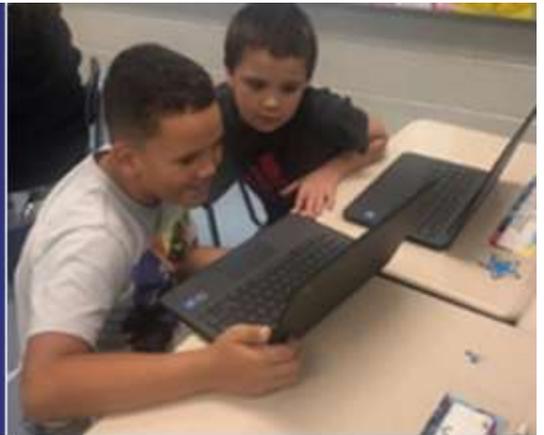


# CLEARVIEW HIGH SCHOOL

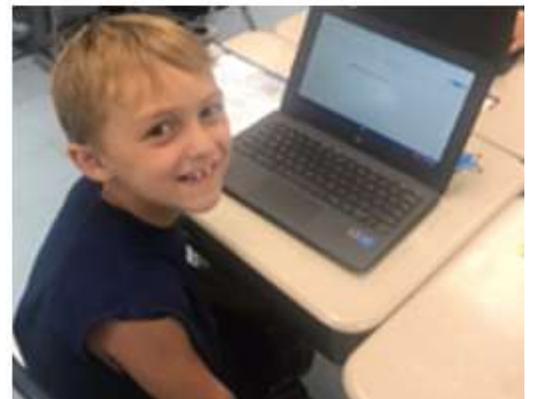
## 1:1 HANDBOOK



# 1:1 DIGITAL LEARNING

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# Receiving Your Chromebook



## Parent/Guardian and Student

Starting with the class of 2025, students will own the device after graduation. The district will manage the device for educational use as long as it is used as a 1:1 device by a student of Clearview Local Schools.

Parents/guardians and students are required to review and sign the Clearview Local Acceptable Use Policy (AUP) and this 1:1 Handbook through Final Forms before a Chromebook can be issued to their student.

## Student Distribution

Students will receive their Chromebooks during the first week of school.

## Personal Devices (BYOD)

Clearview Local Schools does not permit student use of personal devices brought in place of the district issued Chromebook. Students will be expected to use the district issued device to complete all classroom activities and assignments.

# Returning Your Chromebook

## End of Year

At the end of the school year, students will return their device to their homeroom teachers. The Technology Department will review the condition and functionality of each device and repair as needed.

## Transferring/Withdrawing Students

Students that transfer out of or withdraw from Clearview Local Schools must turn in their Chromebook. Failure to turn in the Chromebook and AC adapter will result in the student being charged the full replacement cost (\$330).

# 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 should be reported to their homeroom teacher for repair.

District-owned Chromebooks should never be taken to an outside computer service company for any type of repairs or maintenance. Students should never leave their Chromebooks unattended in an unsecured location.

## General Precautions

- No food or drink should be placed next to Chromebooks.
- Cords, cables and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- When the Chromebook is plugged in, care must be taken to assure the power cord is not a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Heavy objects should never be placed on top of the Chromebook.
- Chromebooks should never be stored in a location subject to high temperatures, such as in a car on a sunny or hot day.





## **Cases**

- It is the student's responsibility to care for and protect their device. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage.
- A protective case will be provided with the Chromebook at the start of the school year. There will be a fee added to each student account.

## **Carrying Chromebooks**

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

## **Screen Care**

The Chromebook screen can be damaged if subjected to rough treatment, cleaning solvents or other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure or place objects on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything inside the protective case that will press against the cover.
- Make sure there is nothing on the keyboard (e.g. pens, pencils, disks) before closing the lid.
- Only clean the screen with a soft, dry microfiber or anti-static cloth.
- Avoid storing or transporting your Chromebook in a back pack.

## **Asset Tags**

All Chromebooks will be labeled with a Clearview Local School asset tag. Asset tags will include "Clearview Local Schools" and the asset ID number. Identification tags must not be modified, tampered with or removed. Damage to asset tags must be reported immediately.

# Repairing/Replacing Your Chromebook

## Tech Support

- All Chromebooks in need of repair must be brought to the attention of the student's homeroom teacher as soon as possible.
- The student will work with their homeroom teacher who will enter a technology helpdesk ticket and direct the student to sign out a loaner, if necessary.
- The technology department will handle all aspects of device repair. Repair detail will be recorded by the technician and electronic records will be kept on file.
- If a device repair is chargeable, parents will be notified.

## Chromebook Repair Plan

The Repair Plan includes:

- **Warranty Repair** – The device is covered by a 1-year manufacturer warranty which is assigned to the device and is non-transferable. Student/parent/guardian will not be held responsible for warranty repairs.
- **Accidental Damage** – We understand that accidents happen, however certain types of damage are considered intentional and will require payment from parent/guardian should such damage occur.
- **Intentional Damage** – Parents will be notified of the incident and the full price of repair or replacement will be the responsibility of the parent/guardian. The Student Code of Conduct will be enforced.
- **Lost/Stolen Device** – A fee of \$330 will be collected for a lost device and a meeting will be scheduled with the parent/guardian and an administrator. Devices reported as stolen outside of school require that parents notify police and provide a copy of an official police report to school administration.
- **Charger** – A fee of \$25 will be collected for a lost or damaged AC adapter.

