

CHROMEBOOK HANDBOOK



A Student and
Parent Guide

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LA CAÑADA UNIFIED CHROMEBOOK BYOC (BRING YOUR OWN CHROMEBOOK) PROGRAM

The focus of our BYOC (a device for every student) program is to provide the tools and resources needed to support today's student. We wish to offer students opportunities for personalized learning, a common objective with or without technology in the classroom.

The Chromebook Program facilitates:

- Daily access to digital educational resources
- Availability beyond the school day
- Rigorous instruction
- Personalized learning
- Creative thinking and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Increased digital literacy skills
- College and career readiness

STUDENT CHROMEBOOK PLEDGE

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended or unsecured.
3. I will never loan out my Chromebook to others.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will be responsible for any damage caused by food or drink to my Chromebook.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it in the LCUSD-issued case.*
9. I understand that my Chromebook is for educational use.
10. I will not deface my district owned Chromebook (no stickers, writing, engraving, etc.).*
11. I will file a police report in case of theft or vandalism.
12. I will be responsible for all damage or loss caused by neglect or abuse.
13. I agree to return my district owned Chromebook, case and power cords in good working condition at required check-ins (i.e., withdrawal from school or summer).*
14. I understand that my use of the Chromebook is subject to all applicable District policies and regulations, the Student Handbook, Student Code of Conduct, and any individual campus procedures.

*Applies to district-owned devices checked out during the school year

GENERAL INFORMATION

CHROMEBOOK PURCHASING VERSUS LOANS

1. For families choosing not to participate or those unable to purchase a Chromebook, we will provide one for the school year, checked out much like a textbook and returned at the end of the school year.
2. For this program to work every year, we need to hit a threshold of 75% participation in the form of parents purchasing a Chromebook. (This allows for easy integration to the wireless network and full integration with academic services only available to devices managed by the district). Without parent support, we cannot continue this needed innovation in education. Other districts have raised special taxes to fund their 1:1, others have bonds. Neither are sustainable models for technology devices. For us, we need the commitment from the families that they value this program through adding a reasonably priced laptop to the back to school supply list.

REPAIR

Chromebooks that are broken or fail to work properly must be taken by the student to the Technology Help Lab for in a timely manner. Any repairs that are not due to misuse or damage will be covered without cost. If the Chromebook must be sent off for repair, a temporary replacement will be provided for the interim.

INSURANCE

Parents are strongly encouraged to take out an insurance policy on the Chromebook. Enrollment for the insurance program is done through the district established Chromebook vendor. The cost of insurance (no deductible) is around \$36.00 per year. The insurance policy covers:

1. Accidental damage (including drops, cracked screens, liquid spills)
2. Fire/Flood
3. Vandalism (police report required)
4. Liquid Submersion
5. Theft (except for devices left unattended in vehicles, police report required)
6. Power Surge due to Lightning
7. Natural Disasters

LOSS OR THEFT

1. Students (or parents) must contact the Technology Help Lab if there is loss or theft of the Chromebook that has been issued to that student.
2. A theft report is required by insurance for replacement of the Chromebook. Students who lose their Chromebook and do not have a theft report will be required to pay the full replacement cost.

CHROMEBOOK USE

GENERAL USE

1. All students are encouraged to have a case or sleeve for their Chromebook to protect the device from accidental damage.
2. Use caution when eating or drinking near your Chromebook.
3. Cords, cables, and removable storage devices must be inserted **carefully** into the Chromebook to prevent damage.
4. Students should never carry their Chromebook while the screen is open.
5. Do not stack **any** books, heavy materials, etc. on top of the Chromebook in your locker or backpack. Anything placed on the Chromebook may cause damage.
6. Do not close the Chromebook with anything inside it (pencil, etc.). This can cause screen damage.
7. Chromebooks may be stored in the student's locker with **the lock securely fastened**. Nothing should be placed on top of the Chromebook when stored in the locker.
8. Students need to take their Chromebooks home with them every night to charge them.
9. If a student is attending a school-sponsored activity (either off campus or after school), he/she should secure the Chromebook in a locker or teacher-designated area.
10. Chromebooks should not be left unattended, particularly in the cafeteria, unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, buses, cars, or on school grounds.
11. Do not expose the Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.
12. Chromebook case personalization must adhere to the principles laid out in the LCUSD dress code, including discriminatory logos or wording; pictures of weapons, drugs, or alcohol; and sexually explicit words or images.

Charging Your Battery

1. Average battery life should be 7 hours.
2. Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend battery life.
3. Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks at home each evening. Students who do not bring their Chromebooks to class charged may be given an alternate assignment and potentially lose participation points. Please see teacher syllabi for exact policy.

SCREEN CARE

1. Do not lean on the top of the Chromebook when it is closed.
2. Do not place anything near the Chromebook that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Clean the screen with a soft cloth. If desired, you can lightly spray the cloth with a mild cleaner or water before cleaning.
5. Do not bump the Chromebook against lockers, walls, car doors, floors, etc.

SCHOOL USE

1. Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebooks to all classes, unless specifically instructed not to do so by their teacher.
2. If students leave their Chromebooks at home, they are responsible for getting the course work completed as if they had their Chromebooks present.
3. If a student consistently does not bring his/her Chromebook to class, parents will be contacted and participation grades may be affected.
4. Chromebooks are intended for schoolwork. Student misuse of the technology, including accessing inappropriate websites or engaging in disruptive behavior, will result in being given an alternative assignment and a lower citizenship grade. Other disciplinary action remains at the discretion of individual classroom teachers and site administrators.

CHROMEBOOK MANAGEMENT

1. Only the LCUSD student who is assigned to the Chromebook is allowed to log into that Chromebook.
2. LCUSD Chromebooks are managed by the domain "mylcusd.net." Any attempt to remove the management will result in immediate disciplinary action as this will prohibit interaction with LCUSD services such as wifi and other academic software.

