



Hardin-Houston Local School District

1:1 Handbook and Chromebook Guidelines

For the 2022 – 2023 School Year

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District Owned & Issued Chromebooks

Receiving Your Chromebook

- Students will receive a new Chromebook in grades 5 and 9.
- Chromebooks will be distributed prior to the start of each school year or just after the school year starts.
- Parents/Guardians and students MUST sign the Student Internet Usage and Safety Policy and the Chromebook Guidelines and One-to-One Handbook before a Chromebook will be issued to the student. Parents/students will sign this document electronically using our Final Forms Portal on our website. There are no exceptions to this rule.
- Chromebooks will be collected at the end of each school year. Students will receive their original Chromebook again each year while enrolled at Hardin-Houston Local School.
- At the end of a student's 8th grade year, students will return their Chromebook to the school and a new Chromebook will be issued to each student at the beginning of their 9th grade year.
- Each student will receive a carrying case for transporting their Chromebook. Students are expected to transport their Chromebook in their assigned case. Any repair or replacement needed as a result of transporting the Chromebook without the case will be charged to the student at full price and may result in disciplinary action from the principal.
- Any students who comes into the district mid-year will be issued a Chromebook from the remaining building inventory, and will be instructed on how to take care of their Chromebook.

1:1 Program Costs

- 1:1 program costs for grades 5-12 are \$25 each school year.
- At the end of a student's 12th grade year, students who have paid \$100 total to own the Chromebook (\$25 each year in grades 9-12) will be allowed to keep their Chromebook for personal use. The Chromebook will be disconnected from the school's G Suite and will no longer be monitored or filtered by the district.
- This ownership cost for graduating students is not considered a school fee and is required of all 1:1 participants who choose to take ownership of the device after graduation.
- This 1:1 device ownership payment is not prorated for partial years of student enrollment and therefore is not refundable.
- The cost to own the Chromebook has been implemented to assist the District in acquiring, upgrading, and maintaining technology hardware and software that support the district's 1:1 initiative. This includes the devices, device cases, management software, warranties, and any other district identified ongoing costs that are necessary to maintain and support the district's 1:1 initiative.
- Students will NOT be charged for any repair that is related to manufacture defect.
- Students WILL be charged for ANY physical damage not caused by manufacturer defect, any intentional damage, and if the Chromebook is lost or stolen.
- Each student will receive two new Chromebooks – one in the 5th grade and one in the 9th grade.

Taking Care of Your Chromebook & General Precautions

- Students are responsible for the general care of the Chromebook they have been assigned by the district.

- Chromebooks that are broken, or fail to work properly, must be reported to a classroom teacher or technology support as soon as possible so that the issue can be taken care of properly.
- Do not take a district-owned Chromebook to an outside computer repair service for any type of repairs or maintenance.
- Each Chromebook must be transported in the case that was assigned to the student.
- Food and beverages can damage your Chromebook. Students are fully responsible for any damages caused by food and beverage spills.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook; improper use will result in damage and the cost to repair that damage will be at the student's expense.
- Never transport your Chromebook with the power cord plugged into the Chromebook.
- Never transport your Chromebook while the screen is open. Chromebook lids should always be closed and tightly secured when moving.
- The Chromebook needs to travel to school in the assigned bag WITH the charger.
- Always unplug the Chromebook charger from the Chromebook when not charging the device.
- Chromebooks must remain free of any writing, drawing, or stickers, except district labeling. District labeling tags are not permitted to be removed or altered in any way. Doing so may result in disciplinary action.
 - Two Hardin-Houston Local School identification labels will be on each Chromebook. One label will be a small Asset Tag, will contain a barcode and will be affixed to the bottom of the Chromebook. The second label will be affixed to the top of the Chromebook and will have the student's name on it.
 - There will be an identification tag, with the student's name, affixed to the charger.

- There will be an identification tag, with the student's name, affixed to the carrying case.
- Chromebooks should never be left in a vehicle, or any unsupervised area, unattended.
- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the 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, headphones, USB drives, etc.).
 - Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
 - Do not wrap the charger cord tightly as this will cause the wires to break and a new charger will need to be purchased.
- Students may not remove or interfere with the serial number and other identification tags, nor should they physically alter the device or carrying case. Under no circumstances should a student take apart their Chromebook or take their Chromebook to a third party for repairs. All repairs should be facilitated through the Hardin-Houston Technology Department.

Using your Chromebook at School

- Chromebooks are intended for use at school each day.

- Students are responsible for bringing completely charged Chromebooks for use each school day as well as the charger.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules will be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks should be locked in lockers when not in use.

