

Reading Community School District

1:1 Chromebook Handbook

The goal of the 1:1 Chromebook program is to create a collaborative, interactive learning environment for all students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners.

1. RECEIVING YOUR CHROMEBOOK:

Chromebooks will be distributed within the first three weeks of the school year. This 1:1 Chromebook Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Reading Community City School District.

2. TAKING CARE OF YOUR CHROMEBOOK:

Students 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 reported and turned in to the school.

- Students should turn their chromebooks in to their advisement or homeroom teacher.

Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

2a: General Precautions

- No food or drink is allowed next to your Chromebook.
- 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 your carrying case while plugged in.
- **Chromebooks must remain free of any writing, drawing, skins, or stickers.**
- Chromebooks will have a Reading Community School District Inventory tag on them. Any attempt to remove or alter this tag will result in disciplinary action.
- 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.

2b: Carrying Chromebooks

- Never move a Chromebook by lifting from the screen. Always support a Chromebook from the bottom with lid closed.
- When transporting your Chromebook, it **MUST** be in a protective case.
- If you put your Chromebook in your backpack, make sure it is first in your carrying case.

2c: 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 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).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

3. USING YOUR CHROMEBOOK

3a: Chromebooks left at home

- Fully-charged Chromebooks must be brought to school every day; repeated violations will result in disciplinary action.

3b: Inappropriate Media

- Inappropriate media, including but not limited to: guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures are prohibited and will result in disciplinary actions.

3c: Sound

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

3d: Printing

- It is our intention to create a paperless environment with this program.
- Students will not have the ability to print from their Chromebooks at school (assignments will be submitted digitally).

3e: Account Access

- ***Students should only login to their Chromebook using their Reading Community Schools Google account.***
- Students should not allow anyone else to use their Chromebook.
- Take care to protect your password. Do not share your password.
- Make sure you log out when you are done using your Chromebook.

4. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

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

- OFFLINE MODE - Many Google Apps allow for offline access which will allow for school work to be accomplished even when the Chromebook does not have access to WiFi. Any work done in offline mode will be synced with the student's Google account when the Chromebook rejoins WiFi.

5. OPERATING SYSTEM ON YOUR CHROMEBOOK

5a: 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.

5b: Virus Protections & Additional Software

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

6. ACCEPTABLE USE POLICY AND GUIDELINES

6a: Links to Policies, Guidelines, and Agreements

- [Chromebook 1:1 Agreement Form](#)
- Student Network and Internet Acceptable Use and Safety Policy, Guidelines Agreement
- Student Network and Internet Policy
- Student Network and Internet Acceptable Use Guidelines
- [Chromebook General Information and FAQ's](#)

6b: 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.
- Non-compliance with the policies, procedures and guidelines of RCS will result in disciplinary action.

6c: At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.

7. PROTECTING & STORING YOUR CHROMEBOOK

7a: Chromebook Identification

- Student Chromebooks will be labeled with a RCS Inventory tag.
- Chromebooks are the responsibility of the student. This device will be yours for the duration of the school year. *Take good care of it!*

7b: Account Security

- Students are required to use their readingschools.org domain user ID and password to protect their accounts and are required to keep that password confidential.

7c: Storing Your Chromebook

- When students are not using their Chromebook, they should be stored in a secure location.
- Students need to take their Chromebooks home everyday.
- Chromebooks should not be stored in a vehicle at school or at home for security and temperature control measures.

7d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, cafeteria, computer labs, locker rooms, library, unlocked classrooms, and hallways.
- 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.**

8. DAMAGED OR STOLEN CHROMEBOOK:

8a: Reporting Chromebook Damage

- If your Chromebook is damaged, report incident immediately to your advisement or homeroom teacher.

8b: Chromebook Repair and Replacement Costs

- 1st Incident of damage: if damage is accidental, chromebook is covered by insurance. If damage is intentional, chromebook may still be covered by insurance, but disciplinary consequences will be issued by administration.
- Repeated damage and/or purposeful damage will be assessed by administration. Administration will determine cost and disciplinary consequences according to the student code of conduct.

8c: Stolen Chromebook

- Parent(s)/guardian(s) must file a police report for the stolen device. Upon receipt of the police report, the District will then replace the Chromebook.

8d: Chromebooks under repair

- A loaner Chromebook will be provided to the student while repairs are taking place. Loaner Chromebooks will fall under the same guidelines as any other student-issued Chromebook.

9. RETURNING YOUR CHROMEBOOK:

All district owned Chromebooks must be returned following these guidelines:

- Chromebook and charger must be returned in good working condition upon request or withdrawal from the school district. ***Students should not write on or decorate their Chromebook.***
- Parents will be responsible for the replacement cost of any Chromebook, charger, and/or carrying case not returned and student records will be held until payment is made to Reading

Community City Schools.

- **Replacement Costs of Equipment Issued to Students**
- Dell Chromebook 11 (3120) = \$240
- Dell Charger = \$40