Media, Sound, and Games

1. All photos (including desktop background) and videos must meet District Responsible Use Guidelines.
2. Media that violates acceptable policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures) will result in disciplinary action and may also result in a loss of Chromebook privileges.
3. Media, sound, and games must serve an educational purpose in accordance with the Responsible Use Guidelines and classroom procedures. As with other violations of the Responsible Use Guidelines, a reduction in citizenship or participation grade, or disciplinary action, may result at the discretion of teachers or administrators.

PRINTING AT HOME

1. You can print wirelessly using Google CloudPrint.
2. For more information about printing, go to <https://www.google.com/landing/cloudprint/index.html>.

HOME INTERNET ACCESS

1. Students are allowed to set up access to home wireless networks on their Chromebooks. This will allow students to access resources needed to complete school work.
2. If a student does not have home Internet access, a local copy of Google Drive [can be established](#) for students to continue to work.

SAVING TO THE CHROMEBOOK

1. Student work will be saved in the student's Google Drive (mylcsud.net). Documents created in Google are automatically saved. Files that are created in or uploaded to Google Drive are accessible from any computer or Chromebook. There is also limited access to Drive files on tablets and smartphones.
2. Files that are saved locally on the Chromebook (downloaded PDF's, for example) are only available on that Chromebook.

NETWORK CONNECTIVITY

1. LCUSD makes no guarantee that the LCUSD network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
2. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc.
3. Most of the Google Drive Apps [can be used offline](#). Once a student reconnects to the Internet, the offline files will sync with the Google Drive account.

APPS AND EXTENSIONS

1. LCUSD manages the apps and extensions that are available on the Chromebook. Apps and extensions installed by the district are not to be removed by the student.
2. Any app or extension that violates the Responsible Use Guidelines or that is deemed inappropriate for use in school (displays of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures) is not to be installed on the Chromebook.
3. Some third-party apps and extensions may cause software glitches or slowdowns. If taken to the Help Lab for service, the technician may have to remove the extensions or re-enroll the Chromebook. Effort will be made to save local files.

CHROMEBOOK OPERATING SYSTEM UPDATES

1. The Chromebook will update automatically every time the device is connected to the Internet.
2. If a Chromebook does not appear to be managed by mylcsud.net, running slowly, or has trouble connecting to a network, the Chromebook should be turned in for maintenance at Technology Help Lab.

PARENT/GUARDIAN RESPONSIBILITIES

1. Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
2. Be an active participant in your child's digital life. Have them show you what sites they are navigating to, what apps they use, and what they are working on.
3. The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship:

NetSmartz: <http://www.netsmartz.org/Parents>

Common Sense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>

APPENDIX

ENCOURAGED INSURANCE POLICY

Please visit <https://www.cpscentral.com/k12/4656/> to review the optional, yet encouraged insurance for the Chromebooks. This is a great value to establish an easy channel for technology repairs.

What's included under La Cañada Unified School District's 1 year warranty contract?

- Standard coverage
- Accidental coverage
- Theft coverage

What is covered?

- Manufacturer defects
- Defects in workmanship
- Accidental drops (of under 6ft)
- Accidental liquid spills
- Cracked/nonfunctional LCD screen (2 occurrences included)
- Hard Drive/SSD failure
- Operating system failure
- Wi-Fi connectivity failure
- Charging Issues
- Theft (must submit police report, \$75.00 deductible)
- Battery replacement (1 occurrence included)
- Power Adaptor Replacement (2 occurrences included)
- Shipping to and from the depot repair center included

What is not covered?

- Cosmetic damage not affecting functionality
- User induced damage
- Negligence

RESPONSIBLE USE GUIDELINES

Student responsibilities are outlined in the Technology Use Agreement in the Student Handbook:

Responsible Use - The use of your account must be consistent with the educational objectives of La Canada Unified School District.

1. Transmission and/or access of any material in violation of any District, state, or US regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or malicious or dangerous material.
2. Users will respect the intellectual property of other users and information providers and obey copyright guidelines providing proper citation. Users will not plagiarize or use others' work.
3. The taking of unapproved videos/photos of people and events at school and/or the posting of such on any website is strictly forbidden.
4. Use of your account for commercial activities, product advertisement, or political lobbying is prohibited.
5. Users will not install any personal computer programs or applications on school devices without permission.
6. The use of personal electronic devices is allowed with permission during the school day.

Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette when using any system, including the mylcsd.net secure, controlled email system.

1. Be polite. Do not swear, use vulgarities or any other inappropriate language. Abusive or demeaning communications are prohibited.
2. Do not reveal your full name, personal address, or phone numbers to anyone over the Internet including, but not limited to: e-mail, chat, bulletin board postings, social media sites, and forums.
3. Note that email is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Use email and other means of communications responsibly (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.).
4. Do not use electronic devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. Do not retrieve, save, or display hate-based, offensive or sexually explicit material using any LCUSD resources. Users are responsible for not pursuing material that could be considered offensive and should notify an adult immediately if they encounter such materials accidentally.

Security - Protecting personal information and network security are high priorities.

1. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users.
2. Do not use another individual's account or allow your account to be used by others. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
3. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

Vandalism - Vandalism is any malicious attempt to harm or destroy equipment, data of another user or any entity, or other networks that are connected to the Internet.

1. Internet vandalism will result in cancellation of privileges. This includes, but is not limited to: the uploading or creation of computer viruses.
2. Hardware and software vandalism will result in cancellation of privileges. This includes but is not limited to: modifying, damaging, or destroying equipment, programs, files, or settings on any computer or other technology resource.