Bradley-Bourbonnais
Community High School District #307
Chromebook Policy and Procedures Handbook

The policies, procedures, and information within this document apply to all Chromebooks used at Bradley-Bourbonnais Community High School (BBCHS) by students, staff or guests including any other device considered by Administration to fall under this policy.

The 1:1 program goal is to prepare students for their future: a global, digital world where they will be expected to use information and technology to create, examine, explore, communicate, and collaborate. Technology in the classroom helps students solve problems, gather and evaluate information, and disseminate work efficiently, through learning that is either self-paced and individualized or collaborative and cooperative. Using technology in the classroom expands the possibilities of teaching and learning.

1. **Receiving Your Chromebook**
    A. Parent / Guardian Orientation
        1. Parents are encouraged to review the Chromebook policies and procedures distributed at registration. In addition, parents are required to sign the BBCHS #307 Chromebook Agreement before a Chromebook can be issued to their student.
        2. Distribution of Chromebooks and protective cases will take place during the first week of school. Students are required sign the BBCHS #307 Chromebook Agreement prior to receiving their Chromebooks.
        3. Transfer students will be able to pick up their Chromebooks from Technology (W208) after they have registered for classes. Both students and parents/guardians must sign the BBCHS #307 Chromebook Agreement prior to picking up a Chromebook.

2. **Returning Your Chromebook**
    A. End of year
        1. At the end of the school year, students will turn in their Chromebooks and cases. Failure to turn in a Chromebook will result in the student being charged the full $250.00 replacement cost. The District may also file a report of stolen property with the local law enforcement agency.
        2. Seniors may purchase their Chromebook at the end of their senior year. Cost of the Chromebook will be announced at the beginning of May of each year. Payment will be due to BBCHS before the last day of regular classes.

        Age of Chromebook and price for graduating seniors.

1 Year Old	$175
2 Years Old	$125
3 Years Old	$75
4 Years Old	$25

    B. Transfers/withdraws/drops
        1. Students who transfer out or withdraw from BBCHS must turn in their Chromebooks and cases to the Technology on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full $250.00 replacement cost. Unpaid fines and fees of students leaving BBCHS may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

3. **Taking Care of Your Chromebook**
   Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are broken or fail to work properly must be taken to Technology (W208) as soon as possible so that they can be taken care of properly. 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. Precautions
      1. No food or drink should be next to Chromebooks.
      2. Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
      3. Chromebooks must remain free of any writing, drawing, stickers, and labels.
      4. Heavy objects should never be placed on top of Chromebooks.
   B. Cases
      1. 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.
      2. 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 the device.
   C. Carrying Chromebooks
      1. Always transport Chromebooks with care in BBCHS issued protective cases. Failure to do so may result in disciplinary action.
      2. Never lift Chromebooks by the screen.
      3. Never carry Chromebooks with the screen open.
   D. Screen Care
      1. 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.
      2. Do not put pressure on the top of a Chromebook when it is closed.
      3. Do not store a Chromebook with the screen open.
      4. Do not place anything in the protective case that will press against the cover.
      5. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
      6. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
   E. Asset Tags
      1. All Chromebooks will be labeled with a District asset tag.
      2. Asset tags may not be modified or tampered with in any way.
      3. Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

4. **Using Chromebooks at School**

   A. Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.
   B. If a student does not bring the Chromebook to school:

1. A student may stop in Technology (W208) and check out a loaner for the day, if available.
2. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
3. Technology will document the number of times a loaner is issued to each student. A report of students who have more than five occurrences during the school year will be sent to the Student Affairs Office.
4. The students who obtain a loaner will be responsible for returning the borrowed device to Technology (W208) before 3:30 p.m.
5. If a loaner is not returned by 3:30 p.m., Technology will submit a report to the Student Affairs office and Student Affairs office will work on retrieving the loaner.

