



SAPULPA PUBLIC SCHOOLS

CHROMEBOOK HANDBOOK

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1. RESPONSIBILITIES

1a. District Responsibilities

The District will comply with the Children's Internet Protection Act (CIPA) to prevent the inappropriate use of the Chromebook and/or the Internet whether the device is being used at school or at home. The District will have devices available that can be checked out to students whose devices are being repaired or replaced, if available.

1b. Parent and Student Responsibilities

As with any District-owned property (ex.textbooks), parents and students will be responsible for returning the Chromebook in good working condition. The student and his parent or guardian will be responsible for paying the cost of repairing or replacing the Chromebook / Charger should the device be damaged, lost, or stolen. Insurance for the device will be offered to those parents who choose to purchase that coverage. See section 10.b for more details on the insurance costs and coverage.

Because the Chromebook is an Internet-based device, the student will need Internet access either at home or at public places that offer wi-fi access in order to use the web-based applications. At school or elsewhere, students are expected to observe all SPS Technology Policies as well as federal, state, and local laws. In addition, students should follow the "**Digital Citizenship Tips for Teens**" (from commonsensemedia.org)

2. STUDENT CHROMEBOOKS

The Chromebook Handbook outlines procedures and policies for families to protect the Chromebook investment for the District. Parents/Guardians and students **MUST** sign and return the Chieftain Chromebook Insurance Agreement document before a Chromebook can be issued to a student. Chromebooks will be examined and/or collected each school year and students will retain their original Chromebook each year while enrolled at Sapulpa Public Schools.

2a. Probationary Student Privileges

To protect the assets of Sapulpa Public Schools, some students may be required to turn in their Chromebooks to their site's designated area at the end of each day for a period to be determined. The designated area will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.

Students who have violated the Chromebook Care Agreement during the current or previous semester may be included in the probationary privileges.

3. RETURNING YOUR CHROMEBOOK

All district owned Chromebooks must be returned according to the following guidelines:

- **Students and Staff leaving the District, *MUST* return district owned Chromebooks to an ADULT in the school Media Center or to the District Office at Washington Administrative Center.**
- Any Chromebook and/or charger not returned will be considered stolen property and law enforcement agencies may be notified.

4. TAKING CARE OF YOUR CHROMEBOOK

Students and staff are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the media center or designated area as soon as possible so that they can be taken care of properly. ***Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

4a. 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.
- Never transport your Chromebook with the power cord plugged in.
- Never store your Chromebook in a carry case or backpack while plugged in.
- ***Students should never carry their Chromebooks while the screen is open.***
- Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin that has been approved by SPS.
- Vents **CANNOT** be covered.
- Chromebooks must have a Sapulpa Public Schools District asset tag and an SPS identification label with the student's name on them at all times. The asset tag must not be removed or altered in any way. If tag is removed disciplinary action will result.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- For screen adjustment do not grasp screen by wrapping hand around screen, your thumbs may shatter the screen.

4b. Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Case use is highly encouraged.

4c. Screen Care

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, or disks).
- Clean the surface with a soft, dry, microfiber cloth or anti-static cloth.

5. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.

- In addition to teacher expectations for Chromebook use, O@sis, Digital Curriculum, school messages, announcements, calendars, and schedules may 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.

5a. Chromebooks left at home

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- Repeat violations of this policy will result in disciplinary action.

5b. Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the media center or designated area.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. The SPS Chromebook Insurance Policy will transfer to the loaner.

5c. Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy will result in disciplinary action.
- Chargers should be left at home to prevent loss.

5d. Backgrounds and Password

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.
- **Any action taken under your login/password will be your responsibility.**

5e. Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones/ear buds may be used **at the discretion of the teacher.**

5f. Printing

- It is highly encouraged to use the digital printing options available on your Chromebook whenever possible to reduce printing expenses.
- Printing is done through Google Cloud Print. More information on printing can be attained here: <http://support.google.com/cloudprint/?hl=en>

5g. Account Access

- Students will only be able to login using the **stu.sapulpaps.org** account.
- Students should always use the Chromebook with their SPS student account.
- Students must not log in using a personal email account. Use of a personal email account on the SPS Chromebook will result in disciplinary action.

6. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Docs is a suite of products (Docs, Presentations, Drawings, Sheets, and Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents or other files -- all online.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere in the world.
- All items will be stored online in Google Cloud environment.

7. OPERATING SYSTEM ON YOUR CHROMEBOOK

7a. Updating Your Chromebook

When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging. **Students should shut down their Chromebook periodically to allow automatic updates to occur.**

7b. Virus Protections & Additional Software

With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks. Since files are stored in the cloud, there's no need to worry about lost homework.

7c. Procedures for Restoring your Chromebook

If your Chromebook needs technical support for the Operating System, all support will be handled through the Chrome Depot or district IT Department.

7d. Software Installation

Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web.

8. ACCEPTABLE USE GUIDELINES CHROMEBOOK

8a. General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of Sapulpa Public Schools.
- Students are responsible for their ethical and educational use of the technology resources of the District.
- Access to Sapulpa Public Schools technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Acceptable Use Policy.
- 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 Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- Any attempt to bypass filtering software will constitute a violation of the Acceptable Use Policy and may result in loss of Chromebook privileges.

8b. Privacy and Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password, or passwords of other people.
- **Remember that storage is not guaranteed to be private or confidential** as all Chromebook equipment is the property of Sapulpa Public Schools.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, **exit the site immediately and notify a teacher.**
- Do not add your personal account(s) to your district issued Chromebook.

8c. Legal Property

- 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 law, including Oklahoma Statutory Computer Crimes Act, will result in criminal prosecution or disciplinary action by the District.

