Chromebook Guidelines and Expectations

Medinah School District 11

Innovative Learning

As we prepare students to be successful for life, students need to have learning experiences that allow them to think critically, be creative, collaborate with others and communicate what they've learned. The Google Suite of applications allows students to create documents, spreadsheets, presentations, as well as, store their work and communicate with others for feedback and evidence of their learning growth.

What is a Chromebook?

A Chromebook is a laptop that runs on a Google Chrome operating system. The device is meant to be used while connected to the Internet. It ensures the safe housing of all files and programs which are stored in the School District 11 system.

Chromebook Benefits

They allow for simpler student–student or teacher–student collaboration.

There is one central location for all assignments and materials to stay organized.

It allows for student engagement and promotes creativity.

It can continue to be a tool to supplement paper and textbooks.

It can also help students prepare to be 21st Century learners at Lake Park High School and beyond.

Chromebook Considerations

The Chromebooks are property of School District 11.

It is a tool for students to use as instructed by staff.

The purpose of the Chromebooks is to help students learn.

Students: Handle Chromebooks with care, as you would with anything valuable that needs to be returned.

Digital Citizenship

Students will have/receive Digital Citizenship training aligned with School District 11 curriculum to learn how to be respectful, responsible, and safe in a digital environment.

Topics include:
- Cyberbullying
- Digital Footprints
- Safe Online Talk
- Scams and Schemes
- Online Identity
- Copyright/Fair Use

common sense media

BEFORE YOU

tHiNK

t = is it tRUE?
H = is it Helpful?
i = is it inspiring?
n = is it necessary?
k = is it kind?

Daily Expectations

Students will be asked to:

Allowed Locations:

Case
Desk
Locker
Backpack
Home

Not Allowed Locations:

Lunchroom
Gym
Assemblies
Bathrooms
Water fountai
Floor

Chromebook Expectations in Class

Students should use the Chromebook only during class and only when they have permission.
Teacher may say, "Screen Up"to indicate when the Chromebook can be used.
Teachers may say "Screens Down" or "45 and eyes" to indicate that students need to close the Chromebook and listen.

Housing the Chromebook

Do:

- Chromebooks should always be in their cases when they are not in use.
- If it is necessary to move while using the Chromebook, make sure the device is closed, it is carried with two hands, and that it is walked to the destination.
- Remember to be careful with the backpack if the Chromebook is inside.

Don't:

- Do not put anything in the case except for the Chromebook. Anything else will damage the screen.
- When placing the Chromebook in a backpack, make sure the bag is not too full, which could damage the Chromebook.
- Never put anything between the Chromebook screen and keyboard.

Caring for the Chromebook

Never have food, drinks, or gum near the Chromebook.
Do not modify or harm the Chromebook with any objects, writing utensils, stickers, etc.
If something is wrong with the Chromebook, let a staff member know immediately.
Do not attempt to fix the Chromebook.

Chromebook Crashes/Problems

Students should notify the staff immediately.
Students will be instructed to turn in the Chromebook to the LMTC.
The Tech room will check out a loaner Chromebook to a student while the original is repaired.
Loaners must be returned when the student's Chromebook has been repaired.
The Tech staff will notify students via email when their Chromebook is repaired and ready for exchange.
Students have 48 hours to retrieve their Chromebook from the Tech room; if not collected, loaner Chromebook will be shut-off.

If the case is damaged or broken, students should bring the case to the LMTC.

Security

Students will receive their passwords when they begin training.
Students should never share passwords with other students or friends.

Remember:
Your password protects:
- Your assignments and tests.
- Your communication with your teachers.

You are responsible for Internet searches and Chromebook usage done under your ID & password.

Privacy and Chromebooks

Teachers and other district staff can monitor everything students do on the computer, in real time.

Even when students close windows/tabs or delete an email and search history, all of that information is stored and can be viewed anytime.

Student email is accessible by all teachers and other district staff members.

A student's Internet history is also viewable to staff.

Other Considerations

Chromebook Misuse Consequences

EXAMPLE:
Access removed to specific elements of the Chromebook (ie. email, Internet, communication, camera, Youtube, etc.)
Cost of repair (when intentionally harmed)
Cost of replacement (when lost or missing)
Other possible consequences (detention, suspension, etc.)

- Verbal warning prior to strike system
- Strike 1 – Behavior slip
- Strike 2 – Parental Contact (email, phone call)
- Strike 3 – Conference with Parents
- Strike 4 – Removal of tech device (Probation TBD)

*Consequences can be changed depending on the severity of the misuse.

Severe of Misuse

- Dishonest, fraudulent, intentional, criminal or negligent (not locked/stored in an unsecured manner, or location) use.
- Loss or damage of consumables (the USB charging cable and the case).
- Damage that does not affect the functionality of the Chromebook is not covered. This includes, but not limited to, scratches, dents and broken ports/parts and port covers.
- "Jailbreaking"or otherwise voiding the manufacturer's warranty by altering the software.
- School District 11 is not liable for any loss, damage (including accidental, consequential or punitive damages) or expense caused directly or indirectly by the equipment.

Acceptable Use Agreements

Parents/guardians and students must sign and return both the *Acceptable Use of the Chromebook Guidelines* and the *Acceptable Use of the Internet Guidelines* (Board Policy 6:235) before the Chromebook will be issued to the student.

Students and their parents/guardians are bound by the terms of the *Acceptable Use of the Chromebook Guidelines* and the *Acceptable Use of the Internet Guidelines.*

"The purpose of education is to engage students with their passions and growing sense of purpose, teach them critical skills needed for career and citizenship, and inspire them to do their very best to make their world better."

-Tony Wagner/Ted Dintersmith (2015)

Thank you!