Gothenburg Public School
Chromebook Policy & Usage Handbook
2022-2023

The policies, procedures, and information within this document apply to all Chromebooks used at Gothenburg Public School by students, including any other device considered by the Administration to fall under these policies.

Please visit **http://youtu.be/DOh8CLjfd7w** to watch the Chromebook Policy Meeting video prior to reviewing the materials in this document.

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Gothenburg Public Schools Notice of Non-Discrimination

The Gothenburg Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, or other protected status in its programs and activities and provides equal access to all designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Dr. Allison Jonas, Superintendent
1322 Avenue I
Gothenburg, NE 69138
allison.jonas@goswedes.org
308-537-3651

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate designee. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in The U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov**.**

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Media Center. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions
- No food or drink should be 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 not be used or stored near pets.
- 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, stickers, or labels.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks.
- 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.
- Always bring your Chromebook to room temperature prior to turning it on.

Device Protection
- Each student will be issued a protective sleeve for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the sleeves are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and to protect his/her device.
- Protective hard cases are available online for Chromebooks and may be purchased separately by students or parents to add additional protection for their Chromebooks.

Carrying Chromebooks
- Always transport Chromebooks with care and in Gothenburg Public Schools issued protective sleeves. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care
- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids.
- 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.

[OBJ]Using Your Chromebook

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.

If a student does not bring his/her Chromebook to school:
- The student will call home to have it delivered to school.
- The administration will treat such occurrences as insubordination offenses, which may result in disciplinary action.
- A student may stop at the Media Center and check out a loaner for the day, if any are available.
- A student borrowing a Chromebook is still responsible for the loaned device's proper use and care, as stated in the User Agreement.
- District personnel will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to administration for students who have excessive occurrences during the school year.
- The students that obtain a loaner for the day will be responsible for returning the borrowed device to the Media Center before 3:30 pm.
- If a loaner is not turned in by 3:30 pm, a report will be filed with the student's grade level administrator and the administrator will work on retrieving the loaner.

Chromebooks being repaired
- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- Chromebooks on loan to students having their devices repaired may be taken home.
- The Media Center staff will contact students when their devices are repaired and available to be picked up.

Charging Chromebooks
- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.

- There will be a limited number of unsupervised charging stations in the building available to students on a first-come-first-served basis. Students will need their power adapter to make use of the charging station.

Personalizing the Chromebook
Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Gothenburg Public Schools. Spot checks for compliance will be done by administration, teachers, and technology support staff at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Gothenburg Public Schools acceptable use policy.

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.

⌗Printing
- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Chromebooks WILL NOT be set up for printing at school.
- 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/.

Logging into a Chromebook
- Students will log into their Chromebooks using their school-issued Google Apps for Education (@gothenburgswedes) account.
- Students should never share their account passwords with others. In the event of a compromised account, the Technology Department reserves the right to disable your account.

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 necessary for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Gothenburg Public Schools Acceptable Use of Computers and Networks Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

Operating System and Security

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.

No Expectation of Privacy
Students will 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.

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.

Updates
The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

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.

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, 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, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact school personnel, who in turn, contact an administrator to request the site be unblocked.

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.

Software on Chromebooks

Originally Installed Software

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. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.

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 idle or restarted.

Google Apps for Education (gothenburgswedes accounts)
- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Sites, Gmail, Groups, Voice, and Blogger.
- All work is stored within Google Apps.

Additional Apps and Extensions

Students are unable to install additional apps and extensions on their Chromebooks other than what has been approved by Gothenburg Public Schools.

Training

Students will receive regular training during Swede Center to address care and usage of the Chromebook as well as usage of Google Apps (gothenburgswedes accounts). Regular Digital Citizenship training will also be provided during the school year to address respectful, responsible, and ethical use of the internet and digital tools.

Repairing or Replacing Your Chromebook

Tech Support

All Chromebooks in need of repair must be brought to the Media Center as soon as possible.

Vendor Warranty
- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants 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.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

Accidental Damage or Loss Protection
As part of the 1:1 Chromebook initiative at Gothenburg Public School, the district recommends participating in the Computer Damage/Loss Cooperative Program. Gothenburg Public Schools will be the sole provider of this service. Under this Damage/Loss Cooperative Program agreement, the Chromebooks are protected against accidental damage or loss due to an act of nature. The Gothenburg Public Schools 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 code of conduct.

