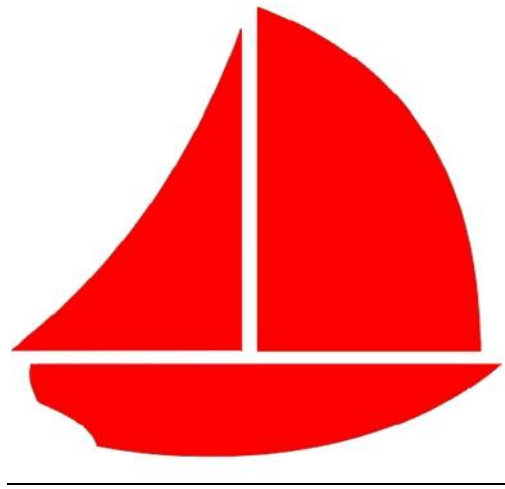


# **LAKE SHORE PUBLIC SCHOOLS**

**28850 Harper Avenue  
St. Clair Shores, MI 48081**



## **Technology Handbook**

**Chromebook Information**

**2017-18**

## Insurance

Lake Shore Public Schools will self insure. The insurance will cover accidental damage to the device as well as theft as outlined below:

**Basic Insurance Plan - \$25/Year/child**  
**Family maximum is \$50/Year**

### Deductibles

1<sup>st</sup> repair Free  
2<sup>nd</sup> repair \$25  
3<sup>rd</sup> repair \$50

**Lost** Chromebooks are the responsibility of the student; loss is not covered by insurance.

**Stolen** Chromebooks will be covered, after the deductible, with a Police Report.

After the third repair, a meeting between the parents and the building principal will take place to discuss the issues and what to do moving forward.

## Return

Student Chromebooks and accessories (charger and case) will be collected at the end of each school year for maintenance over summer break. Students will retain their original Chromebook each year while enrolled at LSPS.

Any student who transfers out of LSPS will be required to return their Chromebook and accessories.

If a Chromebook and accessories are not returned, for any reason, the parent/guardian will be held responsible for payment in full.

## Taking Care of Your Chromebook

Students are responsible for the general care of their school-issued Chromebook. Chromebooks that are broken or fail to work properly must be taken to the media center. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

### **General Precautions:**

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook.
- Never carry the Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebook should be shutdown when not in use to conserve battery life.
- Never shove Chromebook into a locker or wedge into a book bag; this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Always bring your Chromebook to room temperature prior to turning it on.

## **Carrying Your Chromebook**

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the backpack or drop the backpack if your Chromebook is inside.

## **Screen Care**

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

Do not lean on top of the Chromebook.

Do not place anything near the Chromebook that could put pressure on the screen.

Do not place anything in your carrying case that will press against the cover.

Do not poke the screen.

Do not place anything on the keyboard before closing the lid, e.g., pens, pencils, notebooks.

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 Your Chromebook**

### **At School:**

The Chromebook is intended for use at school 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.

### **At Home:**

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.

Students should charge their Chromebook each evening. If students leave their Chromebook at home, they will have to work with pencil and paper and transfer work to the Chromebook at home. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

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.

## Printing

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

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. <http://google.com/cloudprint>

## Managing Your Files and Saving Your Work

Students may save documents to their Google Drive, or they may save to an external memory device such as a micro SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work as 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. Students will be trained on proper file management procedures.

## Personalizing the Chromebook

Students are asked NOT to personalize the Chromebook or case with stickers or ink. Appropriate music, photos and videos may be added to the Chromebook. Personalized media is subject to inspection and must follow the Lake Shore Public Schools acceptable use policy.

## Software on Chromebooks

### Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest update of Google Chrome Operating System (OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

From time-to-time, the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students.

### Virus Protection:

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

### Additional Software:

Students will be able to install software on their Chromebook from the LSPS Chrome web store only.

## **Inspection:**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance, as well as inappropriate material being carried into the school.

## **Procedure for Restoring the Chrome OS:**

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 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**

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

Record of serial number and asset tag  
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.

## **Storing Your Chromebook**

When students are not monitoring their Chromebook, they should be stored in their lockers with the lock securely fastened. 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 charged fully 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 circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, 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.

# Repairing or Replacing Your Chromebook

## Chromebook Undergoing Repair:

If a Chromebook needs repair, it will be dropped off in the Media Center for repair.

If the repair takes more than one day, a loaner computer will be issued to the student until the unit is repaired.

If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.

Repaired Chromebooks will end up with the original factory image as first received. 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.

If insurance is not placed on the device, the student will be responsible for the cost of the repair.

## Chromebook Technical Support:

The Chromebook Repair Center, located in the Media Center, is the first point of contact for any issues with the device. Services provided by the Repair Center include:

- Password Identification
- User account support
- Coordination of warranty repair
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates



## Lake Shore Public Schools Chromebook Information

### Student/Parent Pledge for Chromebook Use

1. I understand that the care of my Chromebook is my responsibility.
2. I will protect my Chromebook by keeping it in the case at all times.
3. I will be careful when inserting and removing cords and cables.
4. I will not place decorations (such as stickers, markers, etc.) on my Chrome book or case.
5. I will never loan my Chromebook to other individuals.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not expose my Chromebook to extreme temperatures and direct sunlight.
8. I will not delete any school installed applications or software.
9. I will not disassemble any part of my Chromebook or attempt any repairs.
10. I will use my Chromebook in ways that are educational and appropriate.
11. I will follow the Lake Shore Public Schools Acceptable Use Policy (AUP) at all times.  
<http://www.lakeshoreschools.org/docs/AcceptableUse.pdf>
12. I understand that my Chromebook remains the property of Lake Shore Public Schools.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will notify my teacher if the Chromebook is broken or I cannot get it to work.
15. I agree to return my Chromebook, case, power cords, and accessories in good working condition.
16. I will know where my Chromebook is at all times.
17. I will be responsible for all damage or loss caused by neglect or abuse.

### I agree to the stipulations set forth in the Student/Parent Pledge for Chromebook Use.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have wireless internet access at home. (Please circle)    Yes    No

I am opting out of insurance. (Please circle)    Yes    No

I understand I will be responsible for repair and replacement costs.

**Chromebooks and accessories must be returned at the end of the school year.**