Account Access

- Students will only be able to login to their Chromebook using their hardinhouston.org Google account.
- Once a student is logged into their Chromebook using their school-provided Google account, other systems, like Clever, may then be accessed.
- Students should only use their own username and password and not share their account information with another student or access the account of another student.

Chromebooks left at home

- If a student leaves his/her Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents/guardians, the student will have the opportunity to use a loaner Chromebook if one is available.
- Repeat violations of this policy will result in disciplinary action.

Charging Your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks at home each evening.

- Repeat violations of this policy will result in disciplinary action.

Printing

- Digital sharing of documents is encouraged and printing is discouraged. Printers are available for use at school, but teacher approval must be given before a student may print anything.

Managing & Saving Your Digital Work

- Hardin-Houston Local School utilizes Google Workspace for Education, which contains a suite of products including word processing, presentation software, forms & survey software, video software, spreadsheets, etc. that let you create different kinds of online documents, collaborate in real time with other people, communicate with others and store your documents and files in the Cloud.
- Only user accounts in grades 7-12 can be used to check email. Google's Gmail is disabled from use for K-6 students.
- With a wireless Internet connection, you can access your documents and files from any Internet-ready device, (including your Chromebook, laptop, tablet, phone, etc.) anywhere and at any time. There are apps for Google Education that students can download to their phones or tablets from either the Apple App Store or the Google Play Store.
- All files used on a Chromebook will be stored online in a Cloud environment. While using a Chromebook, students do not have access Hardin-Houston Local School's traditional network-based Home Directory (i.e. their "H" Drive).
- Prior to graduating, or leaving the district, students can download copies of their documents to a portable drive.
- Students are encouraged to purchase headphones and/or a mouse to use with their Chromebook.

Protecting & Storing Your Chromebook

- Student Chromebooks will be labeled in the manner specified by the school. Do not remove this labeling.
- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at Hardin-Houston Local School.
- Students are required to use their hardinhouston.org User ID and password to login to their Chromebook. Students should protect their accounts and are required to keep their account information confidential.
- When students are not using their Chromebook, they should store them in their assigned case and their assigned locked locker or in another locked area to be determined by their teacher or school administration.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are expected to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- For security and temperature-control reasons, Chromebooks should not be stored in a student's vehicle while at school or at home.
- Under no circumstances should Chromebooks be left unattended in an unsupervised area.
- Unsupervised areas include the school grounds and campus area, the cafeteria, computer labs, athletic fields or courts, locker rooms, unlocked classrooms, hallways, etc. Any Chromebook left in these areas is in danger of being stolen or vandalized.
- If you find an unsupervised Chromebook, please notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook unattended in an unsupervised location.

- Do not disassemble or attempt to repair the device, or take the device to a third-party for repair. All repairs must be made through the Hardin-Houston Technology Department.

Vandalism and Theft

- Students/parents should contact their school as soon as possible after the device is determined to be stolen, lost, or vandalized. In cases where the Chromebook has been stolen, lost, or vandalized, the student/parents are responsible for the replacement cost of the device and/or carrying case.

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.

Returning The Chromebook

- All district-owned Chromebooks, chargers and cases must be returned at the end of each school year unless you are a graduating senior AND you have paid \$100 total towards the 1:1 program (\$25 in each grade 9-12).
- Students withdrawing from the district must return district-owned Chromebooks to their school office prior to leaving the district.
- Any Chromebook or accessories (i.e. chargers or cases) that are not returned at the appropriate time will be considered as stolen property and law enforcement agencies will be notified.

Acceptable Use Guidelines

- Access to Hardin-Houston Local School District's technology resources is a privilege and not a right. Each student and/or parent will be required to follow the guidelines contained within this policy and the policies outlined in the Acceptable Use and Internet Safety Policy and all other school policies.
- Students will have access to all available forms of electronic media and communication which is in support of the educational goals and objectives of Hardin-Houston Local School.
- Students are responsible for their ethical and educational use of the technology resources of the Hardin-Houston Local School District. Please understand that it is impossible to define every instance of responsible and irresponsible use and, therefore, what constitutes "responsible use" will be at the discretion of the Director of Technology and/or Principals.
- 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 malicious software.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, teacher, principal or Director of Technology, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary actions.
- All student created files and electronic communication (student email) are subject to monitoring for safety precautions. Users of district technology should have no

expectations of privacy to any data that is, or was, stored on their device, school network or any school-issued applications.

- Students are responsible for the appropriateness of all files, data, and internet history on their device. Although these devices will be filtered on campus it is still the responsibility of the student to use good judgement when accessing or transmitting data. Do not take photos or video of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized data, photos, audio, or video to any website, network storage area, or person is strictly forbidden.
- Take care to protect your passwords. Do not share your passwords.

