All students are required to take their Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. It is recommended that students not carry the AC Adapter power cord (charger) to school. 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. *A pair of earbuds or headphones may be helpful.*

Printing at School

Printing functionality will be available on a very limited basis at school and subject to classroom requirements. Teaching strategies will facilitate *digital* copies of homework.

Printing 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. More information is available at <http://google.com/cloudprint>

Managing Files and Saving Work

Students may save documents to their Google Drive, or they may save to an external memory device such as a SD card or USB flash drive. Saving to Google Drive will make the files accessible from any computer with Internet access. Students using Google Drive to work on their documents will not need to save their work as Google 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.

Virus Protection

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

Procedure for Restoring the Chrome OS and File Storage

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment, it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. 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 mini or micro SD card, USB flash drive or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. All other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored.

Chromebook Identification Labels

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

- ✓ Record of serial number and CACS barcode
- ✓ Individual’s Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels. Destroying the labels will void the insurance policy because that is how the devices are identified.

Internet Filtering

All Chromebook devices will be set up to filter inappropriate content. Filters, while extremely accurate, will never filter 100% of inappropriate content. Inappropriate content including games, images, etc. are added just about every second of the day and a filter can only update so fast. Please supervise your student and set up expectations with them prior to the device being used. This is a great time to sit down and talk with your child about Internet safety and good digital citizenship.

Storing Your Chromebook

When students are not monitoring their Chromebook, they should be stored in their lockers with the lock securely fastened or their assigned classroom if no locker is provided. 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. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be fully charged each night at the student's home. The Chromebook should never be stored in a vehicle.

Storing Chromebook at Extra Curricular Events

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

Chromebook Left in Unsupervised/Unsecured Areas

Under no circumstances should a Chromebook be stored in unsupervised areas.

Unsupervised areas include the school grounds and campus, the cafeteria, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car or any other entity that is not securely locked or in which there is no supervision.

Free Locations for WiFi Hotspots in the Carman-Ainsworth Community

- ❖ Blondies 2520 W Hill Rd. Flint, MI 48507
- ❖ Taco Bell 2460 W Hill Rd. Flint, MI 48507
- ❖ McDonalds 6015 Hill 23 Dr. Flint, MI 48507
- ❖ McDonalds 5543 Fenton Rd. Flint, MI 48507
- ❖ McDonalds 1500 W Bristol Rd. Flint, MI 48507
- ❖ McDonalds 4237 Elms Rd. Swartz Creek, MI 48473
- ❖ Burger King 5060 Corunna Rd. Flint, MI 48532
- ❖ Subway 5050 Corunna Rd. Flint, MI 48532
- ❖ Tim Hortons 1490 S Linden Rd. Flint, MI 48532
- ❖ Carman-Ainsworth High School Athletic Parking Lot 1300 N Linden Rd. Flint, MI 48532
- ❖ McDonalds 1232 N Ballenger Hwy Flint, MI 48504
- ❖ Tim Hortons 4365 W Pierson Rd. Flint, MI 48504

Frequently Asked Questions

Q: Which grades have a Chromebook issued to them?

A: For 2020-21 all KP through 12th grade students in the district will have a Chromebook issued to them.

Q: In challenging economic times, how are you able to afford Chromebooks for students?

A: The financial means to purchase the Chromebooks was made possible through the Federal Coronavirus Aid, Relief and Economic Security Act (CARES). Operational funds were not used in this initiative.

Q: What happens if my Chromebook is damaged, lost or stolen?

A: The Chromebook is the responsibility of the student. Should a Chromebook be lost or stolen, the student and parent/guardian should immediately notify the school administration.

In the event that a Chromebook is damaged intentionally, the student will be charged up to \$375.00 for the repair or replacement of the Chromebook that was purchased by the district. If the Chromebook is stolen, the filing of a police report by the parent/guardian will be required. Carman-Ainsworth Community Schools may deploy location software that may aid in recovering the Chromebook.

Q: What happens if a charging cord or other accessory is broken damaged or malfunctions?

A: The school district will provide a replacement to the student in warranty situations. The replacement of damaged or lost items will remain the responsibility of the student and parent/guardian. All damage reports/repair requests are made through your school's library. If the device is broken or has other warranted repair issues, a device repair form will be filled out by the student when they take the device to the school's library.

Q: Is the Chromebook durable enough to stand up to typical student usage?

A: All Chromebooks need to be handled with care.

Q: What happens if I do not accept the agreement for my child?

A: Your student will not receive/have a Chromebook and their account will be deactivated.

Q: Will the Chromebook contain all of the student's textbooks?

A: More and more textbooks are being made available for student access. We expect to have a majority of textbooks available online over the next few year.

Q: Will the Chromebooks be filtered for student-accessed content?

A: Carman-Ainsworth Community Schools will be using a filtering solution provided by the GISD used countywide. This mobile client will provide the same filtered protections both on and off campus. This will not block the student's ability to access websites which have great educational uses as well as games and potentially other distractions. Supervision and review of this will need to take place at both school and home. Please feel free to restrict use if you feel it is necessary and monitor the use of the device as needed.

Q: Who will repair non-operable Chromebooks?

A: The Carman-Ainsworth Community Schools technology staff will work to ensure that all students have an operable Chromebook. Most repairs are completed in house to provide the lowest cost possible. The Helpdesk support link can be found at <https://docs.google.com/forms/d/e/1FAIpQLSfXUHaB4nsp3MQYCK8k-eV1IOq5laypc1ct-oXhfAc8-py69g/viewform> or by calling 810-591-5516.

Q: Will student be able to take the Chromebook home?

A: Students will be able to take their Chromebook home during the school year to use for school related work, such as homework and other projects if the appropriate form is received by the District.

Q: How do I clean my Chromebook?

A: The Chromebook can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.

Q: If I have additional questions or concerns about this initiative, whom can I contact?

A: You may contact any building principal by phone or email. In addition, please feel free to reach out to our 1:1 Coordinator at 810-591-5516.

Q: If we do not have Internet access at home, are there other options for my student?

A: For those who do not have Internet access there are several options. Comcast has rates available at a reasonable cost for families who qualify under free/reduced lunch. In addition, there is an enclosed list of free Wi-Fi locations.

Q: Does the District track Chromebook location or have the ability to use the device camera for surveillance?

A: The Chromebook location can be tracked through a program we use. This feature may be activated if the device comes up missing. The district can also find out who last logged in to the device. The District does not have access to the camera.

Student Expectations

- ❖ I will take good care of my Chromebook.
- ❖ I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- ❖ I will never loan my Chromebook to other individuals
- ❖ I will know where my Chromebook is at all time.
- ❖ I will charge my Chromebook 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 understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Carman-Ainsworth Community Schools.
- ❖ I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy.
- ❖ I understand my parent/guardian and I are responsible for any damage to or loss of my Chromebook.
- ❖ I will keep the Chromebook and power cord/charger in good working condition and report damage and repairs needed immediately to my school's library.

Chromebook Manuals

Carman-Ainsworth Community Schools has purchased several models of Lenov0 Chromebooks. A complete manual can be obtained from the Carman-Ainsworth Community Schools Technology Department website at www.carman.k12.mi.us.