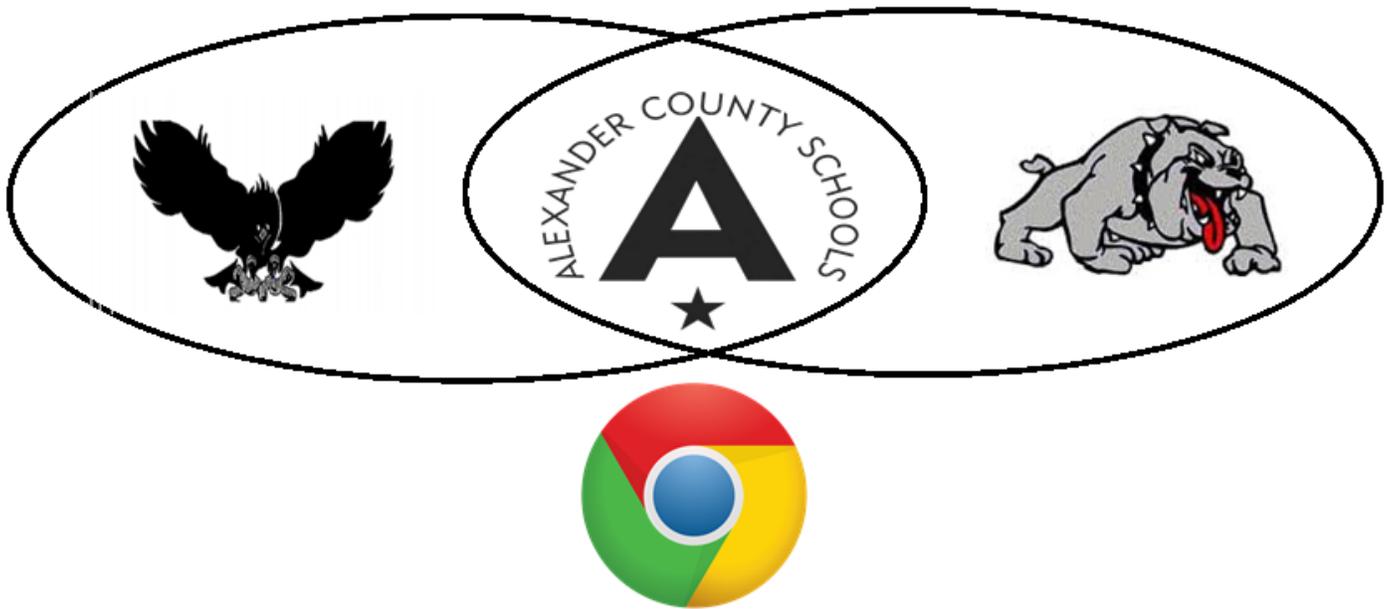


Alexander County Middle Schools Chromebook Handbook



Alexander County Schools Board of Education Policies

Students will follow all BOE policies that relate to the use of technology in the educational environment. Failure to follow any of these policies as written may constitute disciplinary action. BOE policy numbers: [3220](#), [3225/4312/7320](#), [3226/4205](#)

The policies, procedures, and information within this document apply to all Chromebooks or other similar devices used as a part of a student loan initiative-including, but not limited to a 1:1 initiative. This handbook will be reviewed and modified for changes and updates on a yearly basis.

Receiving Your Chromebook:

Chromebooks will be distributed during appointed times as deemed appropriate by the school and district administration. Before receiving a chromebook, parents are required to confirm they have read and agree to the terms of the student device handbook by affirming in the “Agreements” section of the New or Returning Student Registration online form. If you have not received an email with the link to this form, please contact your school’s Data Manager or Principal. In addition, both the parent and student must initial, sign and return the Chromebook Agreement Sign-off document before the Chromebook can be issued to the student. This document will be signed by students upon completion of Chromebook training. The student sign-off sheet should be printed for parents and students to initial and sign as required and returned along with the technology fee.

Technology fee:

Alexander County Schools requires that a technology fee be paid prior to deployment of the Chromebook to your child. The annual fee of \$20 per device will cover/include individual student insurance and protective cover. All students are required to pay the fee. Please see the school’s administration if a payment plan needs to be instituted in order to pay the fee.

Training:

Students will be trained on how to use the Chromebook by their teacher. Training documents and videos will be available online for students and parents to refer to when needed.



[WAMS presents Caring for your Chromebook](#)

Return:

Student Chromebooks and chargers will be collected at the end of each school year for maintenance over summer vacation. If the student does not return their assigned chromebook and assigned charger, the student will be assessed fees as determined by the cost of the model of chromebook and charger the student has been assigned.

Any student who transfers out of EAMS/WAMS will be required to return his/her Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian may be turned over to a collection agency.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook issued to them. Chromebooks that are broken or fail to work properly must be taken to the designated school person. If a loaner Chromebook is needed, one will be issued to the student until the 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.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- **Do Not Write on Your Chromebook**

Carrying the 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. Please use extreme caution when transporting your Chromebook. You should not toss your backpack or drop the backpack if your Chromebook is inside. All chromebooks should be contained in the protective case at ALL times.