8d. E-mail 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 emails**, chain letters, or spam.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection and monitoring by the school at anytime.

8e. Consequences

- The student whose name, system account, and Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or the responsible use of the Internet and/or Acceptable Use 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 Oklahoma Open Records Act; proper authorities will be given access to their content.

8f. At Home Use

- The use of Chromebooks at home is encouraged for educational purposes.
- Chromebook care at home is as important as in school, please refer to the care section.
- Transport your Chromebook in a case or protected backpack.
- School district supplied filtering will be provided for use with devices outside of school district filtering.

9. PROTECTING & STORING YOUR CHROMEBOOK

9a. Chromebook Identification

District issued student Chromebooks must have the following stickers on the device, in good condition at all times:

- Student Name
- District Asset Tag
- Serial Number

Removal of stickers may result in disciplinary action.

9b. Account Security

Students are required to use their @stu.sapulpaps.org domain user ID and password to protect their accounts and are required to keep that password confidential.

9c. Storing Your Chromebook

- When students are not using their Chromebook, they should store them in their locked locker.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Chromebooks **should not** be stored in a vehicle for security and temperature control measures.

9d. Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, field house, locker rooms, media center, dressing rooms, hallways, or other common areas.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

10. REPAIRING/REPLACING YOUR CHROMEBOOK

10a. Vendor Warranty

- The manufacturer has a one year hardware warranty on your Chromebook.
- The manufacturer 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 Chromebook replacement.
- The vendor does not warrant against damage caused by misuse, abuse, accidents, or Chromebook viruses.
- Please report all Chromebook problems to the school media center immediately.

10b. Chromebook Insurance

The Sapulpa Public School Student Technology Insurance Program (STIP) has been established to give parents and staff members the ability to purchase insurance for each school year to limit liability to instructional technology equipment. The cost for protection is **\$25** per student for the **current** academic school year. This is a voluntary program and participation is encouraged, but not required. The STIP fee is non-refundable.

Keep in mind parents are responsible for the full cost of any repair or replacement of all damage to or loss of the Chromebook, charger, or other accessories issued as a part of the official technology package.

If purchased, the STIP covers 100% of the **FIRST** incident of damage of the items, **50%** of the **SECOND** incident of damage of the items from the **Date of Issue through the end of the current school year for which payment has been received**. After **two incidents**, the parent/student is responsible for **all** repairs and replacement costs.

Parents/students are responsible for all replacement costs due to loss. Insurance claims of theft must include a completed law enforcement report, signed by a parent.

Exact repair/replacement costs will be determined at the time of the repair.

Insurance claims of Theft must include a completed Sapulpa Police Department Report, signed by a parent.

Intentional damage to school technology equipment will be the responsibility of the student and parent at 100% of the cost for repair/replacement, regardless of having purchased STIP or not.

Parents will have the opportunity to purchase insurance by check or cash or electronically by using MySchoolBucks Account. If purchasing insurance, it must be purchased **BEFORE** student takes possession of the Technology Package.

Typical Repair/Replacement Costs:*

Exact repair/replacement costs will be determined at the time of the repair.

Item	Cost
Chromebook (entire unit replacement)	\$225
Charge Cord	\$45
Screen	\$45
Keyboard / Motherboard	\$85
DC In-Jack	\$20
Cover(s)	\$45

10c. Financial Hardship by Parents

Sapulpa Public Schools believes that it is the student's responsibility to exercise good citizenship in regard to their issued technology equipment, just as with any piece of school property. Students who have experienced damage or loss and whose parents are financially unable to pay for repair/replacement immediately may elect to apply for one of two alternative options based on need.

- Parents may request to be placed on a payment plan. Forms will be available from the District Office to request payment plans. If approved, each payment on this plan will be entered into the resource software and reduce the fine by the amount paid each time.

- Parents may request restitution by way of student community service. If approved, restitution will occur by way of the student performing a community service equivalency. The community service restitution process will occur as follows:
 - Technology will fill out the Community Service Form and carbon copy it to the appropriate principal and to the financial secretary for fine assignment.
 - Principal will contact parent and assign community service.
 - Students will have the log sheet signed for each set of hours and turn the completed form into the principal upon completion.
 - Principal will notify technology that community service has been completed so that the fine may be satisfied.

11. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the Chrome Depot. Services provided include the following:

- Hardware maintenance and repairs.
- Coordination and completion of warranty repairs.
- ALL REPAIRS must be completed by The Chrome Depot personnel or other designated SPS employees.

12. CHROMEBOOK FAQ'S

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full sized keyboard, large display and clickable trackpad, all day battery life, lightweight and built in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of Sapulpa Public Schools' IT Department will maintain devices through our Google Apps for Education account. As such, the school can pre-install web applications as well as block specific web applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

- A. Chromebooks can connect to:
- USB Storage, mice and keyboards
 - SIM cards
 - SD cards
 - External monitors and projectors
 - Headsets, earsets, and microphones

Q. Can the Chromebook be used anywhere at anytime?

A. Yes, if you have a WiFi signal to access the web all features of Chrome are available. There are a limited number of Google apps and Chrome web apps that work offline but that number is growing everyday.

Q. Will our Chromebook have 3G?

A. No. The district Chromebook will not have 3G broadband.

Q. Do Chromebooks come with Internet Filtering Software?

A. Yes. While Chromebooks do not natively contain web filtering software, the Sapulpa Public School District will provide an enforcing policy that will log and filter all internet traffic of District Chromebooks, whether on campus or off. **Any attempt to bypass this filtering software shall constitute a violation of the Acceptable Use Policy and may result in loss of Chromebook privileges.**

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. How is the battery life?

A. Chromebooks have a rated battery life of 8 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.