Krum Independent School District
Chromebook Guide

The policies, procedures, and information within this document apply to all Chromebooks used at Krum Independent School District.

August 2017

Program Goal

The goal of the 1:1 Chromebook program at Krum Independent School District is to create a learning environment that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning.

What is a Chromebook?

A **Chromebook** is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Docs that reside on the Web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself. This allows the Chromebook to be sold at a much lower price point than traditional laptops.

Specifications:
- 11.6" (1366X768) LCD display
- Up to 7.5 hours of battery
- Intel® Celeron® 2955U processor (1.4GHz)
- 4GB Memory
- 16GB Solid State Drive
- Wi-Fi 802.11 a/b/g/n
- Camera & Microphone
- 1x USB 3.0, 1X USB 2.0
- 1x HDMI Port

Receiving Your Chromebook

Chromebooks will be distributed during select dates in August and during the first week of school. ***Parents/guardians and students must sign and return the Krum Independent School District Chromebook Agreement BEFORE a Chromebook will be issued to the student.***

Protection Plan
Students are required to purchase a $40.00 protection plan for their Chromebooks. Under the plan, the District will cover a one-time replacement cost of the Chromebook should it be stolen or one-time per school year for damaged beyond what is covered by the manufacturer's warranty. **Replacement is at the discretion of the principal**. Students will be responsible for the full cost of replacement if it is determined that damage has been caused by intentional abuse or misuse. The protection plan fee will be waived for students eligible for free or reduced lunch.

Return
While enrolled at Krum ISD, the District maintains ownership of the device. If requested by the Technology Department, students may be required to turn in their Chromebooks for maintenance or inspection.

Upon graduating from Krum Independent School District, ownership of the device may be transferred to the student for a fee. Any student who transfers, withdraws, or is expelled from Krum Independent School District prior to graduation will be required to return his/her Chromebook and accessories upon termination of enrollment. The Chromebook and accessories must be in good working order when returned. If the Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full.

Using Your Chromebook

At School
The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their Chromebooks. Students are responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their Chromebooks.

If a student leaves the Chromebook at home, he/she is responsible for getting the coursework completed as if the Chromebook were present. Loaner Chromebooks will not be issued to students who forget to bring their Chromebooks to school. Other district computers may be available for student use.

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired at school. A limited number of loaner Chromebooks are available; as a result, students are not guaranteed use of a loaner Chromebook.

At Home
Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi 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 Krum Independent School District Acceptable Use Policy and all rules of this Guide regardless of where they use their Chromebooks and regardless of the source of the Internet connection.

Sound
Sound must be muted at all times during school hours unless permission is obtained from the teacher for instructional purposes.

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. Please visit http://support.google.com/cloudprint for more details.

Managing Your Files and Saving Your Work

Students are encouraged to save files to their Google Drive account. Saving to Google Drive will make the file accessible from any computer with internet access. Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working with digital media.
- The District will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of important work.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are broken or fail to work properly must be immediately taken to the library and logged for repair. If a loaner Chromebook is needed, one may be issued to the student until his/her Chromebook can be repaired or replaced (subject to loaner availability).

General Precautions
- No food or drink should be placed next to the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Heavy objects should never be placed on top of the Chromebook.
- The Chromebook should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
- The Chromebook should never be carried with the screen open.
- Students should never disassemble their Chromebook and attempt their own repairs.

Charging
- The Chromebook must be brought to school each day in fully charged condition.
- Each Chromebook will include an AC adapter. This adapter should be used to charge the Chromebook at home.
- Students will be permitted to charge his/her Chromebook in the classroom at the teacher's discretion.

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

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

Asset Tags
- All Chromebooks will be labeled with a district asset tag.
- Asset tags may not be modified or tampered with in any way while the student is enrolled in Krum Independent School District. Asset tags may be removed upon graduation.

Storing Your Chromebook
- When students are not monitoring their Chromebooks, they should be stored in their lockers with the locks securely fastened. Nothing should be placed on top of the Chromebook when stored in the locker.
- The Chromebook should never be stored in a vehicle.
- Students are responsible for securely storing their Chromebook during extra-curricular activities and events.
- Under no circumstances should the Chromebook be stored in unsupervised areas. Unsupervised areas might include: school grounds, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, in a car, or any other area that is not securely locked or in which there is no supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the campus principal's office.
- The District is not responsible for the safekeeping and protection of Chromebooks.

Software and Security

All Chromebooks are supplied with the latest build of Google Chrome Operating System (Chrome OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.
The District does employ a centralized management system that is utilized to change security settings, update software, and add or remove applications. Students are prohibited from disabling, modifying, circumventing or altering management settings or content filters.

Virus Protection
Because virus protection is built into the Chrome OS, additional virus protection software is unnecessary.

Content Filter
The District utilizes an Internet Content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA).   At home, internet activity will be the responsibility of the student and parent to make sure appropriate websites are visited.

Google Apps for Education
Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.

Chrome Web Apps and Extensions
Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Inappropriate material will result in disciplinary action.

Personalizing Your Chromebook

Students may add appropriate applications, music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Krum Independent School District Responsible Use Policy.   Personalizing the chromebook with stickers or etching is not allowed and will result in an accidental damage charge for etchings. For stickers, the student will be required to remove the stickers prior to returning the chromebook. Students should place cases on their chromebooks if they wish to personalize the chromebook.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to the usage or content of a district-issued 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 school. Chromebooks are subject to confiscation at any time and without prior notice. At no time will webcams be used to monitor students. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Repairing or Replacing your Chromebook

Vendor Warranty
- Chromebooks include a one-year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship for one year.

Protection Plan

Students are required to purchase a protection plan for their Chromebooks for a fee of $40. The protection plan will cover the cost of a one-time per school year upto three years on Chromebook repair in the event of accidental damage or a one-time replacement due to theft. This protection plan does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and/or abuse. **Replacement is at the discretion of the principal**. Some students may be eligible for a waiver of the protection plan fee.

The District reserves the right to request parents/guardians to pay a protection fee annually. Claim history on loss, theft and damage will ultimately determine whether additional fees are necessary beyond the original $40 fee.

Incident	Damage	Complete Chromebook Replacement	Charger Replacement Only
First Replacement with Protection Plan	Accidental	No Charge	$50.00
Any Replacement	Misuse, Neglect, Intentional Damage or Loss	$338.00	$50.00