

**CIMARRON MUNICIPAL SCHOOLS**  
***CHROMEBOOK\* PROCEDURES AND INFORMATION HANDBOOK***

**Cimarron Municipal Schools Chromebook Program**

The focus of the Chromebook program at Cimarron Municipal Schools is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and *one* of the learning tools of twenty-first century students is the Chromebook. The individual use of Chromebook is a way to empower students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. According to studies and school reports, students who use a computing device in a one-to-one education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Chromebook is a next generation device that makes learning more engaging and accessible.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. However, technology immersion does not diminish the vital role of the teacher but transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebook integrates technology into the curriculum any time, any place.

The procedures and information within this document apply to all Chromebook used at Cimarron Municipal Schools, as well as any other device considered by the administration to come under this plan. Teachers may set additional requirements for use in their classroom.

**1. RECEIVING YOUR Chromebook & Chromebook CHECK-IN**

**1.1 Receiving your Chromebook**

Chromebook (with a charger) will be distributed to students each fall. **Parents & students must sign and return the Computer Network/Internet Access Consent Form and Student Pledge documents before the Chromebook can be issued to their child.**

**1.2 Chromebook Check-in**

Chromebooks will be returned during final week of school so they can be checked for serviceability. If a student transfers out of the Cimarron School District during the school year, the Chromebook will be returned at that time.

**1.3 Check-in Fines**

Individual school Chromebook and accessories must be returned to the Cimarron School District through the grade-level facilitator at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Cimarron for any other reason must return their individual school Chromebook on the date of termination.

If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment at Cimarron, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible. Failure to return the Chromebook will result in a theft report being filed with the police.

Students must return the Chromebook and accessories in satisfactory condition. In cases of abuse, neglect or intentional damage, student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

## **2. TAKING CARE OF YOUR Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebook that are broken or fail to work properly must be given to the grade-level facilitator for an evaluation of the equipment.

### **2.1 General Precautions**

- The Chromebook is school property and all users will follow these procedures and the Cimarron Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen; no cleansers of any type.
- Food/liquids/moisture should be kept away from the Chromebook as they can cause damage to the device.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebook must remain free of any writing, drawing, stickers, or labels that are not the property of the Cimarron School District.
- Chromebooks must never be left in an unlocked locker, on top of lockers, in an unlocked car or in any unsupervised area.
- Chromebook should be placed —vertically in the top locker compartment to avoid putting any pressure on the screen.
- Students leave Chromebooks in locked lockers during any school activities.
- Students are responsible for keeping their Chromebooks battery charged for school each day.
- Student-created passwords are not to be used on the Chromebook.

### **2.2 Carrying Chromebooks**

- If Chromebooks are placed in a book bag, it should be in a way that avoids placing too much pressure and weight on the Chromebook screen.
- Chromebooks are never to be taken into a locker room, dressing room or school bathroom.

### **2.3 Screen Care**

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook.
- Do not place anything near/on the Chromebook that could put pressure on the screen.
- Do not place in a book-bag with anything that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc as it may eventually break the screen

## **3. USING YOUR Chromebook AT SCHOOL**

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebooks use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebooks to all classes, unless specifically instructed not to do so by their teacher.

### **3.1 Chromebooks Left at Home**

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. If a student repeatedly (three (3) or more times as determined by any staff member) leaves their Chromebook at home, they will be required to turn in their Chromebook and check it out from the facilitator for three (3) weeks.

### **3.2 Chromebooks Undergoing Repair**

Loaner Chromebook may be issued to students when they leave their Chromebook at school for repair. There may be a delay in getting a Chromebook should the school not have enough to loan.

### **3.3 Charging your Chromebook's Battery**

Chromebooks must be brought to school each day in a fully charged condition. A charger will be issued to the student for charging at home (must be returned with return of the Chromebooks).

Students need to charge their Chromebook each evening. Repeat violations (minimum of three (3) days) of this policy will result in students being required to turn in their Chromebook and check it out from the facilitator for three (3) weeks.

In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebook to a power outlet in class.

### **3.4 Screensavers/Background photos**

- Pre-installed school wallpaper is to remain on the Chromebook.
- Student-created passwords are not to be used.

### **3.5 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is only allowed on the Chromebook at the discretion of the teacher.
- all software/apps must be district provided. Data storage will be through apps on the Chromebook.
- Internet games are not allowed on the Chromebook. If game apps are installed, it will be by Cimarron facilitators.

### **3.6 Home Internet Access**

Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a wireless printer, proper settings on the Chromebook.

**(Be aware that content may not be filtered while using on a home network.)**

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving to the Chromebook/Home Directory**

Students may save work to the home directory on the Chromebook and/or to Google Docs. Students may also e-mail documents to themselves for storage on a flash drive or District server. Storage space will be available on the Chromebook—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

## **5. SOFTWARE ON Chromebooks**

### **5.1 Originally Installed Software**

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

From time to time the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps.