Screen Care:

The Chromebook screen can be easily damaged. 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 the 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 micro-fiber 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 a tool to be utilized to complete coursework assigned by the student's teachers. Chromebooks should be with students at all times. 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, in accordance with school policy.

At Home:

Students are required to take their Chromebook home each night. *Chromebooks must be brought to school each day in a fully charged condition.* Students are expected to charge their Chromebooks each evening.

Home Internet Access: [Connecting to Your Wireless Network at Home](#)

Chromebooks are equipped with Internet filters designed to prevent students from viewing and/or accessing obscene, pornographic, and/or material that might be considered harmful to minors. While these filters apply in all locations, parents/guardians should make monitoring Internet use at home a top priority. Unfortunately, Internet filtering measures cannot guarantee students will not be able to access such materials when filters are intentionally and purposefully by-passed without permission. Parents/guardians are always encouraged to take the necessary precautions for Internet safety with your student!

- Students are allowed to access wireless networks on their Chromebooks. This will assist them with Chromebook use while at home.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- All activity on the Chromebook and/or district-issued email account/Google Apps account, whether conducted at school or off-site, is subject to search as district property.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students are responsible for having their own headphones/earbuds for use as directed. These will not be provided by classroom teachers.

Printing:

Printing functionality via the Chromebook will not be supported by ACS. Teaching strategies will facilitate digital copies of homework.



Google Workspace for Education

Students have access to [Google Workspace for Education](#), an online suite of productivity tools. All teachers and students are provided Google Workspace accounts. These accounts allow users to create and share collaborative presentations, documents, spreadsheets, and drawings. These items are created and housed within our ACS domain. Additionally, students have access to an email account generated by ACS. Students shall limit email use to communicating with teachers and other students within the ACS domain. Students should not share passwords for ACS Google accounts.

Managing Your Files and Saving Your Work:

Students may save documents to their Google 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. **Students should not download movies or use storage for non-school related material. Content not meeting these guidelines will be deleted by ACS Technology.**

Apps and Extensions on Chromebooks:

Originally Installed:

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.

All Chromebooks are supplied with the latest build 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. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

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

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. Inappropriate material found on the chromebook will be subject to disciplinary action in accordance with school policies.

Penalties for Improper Use:

The use of vulgar, suggestive, or otherwise inappropriate language will not be tolerated. Violation of applicable state and federal laws or posted classroom, school, and district rules may result in loss of network and computer lab privileges and/or other disciplinary action as defined in the appropriate handbooks, up to and including suspension or expulsion. Violations could also lead to referral to legal authorities for prosecution under applicable laws.

Access to district technology resources may be denied or terminated if one is identified as a repeat offender, or if an initial offense is of sufficient severity to justify immediate denial of access to district technology resources. The Alexander County School district recognizes the need to provide technology to further the educational goals and mission of the District. The Internet and communication resources provide unique educational opportunities and challenges to a learning community.

Protecting & Storing Your Chromebook:

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 ACS asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing and Securing Chromebooks:

The safety and security of the Chromebook is always the priority of the student. Students are responsible for securely storing their Chromebook during extra-curricular events. Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, media center, 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 not supervision.

Unsupervised Chromebooks will be collected by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, paint, tape, or labels that are not the property of Alexander County Schools. Violations will result in disciplinary action.

Students who have paid their technology fee and returned all signed documents may personalize their Chromebook **cases** in accordance to school policies.

The intent of this device is for educational purposes. Chromebooks are subject to inspection by teachers and/or administrators at any time. Students must follow the Alexander County Schools Acceptable Use Policy ([BOE Policy 3225](#)).

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- Loaner Chromebooks **may** be issued to students when they leave their Chromebook for repair at the Media Center Tech Office.

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

Intentional Misuse or Abuse:

- If the Accidental Damage Insurance Provider denies a claim due to intentional misuse or abuse or if ACS Technology Personnel deem damage to be the result of misuse or abuse, the student will be required to pay for the repair(s) regardless of whether or not the \$20 technology fee has been paid. If the student sustains repeated damage to the device, regardless of whether or not the technology fee was paid, the student will forfeit access to a device.
- **Parents/students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**
- The Alexander County School system will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code. Only after a copy of the police report is received by ACS will the student be provided with another device.

Technology Fee

Alexander County Schools requires that a technology fee be paid prior to the issuance of the Chromebook to your child. The technology fee is \$20.00 annually for each Chromebook. If a student withdraws from Alexander County Schools and then re-enrolls later in the current school year, the technology fee at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal (otherwise the fee will not be refunded).

Damaged Device and Accessories:

A Chromebook or any of its accessories that are damaged is the responsibility of the student and parent involved in the loss of property (unless damage is determined to be covered by the accidental insurance policy). The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school if damage is the result of malicious activity.

- **Students are not allowed to purchase chargers/cords to replace lost or damaged chargers/cords. The replacement cost must be paid to the school.**

A student may lose the use of a Chromebook at the discretion of the administration.

