Reformation Lutheran School
Chromebook Program

Device Purpose

Parents with children in grades 4-6 may purchase a Chromebook for their child through Reformation Lutheran School. This device is the joint property of the Reformation Lutheran School and the parents during the child's enrollment at Reformation. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, as well as other educational web based tools, and many other useful sites. The supplied device is an educational tool not intended for gaming, social networking, or high-end computing.

Chromebook Policy

Receiving Your Chromebook

- Prior to students receiving their Chromebook, parents/guardians and students MUST sign and return the RLS 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 Reformation Lutheran School. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at RLS.

Returning Your Chromebook

- All School owned Chromebooks must be returned following the guidelines listed in the RLS Chromebook Policy.
- Students Leaving the School must return school owned Chromebooks to RLS.

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 Technology Coordinator as soon as possible so that they can be taken care of properly. Do not take School owned Chromebooks to an outside computer service for any type of repairs or maintenance unless specified in your extended Warranty or Accidental Damage Plan.

General Precautions

- No food or drink is allowed next to your Chromebook.
- 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.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must remain free of any writing, drawing, or stickers

- Vents CANNOT be covered. Chromebooks must have a Reformation Lutheran School asset 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 your Chromebook completely charged to school each day.

Carrying Chromebooks
- Transport Chromebooks with care.
- 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.

Screen Care
The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen. The Chromebooks do not have touch screens, touching the screen can cause pixels in the screen to burn out leaving black spots on your screen.

- 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).
- Clean the screen with a soft, dry microfiber cloth, or antistatic cloth.
- 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.

Using your Chromebook at School
- Chromebooks are intended for use at school.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to school.

Chromebooks left at home
- If students leave their Chromebook at home, they will have to use a classroom computer for that day.
- If all Chromebooks are in use, the student will complete all work with paper and pencil that day.

Charging your Chromebook
- Chromebooks must be charged at the end of each school day.

Backgrounds and Password
- Inappropriate media may not be used as a screensaver or background.
- Presence of any inappropriate picture background will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

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.

Printing
- Digital sharing of documents is encouraged, printing is discouraged.
- Students may use network printers with teacher's permission during class or breaks.

Account Access
- Students will only be able to login using their RLS account.
- Make sure you are not in guest mode or you will not be able access your account.

Managing & Saving Your Digital Work
- 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 various 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 School, or graduating, students who want to save any work need to use Google Takeout to transfer any work to a personal Gmail account.
- If your device needs repairs, it may require a reload of the operating system which will delete all locally stored files on your Chromebook. Be sure to resave all files in Google Drive.

Operating System on Your Chromebook
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 reimaging.

Virus Protections & Additional Software
- With defense in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- All files should be stored in Google drive, so there's no need to worry about lost homework.

Procedures for Restoring your Chromebook
- If your Chromebook needs technical support for the operating system, all support will be handled by the school staff.

Acceptable Use Guidelines

General Guidelines

- 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 Reformation Lutheran School.
- Students are responsible for their ethical and educational use of the technology resources of Reformation Lutheran School.
- Access to Reformation Lutheran 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.
- 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 and other applicable school policies.

Privacy and Safety

- Do not go into chat rooms or send chain letters without permission. 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.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of Reformation Lutheran School.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and talk to your teacher or parent.

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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline.

Email 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 emails, chain letters, or spam.
- Email & communications sent / received should be related to educational needs.
- Email & communications are subject to inspection by the school at any time.

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.
- Noncompliance with the policies of this document in its entirety, 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 school staff to ensure appropriate use.
- The school cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Protecting & Storing Your Chromebook

Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
  - Record of School asset tag and serial number
  - Individual user account name and password
  - Serial number
- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at RLS. Take good care of it!

Account Security

- Students are required to use their refsd.info domain user ID and password to protect their accounts and are required to keep that password confidential.

Storing Your Chromebook

- When students are not using their Chromebook, they should store them in a secure location
- Nothing should be placed on top of the Chromebook when stored in the classroom.

Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Any Chromebook left in these areas is in danger of it 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.

Repairing & Replacing Your Chromebook

Vendor Warranty:

- The equipment vendor has a one year hardware warranty on new Chromebooks.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to the Technology Coordinator.

Chromebook Repair Costs and Insurance

- The following are estimated costs of Chromebook parts and replacements:
    - Full Replacement $250.00
    - Screen $50.00
    - Power cord $15.00
- Accidental Damage protection is available for purchase from Square Trade.
    - To purchase this protection you must go to www.squaretrade.com/chromebook-warranty
    - Cost is $115 for two years.
    - This is highly recommended

Chromebook Technical Support

Technical support will be available through the school Technology Coordinator.

Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs

Chromebook FAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live 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 WiFi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of Reformation Lutheran School's Information & Instructional Technology Dept. will maintain devices through our Google Apps for Education account. As such, the school can preinstall web applications as well as block specific web applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:
- USB storage, mice and keyboards
- SD cards
- External monitors and projectors
- Headsets, ear sets, microphones
- Chromecast

Q. Can the Chromebook be used anywhere at any time?

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

Q. Do Chromebooks come with Internet Filtering Software?

A. No. Chromebooks do not come with Internet filtering software. However, while in School Chromebooks will use the School's WiFi to access the Internet which is filtered. While at home, the Chromebooks will be filtered based on the protection provided by your home WiFi system.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

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.

Signature Page

By signing the below, the student and their parent/guardian agree to follow and accept:

- The RLS Chromebook Policy
- That RLS owns the Chromebook and issued peripherals while managed by RLS.
- If the student ceases to be enrolled in RLS, the student/parents will be able to either return the Chromebook in good working order or purchase the Chromebook at the discounted price, decided by RLS.
- In no event shall RLS be held liable to any claim of damage, negligence, or breach of responsibility.

Print Student's Name _____

Student's Signature _____   Date _____

Print Parent/Guardian's Name _____

Parent/Guardian's Signature _____   Date_____