



UNION GROVE ELEMENTARY SCHOOL

1:1 Chromebook Procedures and Information

The goal at Union Grove Elementary School is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to use technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The Board of Education, district staff and community members will all play a key role in the development of effective and high quality educational experiences.

Device Purpose

Union Grove Elementary School is supplying students with a Chromebook device. This device is property of Union Grove Elementary, Joint School District #1. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

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1. RECEIVING YOUR CHROMEBOOK:

District Owned/Issued Chromebooks

- Chromebooks will be distributed within the first two weeks of each school year. Parents/Guardians and students MUST sign and return the Union Grove Elementary Chromebook Agreement document before the Chromebook can be issued to their child. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Union Grove Elementary School. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at UGES.

Student Owned Chromebooks

- Student owned Chromebooks will be allowed (outside purchase instead of the district supplied device.)
 - UGES is not responsible for damage, loss, theft or IT issues of student owned Chromebooks.
 - Students who choose to bring their own personal Chromebook do not rescind the District's right to inspect the Chromebook at any time while on school district property.

There will be a Chromebook technology fee of \$50.00 for first year Chromebook users. Second and Third year users will have a fee of \$30.

1a: Probationary Student Privileges

To protect the assets of Union Grove Elementary School, identified students will be required to turn in their Chromebooks to the homeroom teacher at the end of each day. That teacher will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.

Students who will be included as probationary will be the following:

- Students with poor attendance records
- Students who have violated the Acceptable Use Policy during the current or previous semester.
- Students with unpaid fines

2. RETURNING YOUR CHROMEBOOK:

All district leased Chromebooks must be returned following the guidelines posted in respective buildings.

- Chromebooks and all UGES accessories will be returned during the final week of school so they can be checked for serviceability.
- **Students Leaving the District must return district owned Chromebooks to the main office.** Any Chromebook not returned will be considered as stolen property and will be reported to the Racine County Sheriff's Department.

3. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the main office as soon as possible so that they can be taken care of properly.

Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

Any damage to the Chromebook caused by neglect by the student will be repaired at the expense of the parent/guardian.

3a: 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 transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Chromebooks must have a UGES I.D. tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.

3b: Carrying Chromebooks

- Transport Chromebooks with care.
- ***Students should never carry their Chromebooks while the screen is open.***
- 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.

3c: Screen Care

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

- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Clean the

screen with a pre-moistened eyeglass lens cleaning tissue.

- 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 disks).
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent.

4. 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 expected to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

4a: Chromebooks left at home

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student will have the opportunity to use a replacement Chromebook from their homeroom teacher, if one is available.
- Repeat violations of this policy will result in disciplinary action.

4b: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with their homeroom teacher.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it's lost or stolen.

4c: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.

- Repeat violations of this policy will result in disciplinary action.

4d: Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

4e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

4f: Printing

- Students may use network printers with teacher's permission during class or breaks.
- Printing is done through Google Cloud Print. More information on printing can be attained here: <http://support.google.com/cloudprint/?hl=en>

4g: Account Access

- Students will only be able to login using the **studentname@s.uges.k12.wi.us** account.
- Students are required to use their Union Grove student domain (**studentname@s.uges.k12.wi.us**) and password to protect their accounts and are required to keep that password confidential.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.
- Prior to leaving the district, or graduating, students want to save any work need to use [Google Takeout](#) to transfer any work to a personal gmail account. An annual rollover will occur on August 1st of each year.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

6a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most

recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.

6b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there's no need to worry about lost homework.

6c: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled at UGES.

7. ACCEPTABLE USE GUIDELINES

7a: General Guidelines

- [Acceptable Use Policy](#)
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Union Grove Elementary School.
- Students are responsible for their ethical and educational use of the technology resources at Union Grove Elementary School.
- Access to Union Grove Elementary School technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy [7540.01 Technology Privacy](#).
- 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, threatening or obscene material, and Chromebook viruses.
- 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](#).

7b: Privacy and Safety

- If applicable, teachers may create discussion groups for communication among students for educational purposes.
- 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.

7c: Legal Property

- 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 parent.
- 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.

7d: E-mail 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 e-mails, chain letters or spam.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at anytime.

7e: Using the Chromebook Camera

- The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Chromebook cameras may never be used in a locker room or restroom per state statute. (Wis. Stat. 944.205) Camera and video use can be restricted/disabled by the district at any time.

7f: 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 the [Computer Technology Network, and Internet Acceptable Use and Safety](#), 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 Wisconsin Open Records Act; proper authorities will be given access to their content.

7f: 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.

- Transport your chromebook in the bag provided by Union Grove Elementary School.
- School district supplied filtering will not be provided for use with devices outside of the school district building.

8. PROTECTING & STORING YOUR CHROMEBOOK

8a: Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
 - Record of district asset tag and serial number
 - 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 UGES. *Take good care of it!*

8b: Storing Your Chromebook

- When students are not using their Chromebook, they should store them in their UGES Chromebook bag.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- **Chromebooks must not be left in a vehicle or a location that is not temperature controlled.**
- Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.

8c: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, field house, locker rooms, Library, 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.**

9. REPAIRING/REPLACING YOUR CHROMEBOOK

9a: School District Protection

- Union Grove Elementary School is leasing Chromebooks and will generally assume the financial liability for Chromebook repairs or replacements due to normal and typical daily use. The Union Grove School Board has also elected to

cover the devices for accidental damage. ***Any damage to the Chromebook caused by the neglect of the student (Drop Damage for example) will be repaired at the expense of the parent/guardian.***

9b: Personal Home or Homeowners'/Renters' Coverage

- *Lost, damaged, or stolen Chromebooks in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent. Most homeowner/renter policies will provide some limit of coverage for the "damage to the property of others" under the comprehensive personal liability coverage part of the policy and is not normally subject to the deductible. Please consult your insurance agent for details about your homeowners'/renters' coverage.*

9c: Claims

- All insurance claims must be reported to the school office. In cases of theft, vandalism, or other acts covered by insurance, the student/parent/guardian must file a report with the principal's office.
- In the case of a stolen Chromebook, families are responsible for replacement costs.