Updates/Revisions to the ACS Middle School Handbook

School administration and district-level leadership reserve the right to make additions and/or changes to the ACS Middle School Handbook should the need arise during the

school year. Any changes to the handbook during the course of the school year will include the amendment date to keep parents/students aware of said changes.

Alexander County Schools Chromebook Policy Handbook Student Pledge

1. I will take good care of my Chromebook per this handbook.
2. I will never leave my Chromebook unattended in an unsecured or unsupervised location.
3. I will never loan out my Chromebook to other individuals.
4. I will charge my Chromebook's battery to full capacity each night.
5. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
6. I will not disassemble any part of my Chromebook or attempt any repairs.
7. I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
8. I will use my Chromebook in ways that are appropriate for education purposes only.
9. **I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.**
10. I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Alexander County Schools.
11. I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy at all times.
12. I will file a police report in case of theft or provide proof of an insurance claim in instances of other types of loss.
13. I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
14. I agree to return the Chromebook, power cord, and charger in good working condition when my school requests the return of these items.
15. I agree to keep my Chromebook in an approved protective case at all times.
16. I will only use my school issued gmail account to log onto my chromebook.

School administration reserves the right to modify or revoke user privileges as deemed appropriate due to any violations of school policies, Alexander County Board of Education policies, procedures and/or incurring an excessive number of damage claims.

Alexander County Schools CHROMEBOOK AGREEMENT

Parent/Guardian and Student please initial each section and complete bottom of form:

P/G:	TERMS:
S:	<ul style="list-style-type: none"> • You agree to pay a \$20 annual device technology fee. • You agree to pay for any device or accessories not returned at the end of the academic year or when a student leaves the district. You may not purchase replacement accessories. • You will comply at all times with the Alexander County School System's Chromebook Policy Handbook as well as the ACS Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may suspend student use of the device.
P/G:	TITLE:
S:	<ul style="list-style-type: none"> • ACS retains ownership of the Chromebook. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.
P/G:	DAMAGE:
S:	<ul style="list-style-type: none"> • If the property is damaged, Alexander County Schools will assess the Chromebook damage and repair or replace the device under the accidental damage policy if damage is an accident. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the proper school authorities by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution. • If the Accidental Damage Insurance Provider denies a claim due to intentional misuse or abuse or if ACS Technology Personnel deem damage to be the result of misuse or abuse, the student will be required to pay for the repair(s) regardless of whether or not the \$20 technology fee has been paid. • Students may not purchase replacement chargers/cords. Replacement cost will be collected to replace any lost or damaged chargers/cords.
P/G:	REPOSSESSION:
S:	<ul style="list-style-type: none"> • Students not complying with all terms of this Agreement including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.
P/G:	TERM OF AGREEMENT:
S:	<ul style="list-style-type: none"> • Your right to use and possess the property terminates no later than the last day of classes during the school year unless earlier terminated by the school or upon student withdrawal from the Alexander County School System.
P/G:	APPROPRIATION:
S:	<ul style="list-style-type: none"> • Your failure to return the property when requested or use of the property for unapproved purposes will be considered unlawful appropriation of school property.

Signature assures that student and parent have reviewed and agree to follow the Student Pledge and Chromebook Agreement Form

Student Information

Last Name _____ First Name _____

Address _____

Home Phone _____ Cell Phone _____

Student Signature _____

Parent Signature _____

Appendix A

FREQUENTLY ASKED QUESTIONS

1. As a parent/guardian, how do I monitor my child's use of the internet?

While your child is using the ACS network either on Chromebooks or other school devices, there are filters available. Parents should be aware of their child's use of the internet. Please see the attached document entitled "Parents' Guide to Safe and Responsible Student Internet Use".

2. What if we don't have wifi at home?

A Chromebook's use is maximized with wifi. If a family does not have wifi, a student may use the Chromebook at school, at the public library, at local businesses with wifi capabilities, or wherever wifi is available. Google Apps are available offline and files will sync with their Google Drive when they connect to the ACS network. All of the critical functionality of the chromebook is available through Google Chrome web browser on any internet capable computer as well.

3. What if a student forgets to charge the Chromebook?

There will be limited power outlets in the classrooms. Students are required to take their Chromebook home each night. Chromebooks must be brought to school each day in a fully charged condition. Students are expected to charge their Chromebooks each evening.

4. Will students keep the Chromebook for the summer?

Chromebooks and all ACS accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year.

Appendix B

Parents' Guide to Safe and Responsible Student Internet Use

The Alexander County Schools District recognizes that with new technologies come new challenges to both teachers 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.

1. Take extra steps to protect your child. Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
2. Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as s/he works and socializes online.
3. Review your child's friends list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
4. Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
5. Limit the time your student is on the Chromebook. While the Chromebook is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
6. Report unwelcome or malicious online threats. Report in a timely fashion to the school any online interactions that can be considered threatening.
7. Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
8. Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
9. Read and share with your child the ACS Chromebook Handbook. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

General Tips for Parents for Internet Safety:

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
- Monitor your child's computer use. Know their passwords and profiles. When the Chromebooks are taken home by the student, it is strongly recommended that it always be used in a common family location.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.