Privacy, Safety & Legal Property

- Hardin-Houston Local School District retains sole right of ownership and possession of the 1:1 device. The devices are loaned to the students for educational purposes only for the academic year. Hardin-Houston Local School District's administrative staff and faculty retain the right to collect and/or inspect devices at any time, and to monitor student work or to alter, add, or delete installed software or hardware during school hours.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers or your passwords to anyone, including anyone online.
- Do not open, use, or change files that do not belong to you.
- Remember that data storage and data transmission, including email and online usage, are not guaranteed to be private or confidential as all Chromebook equipment and school-provided accounts are the property of the Hardin-Houston Local School District, which reserves the right to inspect all data and the data transmissions of students.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.

- The Hardin-Houston Local School District has filters in place to protect our staff and students from inappropriate content. However, from time to time, inappropriate online sites, images and files, as well as email messages sent to you, may get through. Please report inappropriate content to your teacher, building principal and/or the Director of Technology.
- 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. Violation of applicable state or federal laws will result in criminal prosecution and disciplinary action by the District.

At Home Use

- The use of Chromebooks at home is encouraged. Hardin-Houston Local School District expects you to connect your Chromebook to your home network and you are encouraged to use it anywhere that fits your needs.
- Chromebook care at home is just as important as in school, please refer to the care section of this handbook.
- Transport your Chromebook in the assigned case.
- School district supplied Internet filtering will be provided for use with devices outside of school district buildings.

Email and 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 e-mails, chain letters or SPAM.
- Email & communications are subject to inspection by the school at any time and should not be considered private.
- Only user accounts in grades 7-12 can be used to check email. Google's Gmail is disabled from use for K-6 students.

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. This means that if you let someone else use your Chromebook while you are logged into your account, you are responsible for their actions. To prevent this from happening, always logout of your Chromebook before stepping away from the device – even if just for a minute.
- Non-compliance with the policies of this document or the Student Network and Internet Acceptable Use and Safety Policy, 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 district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Ohio Open Records Act and, if a proper request is made, the appropriate authorities will be given access to your content.

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 a replacement Chromebook.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or viruses.
- Please report all Chromebook problems to the Technology Department as soon as possible.

Loaner Chromebooks

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with the technology support staff.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it's lost or stolen.
- Loaner Chromebooks CANNOT be taken home and must be returned to the Technology Department or school office at the end of each day unless otherwise permitted by the student's building principal.

Chromebook Repair and Replacement Costs

- All district-owned Chromebooks must be repaired and maintained by the Hardin-Houston Local School.

- The costs associated with a student’s first repair as a result of accidental damage will be covered by the Hardin-Houston Local School District. (This is the first, overall repair, not one repair per year.) After that, the below table indicates the repair costs to the student for a damaged device. Costs may change based on different models of Chromebooks.

Repair Costs

Repair Costs 1 st <u>accidental</u> incident at no cost	Broken Screen	Keyboard Repair	Power Adapter & Cord	Battery Replacement	Chromebook Shell	Lost/Damaged Case	Lost or Completely Damaged Device
	\$50	\$100	\$60	\$50	\$50	\$25	\$300

- The district reserves the right to charge for the entire replacement cost if negligence is determined on the handling of the device.
- If the device is stolen, parents/guardians and students are responsible for reporting the incident to the school.
- A loaner device will be issued while the student’s device is being repaired, but the loaner device cannot be taken home and must be returned to the Technology Department or school office each day unless otherwise permitted by the student’s building principal.
- Hardin-Houston Local School will not return a repaired Chromebook to the student until the full repair cost is paid and students who do not pay for their repair costs in a timely manner will stop receiving a loaner Chromebook and may be subject to disciplinary action.
- If a new Chromebook needs to be purchased due to negligence, it will be at full expense to the student.

Chromebook Technical Support

- Technical support will be available and handled through the Technology Department at Hardin-Houston Local School. Services provided include the following:
 - Hardware maintenance and repairs
 - Coordination and completion of warranty repairs
 - Distribution of loaner Chromebooks
 - Operating system or software configuration and support
 - User account support
 - All repairs must be completed by the Hardin-Houston Local School Technology Department

Student-Owned Devices

- All students in grades 5 through 12 are expected to participate in the Hardin-Houston Local 1:1 program and must use the Chromebook issued to them by Hardin-Houston Local School.
- Students are expected to bring their Chromebook to class every day unless specified by their teacher.
- Student owned laptops, Chromebooks, and other computer devices are not permitted to be brought to school.
- Students cannot use their personally-owned device as a replacement device for their school-issued Chromebook.
- Hardin-Houston Local School is not responsible for damage, loss, theft or technical support issues of a student-owned device.