C. Chromebooks being repaired
1. Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in Technology.
2. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
3. Chromebooks on loan to students having their devices repaired may be taken home.
4. A member of the Technology group will contact students when their devices are repaired and available to be picked up.

D. Charging Chromebooks
1. Chromebooks must be brought to school each day with a full charge.
2. Students should charge their Chromebooks at home every evening.
3. There will be a limited number of unsupervised charging stations in the library, study halls, and commons available to students on a first come first served basis.

E. Backgrounds and Themes
1. Inappropriate media may not be used as Chromebook background or themes. The presence of such media will result in disciplinary action.

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

G. Printing
1. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
2. Printing stations will be available in the Library and other various locations. Because all student work should be stored in an Internet / cloud application, students will not print directly from their Chromebooks at school. Each print station will consist of a desktop computer and networked printer. Students may log into Google docs a print station to print their work.

H. Logging into a Chromebook
1. Students will log into their Chromebooks using their school issued Google Apps for Education account: **studentid#@students.bbchs.org**

2. Students should never share their account passwords with others, unless requested by an administrator.
I. Managing and Saving your Digital Work With a Chromebook
1. 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.
2. Some files may be stored on the Chromebook's hard drive
3. Students should always remember to save frequently when working on digital media.
4. The district will not be responsible for the loss of any student work.
5. Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

5. **Using Chromebooks Outside of School**
   A. 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 BBCHS *Technology Usage Policy*, *Authorization for Electronic Network Access* and all other guidelines in this document wherever they use their Chromebooks.

6. **Operating System and Security**
   A. Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.
   B. Updates - The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
   C. 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 isn't a need for additional virus protection.

7. **Content Filter**
   A. The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, it will be blocked out of school. If an educationally valuable site is blocked, students should contact the technology staff to request the site be unblocked.

8. **Software**
   A. Google Apps for Education
   1. Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Sheets, Slides, Drawings and Forms.
   2. All work is stored in the cloud.

B. Chrome Web Apps and Extensions
   1. Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
   2. Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
   3. Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. **Chromebook Identification**
   A. Records - The district will maintain a log of all Chromebooks that includes serial number, asset tag code, and name and ID number of the student assigned to the device.
   B. Users - Each student will be assigned the same Chromebook for the duration of his/her time at BBCHS. **Take good care of it!**

10. **Repairing/Replacing Your Chromebook**
    A. Vendor Warranty
       1. Chromebooks include a one-year hardware warranty from the vendor.
       2. The vendor warrants the Chromebook from defects in materials and workmanship.
       3. 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.
       4. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
       5. All repair work must be reported to Technology.
    B. Estimated Costs of Parts (subject to change)

Part	Cost N21/N22
Screen	$29.95
Keyboard /Mouse *includes replacement if keys taken off cannot be replaced.	$60.00
Top Case	$18.95/$27.95
Inside Bezel	$14.95
Bottom Case	$19.95/$24.95
Power Supply - AC Adapters	$18.95/$27.95
Motherboard/ 16G hard drive	$139.00/$119.95
Charging port in machine	$9.95/$13.95
Complete Replacement	$250.00

    C. Warranty (subject to change)
       1. The school has purchased an extended warranty for all devices. Students should bring devices to W208 Technology when something is broken or not working. The staff we troubleshoot the issue and determine course of action for repair. All devices sent out for repair will be returned in a 7 to 14 day turnaround. If a device is deemed damaged beyond repair due to student misuse the student will be charged for the total replacement of $250.00

11. **No Expectation of Privacy**
    A. 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, 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.
    B. Monitoring Software - Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks while at school.

12. **Appropriate Uses and Digital Citizenship**
    A. School-issued Chromebooks should be used for educational purposes and students are to adhere to the Technology Usage Policy.
    B. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:
        1. **Respect Yourself**. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
        2. **Protect Yourself**. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
        3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
        4. **Protect Others**. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
        5. **Respect Intellectual Property**. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
        6. **Protect Intellectual Property**. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.