### **5.2 Additional Software**

Students are not allowed to load extra software on their Chromebooks. Cimarron will synchronize the Chromebooks so that they contain the necessary apps for schoolwork. Students **will not** synchronize Chromebooks or add apps to their assigned Chromebook to include home syncing accounts.

### **5.3 Inspection**

Students may be selected at random to provide their Chromebook for inspection.

### **5.4 Procedure for re-loading software**

If technical difficulties occur, illegal software is found, or non-Cimarron-installed apps are discovered, the Chromebooks will be restored from a backup. When warranted, Chromebooks use restrictions may be imposed as a consequence. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

### **5.5 Software upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebooks for periodic updates and syncing.

## **6. ACCEPTABLE USE**

The use of the Cimarron School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Cimarron School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Cimarron School District. The Cimarron School District Computer Network/Internet Acceptable Use Policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named in the policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Cimarron School District's Student Discipline Policy shall be applied to student infractions.

**Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.**

### **6.1 Parent/Guardian Responsibilities**

- Talk to your children about internet safety and the standards that your children should follow in the use of the internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of having a Chromebook to take home, you will need to submit a signed note to that effect to the MS/HS offices. Understand that your student is still responsible for meeting the course requirements (may take longer).

### **6.2 School Responsibilities are to:**

- Provide Internet access to its students at schools.
- Provide Internet blocking of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school lockers. Cimarron School District reserves the right to review, monitor, and restrict information stored on or transmitted via Cimarron School District owned equipment and to investigate inappropriate use of resources.

- Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

### **6.3 Students Responsibilities are:**

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to Chromebook/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via Cimarron School District's designated Internet System is at your own risk. Cimarron School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping Cimarron School District protect our computer system/device by contacting an administrator or a facilitator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their Chromebook after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.
- Returning their Chromebook to the facilitator at the end of each school year. Students who withdraw, are expelled, or terminate enrollment at Cimarron for any other reason must return their individual school Chromebook on the date of termination.

### **6.4 Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Instant messaging services.
- Internet/computer games (non-school initiated).
- Use of external attachments without prior approval from the facilitator.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc).
- Downloading apps.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications using messenger services (Ex. – MSN Messenger, Yahoo Messenger, etc.)
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Cimarron web filter through a web proxy

### **6.5 Chromebook Care**

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day. If a charger is lost, the student must notify the facilitator immediately and there will be a charge for replacement.
- Only labels or stickers approved by the Cimarron School District may be applied to the computer.
- Chromebooks that malfunction or are damaged must be reported to the facilitator immediately. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse or neglect will be repaired with the cost being borne by the student. The school district will be the determining party for misuse/neglect. Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally.
- Chromebooks that are stolen must be reported immediately to the MS/HS offices and the Police Department.

### **6.6 Legal Propriety**

- 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 Cimarron Student/Parent Handbook. 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 Cimarron Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

### **6.7 Student Discipline**

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

1st Offense – Student(s) will check-in/check-out their Chromebook from the facilitator daily for three (3) weeks.

2nd Offense – Three (3) weeks of Chromebook privilege suspension (student still responsible for all required work).

3rd Offense – Loss of Chromebook privileges for a length of time determined by the administration and the facilitator.

## **7. PROTECTING & STORING YOUR Chromebook**

### **7.1 Chromebook Identification**

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number.
- Cimarron Label, Cimarron Wallpaper.

### **7.2 Storing your Chromebook**

Store your Chromebook securely at all times. Remember that the Chromebooks issued to you is your responsibility.

### **7.3 Chromebooks Left in Unsupervised Areas**

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, on top of lockers, in library, unlocked

classrooms, hallways, etc. Be reminded that Chromebooks are not allowed in locker rooms, dressing rooms, or bathrooms. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the office. The student will need to talk to the principal and a parent contact will be made before the student gets the Chromebook back. Further incidents will be subject to use restrictions.

## **8. REPAIRING OR REPLACING YOUR Chromebook**

### **8.1 School District Protection**

The district will generally assume the financial liability for Chromebook repairs or replacement but may ask that parents take financial responsibility if abuse is determined.

### **8.2 Personal Home or Homeowners coverage**

Lost, damaged or stolen Chromebook in the care, custody and control of a student may be covered by the homeowner policy of the parent. Most homeowner policies will provide some limit of coverage for — damage to property of others under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. In cases of accidental damage, loss or theft, the district may seek reimbursement from the parents' homeowner policy. Please consult with your insurance agent for details about your homeowner coverage.

### **8.3 Claims**

All insurance claims must be reported to the MS/HS offices. In cases of theft, vandalism or fire, the student or parent must file a police or fire report and bring a copy of the report to the principal's office before a Chromebook can be repaired or replaced.

## **9. COST OF REPAIRS**

The Cimarron School District will assume the cost for repairs due to accidental damage – less any contribution from a homeowner insurance claim. Lost items such as covers and cables will be charged the actual replacement cost.

**INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to Chromebooks.

\*This Chromebook handbook also regulates any mobile device checked out by the Cimarron Municipal Schools (Mac Books, Ipads, etc.)