



Garvy Elementary

1 to 1 Chromebook Program

The mission of the 1 to 1 Chromebook Program at Garvy Elementary is to enhance instruction through technological resources. We believe the utilization of this technology will allow for greater collaboration, innovation, and individualization for our students. The use of Chromebooks are an instructional tool, enhancing the learning environment, rather than being the learning environment.

This Chromebook Handbook outlines the procedures and policies for families to protect the Chromebook investment for Garvy School. Please read each component in detail.

1. **RECEIVING YOUR COMPUTER:** Chromebooks will be distributed at the end of September. Parents/Guardians and/or students **MUST** complete the following steps to receive the Chromebook:
 - Sign and return the Garvy Chromebook Agreement
 - Attend a Chromebook Information meeting
 - Students complete and pass the mandatory quiz
 - Pay the mandatory \$100 school fee, which covers Chromebook insurance.

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 to the student's Homeroom Teacher and Mrs. Bester as soon as possible so that they can be taken care of properly. ***DO NOT TAKE SCHOOL OWNED CHROMEBOOKS TO AN OUTSIDE COMPUTER SERVICE FOR ANY TYPE OF REPAIRS OR MAINTENANCE.***
 - A. General Precautions
 - No food or drink is allowed next to your Chromebook while it is in use.
 - Cords, cables, headphones, 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 carry case while plugged in.
 - *Students should never carry their Chromebooks while the screen is open.*
 - Chromebooks and carrying cases must remain free of any writing, drawing, or personal stickers.
 - Chromebooks have been issued an identifying number and a sticker was placed on the cover and the bottom. These stickers cannot be removed or altered in any way. If a sticker is removed, disciplinary action will result.
 - Chromebooks should never be left in a car or any unsupervised area.
 - B. Carrying Chromebooks
 - Leave your charging cord at home. **DO NOT** bring to school. Charge your Chromebook at home each night.
 - Transport Chromebooks with care. Use of your issued carrying case is mandatory.
 - 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.
 - C. 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 the carrying case 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, etc.).
 - Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

3. **PROTECTING & STORING YOUR CHROMEBOOK**
 - A. Chromebook Identification: Student Chromebooks can be identified in several ways:
 - Record of district asset tag and serial number
 - Chromebook number on cover and bottom
 - Individual user account name and password
 - B. Account Security: Students are required to use their CPS Google log-in and password to protect their accounts and are required to keep that password confidential.

- C. 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.
 - Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
 - Chromebooks should not be stored in a vehicle, for security and temperature control measures.
- D. Chromebooks left in Unsupervised Areas
 - Under no circumstances should Chromebooks be left in an unsupervised area.
 - Your Chromebook should never be used during recess.
 - Unsupervised areas include the school grounds, restrooms, cafeteria, playground/turf, unlocked classrooms, and hallways. Any Chromebook left in these areas, is in danger of being stolen or damaged.
 - If an unsupervised Chromebook is found, notify a staff member immediately.
 - Unsupervised Chromebooks will be confiscated by staff and privileges may be lost.

4. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

- A. Charging your Chromebook
 - **CHROMEBOOKS MUST BE BROUGHT TO SCHOOL EACH DAY FULLY CHARGED.**
- B. Backgrounds
 - Inappropriate media may not be used as a screensaver or background.
 - Presence of weapons, inappropriate language, alcohol, drug, and gang related symbols or pictures would result in disciplinary actions and possible loss of Chromebook privileges.
- C. Sound
 - Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
 - Headphones may be used at the discretion of the teacher.
- D. Chromebooks left at home: If students leave their Chromebook at home, they may have the opportunity to use a replacement Chromebook (loaner) from Mrs. Bester, if one is available. If no Chromebook is available, students will be provided with printed copies of the instructional materials by their teacher.
- E. Chromebooks under repair
 - Loaner Chromebooks may be issued to students while their Chromebook is under repair, if one is available.
 - Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it's lost or stolen.

5. MANAGING and SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google has a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms, etc.) 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 all online.
- With a wireless Internet connection, you can access your documents and files from any device, anywhere in the world. All items will be stored online in Google Cloud environment.

6. ACCEPTABLE USE GUIDELINES

Per CPS's Acceptable Use Policy: The Department of Information & Technology Services (ITS) has the right to access, search, read, inspect, copy, monitor, log, or otherwise use data and information stored, transmitted, and processed on the CPS Network and Computer resource in order to execute the requirements of this policy. CPS Network including but not limited to internet and email usage may be monitored and audited by the school management and ITS for inappropriate activity or oversight purpose.

- 7. **RETURNING YOUR CHROMEBOOK:** All Garvy owned Chromebooks must be returned following the guidelines below:
 - Students will return the issued Chromebook, charger, and carrying case at the end of the school year.
 - Students leaving Garvy, must return school owned Chromebooks to their Homeroom Teacher before the school will officially process their transfer.
 - Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.



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CHROMEBOOK AGREEMENT 2018-2019

Access to Chromebooks in the Garvy Elementary has been established for educational purposes. All Chromebooks must be used in support of the educational program of the school. This access may be revoked at any time for abusive or inappropriate conduct related to the use of the Chromebook or the CPS network.

Below are general guidelines for use:

1. **The Board's Acceptable Use Policy and Student Code of Conduct will be followed at all times.**
2. **Care and Maintenance**
 - My Chromebook will be in my possession at all times and charged nightly
 - My Chromebook will remain free of self- applied decorations (stickers, markers, etc.)
 - My Chromebook will not be tampered with, disassembled or repaired by me or any outside source.
 - My Chromebook will be returned with the case, power cords, and accessories in good working condition.
 - My Chromebook will be kept away from extreme temperatures and direct sunlight.
 - Avoid placing objects, which may scratch, near the screen.
 - Use proper care to keep the Chromebook clean. Foods and liquids will be kept away from my Chromebook.
 - The serial number and label on the Chromebook will remain intact and undamaged.
3. **Respect Your Privacy and the Privacy of Others**
 - My Chromebook will not be loaned out to other individuals.
 - Represent yourself truthfully and create a positive digital legacy while online.
 - Use only school appropriate language, images and videos. Communicate in a way that is kind.
4. **Respect Your Device**
 - The care of my Chromebook is my responsibility
 - My Chromebook will be used in ways that are educational and appropriate.
 - Report threatening or offensive materials to a teacher or administrator.
 - My Chromebook is subject to inspection at any time without notice.
 - A police report will be filed in cases of theft, vandalism, and other acts not covered by insurance.
 - I will assume responsibility for any and all damage or loss caused by neglect or abuse.

By signing below, I agree to the expectations and procedures as detailed above and in the CPS Acceptable Use Policy and Student Code of Conduct. In the event that my device needs to be replaced or repaired and the \$100 student fee has not been paid, I am responsible for damages up to \$250 per device.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Student Group: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Chromebooks and accessories must be returned to Garvy School at the end of each school year. Students who graduate, withdraw, or transfer must return their Chromebook on the date of termination.