This fee does not cover for loss of the Chromebook and/or its accessories or damages caused by intentional misuse and abuse. Gothenburg Public Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. Parents/Students will be charged for the full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Chromebook Device Computer Damage/Loss Cooperative Program
The Damage/Loss program cost is $25.00 annually for each Chromebook and should be purchased prior to the Chromebook deployment. This program covers the computer and accessories (Equipment) loaned to the student against accidental damage (Damage) to Equipment or loss of Equipment. The Damage/Loss program covers one major part replacement claim per year. Major parts include, but are not limited to, motherboard lcd display, glass replacement, and keyboard/trackpad. Subsequent claims for part replacements are not covered and the student is responsible for the full cost of replacement parts. The estimated costs of parts and replacements for subsequent claims is listed below. Loss of Equipment is subject to a 50% deductible.

Estimated Costs (subject to change)
If you do not purchase the Computer Damage/Loss Cooperative Program for your child's device, you will be charged the following estimated costs of Chromebook parts and replacements**:**
- LCD Screen - $50.00
- Keyboard/touchpad - $50.00
- Power cord/charger - $30.00
- Chromebook Case - $20.00

Full Replacement Cost (Chromebook, Charger, Bag) - $300.00
Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.

Transferring/Withdrawing Students
Students who transfer out of or withdraw from the Gothenburg Public Schools must turn in their Chromebooks and cases to the Media Center on their last day of attendance. Failure to return the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving the Gothenburg Public

Schools may be turned over to a collection agency. The district may also file a report of stolen property with the Gothenburg Police Department.

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Chromebook Technical Support

The Media Center will be the first point of contact for repair of the Chromebooks. Services provided include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of replacement Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

Appropriate Uses and Digital Citizenship

School issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.

If students need to sign up for specific services on their device, they should ALWAYS use their gothenburgswedes account because this is issued by the school. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these services.

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.

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.

Gothenburg Public Schools Internet Use, Safety, and Computer Use Policy

Gothenburg Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. The administration reserves the right to refuse access to the Internet by Gothenburg Public Schools to anyone when it deems it necessary in the public interest.

Compliance with the Law and Use of Computers/Internet

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Students at Gothenburg Public Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship. A copy of the scope and sequence or other outline of the Internet Safety Curriculum may be found in the district Curriculum Office and each school media center.

Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)

Minors or adults shall:
- Not access material that is obscene, pornography, harmful to minors, or do otherwise inappropriate for education.
- Not use Gothenburg Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
- Not engage in any illegal activities on the Internet.
- Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Gothenburg Public Schools-related assignment or activity.
- Not attempt to override or bypass any protection measure that has been put in place by Gothenburg Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Gothenburg Public Schools.
- Minors shall not disclose personal identification information on the Internet.

Policy Violations

Any violation of this policy may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Gothenburg Public Schools, including applicable State and Federal laws.

Details and definitions of the full Gothenburg Public Schools Acceptable Use Policy 6800 can be reviewed at any media center in the Gothenburg Public Schools.

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Acceptable Use Policy Signature form available from your local building administrator or media specialist.

Acceptable Use
- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
    - As a safety precaution, full names or addresses are not to be revealed online.
    - Computer and network resources have been provided for educational purposes - game-playing and commercial uses are prohibited.
    - Sharing of individual accounts is prohibited.
    - Electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
    - Chain letters and inter-relay chat are misuses of the system.
    - Vandalism or "hacking" of any kind is prohibited.
    - The security of the system and the rights of other users are to be respected at all times.
- Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Gothenburg Public Schools and/or civil authorities.
- Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Gothenburg Public Schools harmless from any claims or damages arising from such use. Gothenburg Public School District makes no warranties for the information or the services provided.

Privacy and Safety
- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety
- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the school librarian or the technology coordinator if you are in compliance with the law.
- Plagiarism is a violation of the Gothenburg High School code of conduct. 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.

Email
- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Gothenburg Public Schools. This email system is monitored by the Gothenburg Public Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class is allowed without permission.
- Email is subject to inspection at any time by school administration.

Discipline Consequences
- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or the Gothenburg Public School's Acceptable Use Policy will result in disciplinary action

as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.

- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Gothenburg Public Schools Technology Department to ensure appropriate use. The Gothenburg Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.