## Chromebooks Being Repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- Chromebooks on loan to students having their devices repaired may be taken home.



- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- A limited number of loaner Chromebooks are available. Availability of loaners is not guaranteed.
- The technology department will deliver the repaired device to the student's homeroom teacher to be returned to the student when it is available for use.



## **Warranty Policy**

- The vendor warrants the Chromebook against defects in materials and workmanship during the 1 year warranty period.
- The limited warranty covers normal use, mechanical breakdown and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook.
- All repairs will be completed by a manufacturer approved vendor and will be repaired and returned to the school through the technology department.

## **Using Your Chromebook at School**

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. Chromebooks not brought to class must be kept in a secured location, such as a locker. Students are not to share or loan their device to other students. All damages to a device are the responsibility of the student.

### **If a student does not bring their Chromebook to school**

- If a loaner is available, one may be provided by school staff.
- A student borrowing a Chromebook will be responsible for damaging or losing their device.
- The number of times a loaner device is issued to each student will be recorded.

### **Charging Chromebooks**

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- In emergency situations, Chromebooks can be charged in the classroom with teacher permission.

## **Backgrounds and Themes**

Students are not permitted to change Chromebook backgrounds, themes or user profile photo.

## **Sound**

- Sound must be muted at all times unless permission is obtained from a teacher.
- Personal headphones/earbuds are required daily.
- Headphones/earbuds may be used at the discretion of teachers.

## **Printing**

- Clearview Local Schools has adopted a fully digital classroom environment. Students will be digitally sharing and publishing their work with their teachers and peers.
- All student work will be saved in a cloud (internet) based storage environment such as Google Drive. Students will not be printing from their Chromebooks when at school.

## **Logging in to a Chromebook**

- Students may log in to their Chromebook using their school issued Google account only.
- Students should never share their account passwords with others.
- Students are responsible for logging out of their Chromebook when not in use.

## **Managing and Saving Your Digital Work with a Chromebook**

- Student work will be stored in a cloud (internet) application and can be accessed from any computer with an internet connection.
- Some files and settings may be stored on the Chromebook's hard drive.
- The district will not be responsible for the loss of any student data.



# Using Your Chromebook Outside of School



Students are encouraged to use their Chromebooks at home, but must remember that these Chromebooks are to be used for educational purposes only. A WiFi internet connection will be required for the majority of Chromebook use, however some applications can be used while not connected to the internet. Students are bound by the Clearview Local Acceptable Use Policy and this 1:1 Handbook whenever they use their Chromebooks.

## Operating System and Security

Students cannot install any software on their Chromebook. All updates and software installation is managed by the technology department.

### Updates

The Chromebook operating system, ChromeOS, updates itself automatically upon shutdown and restart of the device. Students are encouraged to shut down their Chromebook daily.

### Virus Protection

Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

## Content Filter

Clearview Local Schools utilizes an internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). The Chromebook will be subject to district internet filtering both when on and not on school property. Any attempts to tamper with or disable filtering, or access inappropriate content constitutes a violation of the Clearview Local Schools Acceptable Use Policy. The student logged into the Chromebook is responsible for all internet searches and web activity, whether on or off school grounds. The student’s parent/guardian is responsible for taking necessary precautions in the interests of internet safety. Any unexpected or undesired content should be reported to the school as soon as possible.

# Software

## Google Workspace for Education

- Chromebooks seamlessly integrate with the Google Workspace for Education array of productivity and collaboration tools. This includes word processing, spreadsheets, presentations, drawings, and forms.
- All work is stored in the cloud.

## Chrome Web Apps and Extensions

Chrome web apps and extensions are managed by administration. Students cannot install unapproved extensions or apps from the Chrome Web Store or Google Play Store.

# Chromebook Identification

## Records

The district will maintain a log of all Chromebooks. Logs include the Chromebook's serial number, school asset ID, name/ID number of the student assigned to the device, and repairs and/or loans.

## Users

Each student will be assigned the same Chromebook and case for the duration of the four year life cycle of the Chromebook.

# Privacy

Students should have no expectation of confidentiality or privacy with respect to any usage of the Chromebook, regardless of whether that use is for district-related or personal purposes, other than that specifically provided for by law. The district may, without prior notice or consent, supervise, access, view and monitor the use of a student's Chromebook at any time and for any reason as deemed necessary for district operation. By using a Chromebook, students agree to such access and monitoring of their use.

# Appropriate Use and Digital Citizenship

School issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times. While working in a digital environment, students should always conduct themselves as good digital citizens by adhering to the following:



## **Respect Yourself:**

I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I share online. I will carefully consider what personal information about my life, experiences, or relationships to post. I will not be obscene. I will act with integrity.



## **Protect Yourself:**

I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

## **Respect Others:**

I will show respect to others. I will not use electronic materials to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's personal spaces or areas.

## **Protect Others:**

I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

## **Respect Intellectual Property:**

I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by fair use practices.

## **Protect Intellectual Property:**

I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirate or steal software. I will purchase my music and media and refrain from distributing or sharing these in a manner that violates their licenses.

I have read and understand the Clearview Local Schools 1:1 Handbook, including the consequences of violations listed above, and agree to abide by these policies and practices. If I have questions, they will be discussed with my building administrator(s) and, if required, will be reported to the Technology Department for further review.

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_