

Sudbury Public Schools

Procedures and Guidelines for Chromebook Use

A Resource for Students and Parents/Guardians

1. Receiving Your Chromebook

a. Distribution of Chromebooks

Students will begin using their Chromebooks in the first week of school and bringing them home early in September.

b. Transfer/New Student Distribution

All transfers/new students that miss the Fall distribution should go to Curtis room 266 to obtain their Chromebook.

2. Returning Your Chromebook

a. End of 8th Grade

Students will keep their Chromebooks, cases, power supplies, and any other equipment issued with the Chromebook until the end of the 8th grade (including the summers following 6th and 7th grade). Failure to turn in a Chromebook at the end of the 8th grade will result in the student being charged the full \$279.00 replacement cost. There will also be a charge for any missing peripheral equipment such as the case or power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from Ephraim Curtis Middle School must turn in their Chromebooks, cases, power supplies, and any other equipment issued with the Chromebook to the library on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$279.00 replacement cost. There will also be a charge for any missing peripheral equipment such as the case or power supply. The District may also file a report of stolen property with the local law enforcement agency for equipment not returned.

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 middle school library as soon as possible to check out a loaner laptop while their device is examined. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker.

a. General Precautions to Ensure Care of Devices

- No food or drink should be next to Chromebooks.

- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be exposed to extreme temperatures, such as leaving it in a car overnight during the winter.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, or non-removable stickers. Static-cling decals that peel off easily are not only permitted, but also encouraged so that students can easily identify their Chromebook visually.
- Heavy objects should never be placed on top of Chromebooks.

b. Cases

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

c. Carrying Chromebooks

- Always transport Chromebooks with care and in the Sudbury-issued protective cases.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

d. Screen Care

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

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a 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 (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Asset Tags

- All Chromebooks will be labeled with a Sudbury asset tag. The asset tag indicates the Chromebook is the property of the Sudbury Public Schools and provides information that allows us to determine the name of the student to which the specific Chromebook has been assigned.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for

tampering with an asset tag or turning in a Chromebook without an asset tag.

4. Using Your Chromebook At School

Students are expected to bring their fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. Students may also purchase an additional charging device to carry with them in their backpack.

a. If a student does not bring his/her Chromebook to school

- A student may stop in the library and check out a loaner for the day, if available.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- Students will be responsible for returning the borrowed device to the middle school library before 2:15 p.m.
- If there are multiple occurrences of coming to school without one's Chromebook, the teachers and student's parents will meet to develop a plan to insure the Chromebook is present in school.

b. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair at the middle school library.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.

c. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- There will be a limited number of charging stations located in the school, available to students on a first-come-first-served basis.

d. Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media may result in disciplinary action.

e. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

f. Printing

- Students are encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

g. Logging into a Chromebook

- Students will log into their Chromebooks using only their school-issued Google Apps for Education account.
- Students should never share their account passwords with others.

h. Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi 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 Sudbury Public Schools' Acceptable Use Policy and all other guidelines in this document wherever they use their Chromebooks.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

a. Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.

- There is no need for additional virus protection.

7. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks have their internet connections filtered when on site in the Sudbury Public Schools. Although filtering the internet off site might not be legally mandated, we have erred on the side of prudence and filtering will also work off site. No filtering technology is perfect, however, and both teacher and parental engagement is always an important part of student internet use.

8. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools.
- All Sudbury students in grades 3 to 8 have Google Apps accounts that will work with Chrome OS devices.

b. Chrome Web Apps and Extensions

- Teachers may select apps from the Chrome Web Store that they would find beneficial for students. The district's management tools can then make these apps available to students.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. Repairing/Replacing Your Chromebook

a. Ephraim Curtis Middle School, Room 266

- All Chromebooks in need of repair must be brought to Curtis room 266 as soon as possible.
- The technology department will analyze and fix the problems whenever repairable.
- Students will check out a loaner Chromebook room 266 while their hardware awaits assessment.

b. Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warranties the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction.
- The vendor will provide normal replacement parts necessary to repair the

Chromebook or, if required, a Chromebook replacement.

c. Insurance

- The Sudbury Public Schools has purchased insurance on the student Chromebooks to cover accidental damage, spills and theft (the usual range of issues that would not be covered under traditional warranties).
- Technical staff will facilitate the entire insurance process. Chromebooks normally come back from insurance-supported repairs in 7-10 days.

10. Home Technical Support

Due to the variety of home networking and printer setups, the Sudbury Public Schools is not able to offer home support for the functionality of the Chromebook. The network settings on the Chromebook have not been substantially changed from what a consumer would receive when purchasing this device, so using it at home should be similar to other laptops.

11. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a 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 any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the SPS Acceptable Use Policy at all times.

The Acceptable Use Policy, as well as resources to help guide student activities online can be found in our student portal at <http://www.sudburystudents.org>.

13. Children's Online Privacy and Protection Act (COPPA)

As set forth in the District's Parent Handbook, the District makes every effort to comply with state and federal laws regarding student online activity and privacy. COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. COPPA does not preclude schools from acting as intermediaries between operators and parents in the notice and consent process, or from serving as the parent's agent in the process of collecting personal information online from students in the school context. The school's use and sharing of student information is solely for education purposes.

For more information, please consult the [SPS Technology Guidelines](#) document and visit <http://www.ftc.gov/privacy/coppafaqs.shtm>.