10. CHROMEBOOK FAQ's

Q. What is a Chromebook?

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

Q. What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?

A. Union Grove Elementary School will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit (approximately \$400). We recommend that all families contact their insurance agent to determine if their policy provides coverage in the event that the unit needs to be replaced.

Q. What are the replacement costs of the Chromebook and accessories?

A. Chromebook \$380 AC Charger: \$20 Bag: \$16

Q. Can the Chromebook be used anywhere at anytime?

- A. Yes, as long as you have a WiFi signal to access the web.
- B. Chrome offers the ability through Apps so users can work in an "offline" mode.

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Q. Will our Chromebook have 3G?

A. No. The district Chromebooks will not have 3G broadband, they will need to be connected to wi-fi.

Q. Battery life?

A. Chromebooks have a rated battery life of 6.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

Parents' Guide to General Student Internet Use

Union Grove Elementary School recognizes that with new technologies come new challenges to both educators and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Chromebook.

EMPHASIZE THE CONCEPT THAT "CYBERSPACE" IS NOT "PRIVATE SPACE"

Parents/Guardians should talk to their children about what they are doing in Cyberspace. Talk openly and honestly about online and cell phone activity. Make sure that your children fully understand that messages or pictures they send over the Internet or their cell phones are not private or anonymous. Also make sure they know that others might forward their pictures or messages to people they do not know. It is essential that students grasp the potential short-term and long-term consequences of their actions on the Internet and while using their cell phone or other electronic devices.

KNOW WITH WHOM YOUR CHILD IS COMMUNICATING ELECTRONICALLY

- **ENCOURAGE** your child to use and store the Chromebook in an open area.
 - *The kitchen or family room is a great area for your child to work on and store the Chromebook. Open areas will help you monitor what your child is doing online.*
- **LEARN** who your children are spending time with online and on the phone.
 - *Supervising and monitoring your child's whereabouts in cyberspace is now part of conscientious parenting today.*
- **LIMIT** electronic communication
 - *You can limit the time your children spend online and on the phone. Do not permit access to phones and computers at inappropriate times such as after bedtime.*
- **MONITOR** your child's public online profiles.
 - *Be aware of what your child is posting publicly on the Internet. **Go where your child goes online!***

Chromebook Handbook Parent/Guardian Acknowledgement Form

My student will:

1. take good care of the Chromebook.
2. never leave the Chromebook unattended.
3. never loan out my Chromebook to other individuals.
4. know where the Chromebook is at all times.
5. charge the Chromebook's battery daily.
6. keep food and beverages away from the Chromebook.
7. not disassemble any part of the Chromebook or attempt any repairs.
8. protect the Chromebook by only carrying it while in a case.
9. not place decorations (stickers, drawings, marks, etc.) on the Chromebook or case.
10. understand that the Chromebook is subject to inspection at any time without notice and remains the property of Union Grove Elementary School.
11. follow the policies outlined in the Chromebook Handbook and the Acceptable Use Policy.
12. file a report in the Principal's Office in case of theft, vandalism, and other acts covered by insurance.
13. be responsible for all damage or loss caused intentionally or by neglect or abuse.
14. I agree to return the District Chromebook and accessories in good working condition.

Individual school Chromebooks and accessories must be returned to administration or homeroom teacher at the end of the year. Chromebooks must be returned immediately when a student transfers out of Union Grove Elementary School, is expelled, or terminates enrollment for any reason (Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified).

I agree to the stipulations set forth in the above documents including the Chromebook Procedures Handbook and Information: the Acceptable Use Policy; and the Student Pledge for Chromebook Use.

My signature below represents my commitment to the terms and conditions listed in these policies and guidelines.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Chromebook Student Pledge

I will:

1. take good care of the Chromebook.
2. never leave the Chromebook unattended.
3. never loan out my Chromebook to other individuals.
4. know where the Chromebook is at all times.
5. charge the Chromebook's battery daily.
6. keep food and beverages away from the Chromebook.
7. not disassemble any part of the Chromebook or attempt any repairs.
8. protect the Chromebook by only carrying it while in a case.
9. not place decorations (stickers, drawings, marks, etc.) on the Chromebook or case.
10. understand that the Chromebook is subject to inspection at any time without notice and remains the property of Union Grove Elementary School.
11. follow the policies outlined in the Chromebook Handbook and the Acceptable Use Policy.
12. file a report in the Principal's Office in case of theft, vandalism, and other acts covered by insurance.
13. be responsible for all damage or loss caused intentionally or by neglect or abuse.
14. I agree to return the District Chromebook and accessories in good working condition.

Individual school Chromebooks and accessories must be returned to administration or homeroom teacher at the end of the year. Chromebooks must be returned immediately when a student transfers out of Union Grove Elementary School, is expelled, or terminates enrollment for any reason (Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified).

I agree to the stipulations set forth in the above documents including the Chromebook Procedures Handbook and Information: the Acceptable Use Policy; and the Student Pledge for Chromebook Use.

My signature below represents my commitment to the terms and conditions listed in these policies and guidelines.

Student Name (Please Print): _____

Student Signature: _____ Date: _____