

Amelia County Public School Chromebook Policy

ACPS is requiring each student in grades 5-12 to lease a Chromebook to advance the opportunity to learn in a 21st century context such as:

- Create personalized education
- Promote student ownership of learning
- Increase educational experience outside classroom and provide global exposure
- Design more engaging, interactive, and collaborative learning opportunities
- Enhance instruction for teachers and learning for students

As part of this program, students are expected to maintain a level of responsible use with the devices that support the mission and purpose of the program. The following is a list of expected responsible behaviors for students to engage when using their device. All students must comply with the ACPS acceptable use policy.

Parents and students must sign and return to ACPS this Amelia County Public School Chromebook Policy, watch an informative video regarding the program, and pay the usage fee before the Chromebook can be issued to the student.

Insurance:

ACPS requires that Chromebook insurance be purchased prior to deployment of the Chromebook to your child. The annual fee will be \$35 per device and must be paid for before the Chromebook is issued. Insurance only covers the Chromebook itself, not the charger. Filing a claim can be done in any of these manners.

- 1) Have the student notify the teacher.
- 2) Send an email to chromebooks@ameliaschools.com
- 3) Contact the tech department at 804-561-9389

Parents/guardians will be notified when claims are filed and a replacement Chromebook is issued. If multiple claims are filled due to negligence disciplinary action may be taken.

Training:

Students will be trained on how to use the Chromebook by their teacher. Training documents and videos will be available online for students to refer to when needed.

Return:

Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation.

Any student who transfers out of ACPS will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency. A replacement charger costs \$28. A replacement Chromebook costs \$180 (charger included)

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must notify the tech department.

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.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- 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.
- 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 laptop.
- Always bring your laptop to room temperature prior to turning it on.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded bookbag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

Screen Care:

The Chromebook screen 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 top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.

- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook.

Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home:

All students are required to take their Chromebook home each night throughout the school year for charging. *Chromebooks must be brought to school each day in a fully charged condition.* Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that student bring personal headset or 'ear-buds' for any audio projects they work on.

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to an external memory device such as a USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin. An identification label with the student's name is acceptable on the Chromebooks. Spot checks for compliance will be done by administration or ACPS Technicians at any time.

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

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 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 shutdown and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by Amelia County Public School.

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.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the

operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

Please sign below if you have read policy/contract listed above and watched the informative video at http://amelia.k12.va.us/parents/chromebook_initiative and agree with the policy/contract listed above.

Print Student Full Name: _____

Grade: _____

Student Signature: _____ Date _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date _____