



Red Lake Falls Public Schools
ISD #630

Chromebook Handbook

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Why One to One and Why Chromebooks?

The Red Lake Falls School District is focused on providing current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational process to ensure that our students have a firm foundation in learning that will lead them to success upon graduation and beyond. Increase access to technology is essential and one tool of the 21st Century students is the Chromebook.

The Chromebook is a next generation device that makes learning more engaging and accessible through many features.

- Low Cost
- Low Maintenance
- Instant on and all day battery: Boot up in less than 8 seconds and battery life is approximately 8 hours.
- Auto Save: Student work saves automatically to the Google Cloud
- Contextual Learning: The Chromebook is an “anywhere, anytime” learning device.
- Personal Learning Studio: The Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

Goals for Student Users

- To increase students’ productivity in and outside the classroom when completing assignments, projects and other activities as assigned by teachers.
- To promote leadership in one’s own learning by establishing access to education resources and providing a host of tools to craft information in ways that support specific curricular areas.
- To support the development of 21st Century Skills and prepare students for life upon graduation.
- To take advantage of academic resources such as textbooks, scholarly sources, content rich media, applicable apps and best practices.

The policies, procedures, and information within this handbook apply to all Chromebooks used at Red Lake Falls Schools. These policies may also apply to any device considered by administration to come under this policy. Please note teachers may set additional requirements for computer use within their own classroom.

Receiving your Chromebook

- Each student in grades 7-12 will receive a Chromebook, AC charger and case.

- Parents/Guardians and students must sign and return the District Issued Chromebook User Agreement and Acceptable Use Forms. A one time Protection Plan Fee of \$40 will also be required, before a Chromebook will be issued to the student. Students qualifying for Reduced Lunch or Free Lunch will pay a \$20 one time Protection Plan Fee. The Protection Plan Fee will be capped at \$100 for families with multiple students.
- Chromebooks will be labeled in a manner specified by RLF Schools. Labels may not be removed from the Chromebook. Students are not allowed to place labels/stickers on the device.
- The Chromebook and the district-issued email account are the property of the Red Lake Falls School District and as a result may be subject to inspection at any time. The student should have NO expectations of privacy of materials found on a Chromebook or a school supplied or supported email service.

Returning your Chromebook

- Chromebooks and all accessories will be returned as scheduled at the end of the school year to be checked for serviceability.
- Chromebooks must be returned immediately when a student transfers, is suspended or expelled or terminates enrollment at Red Lake Falls Schools for any reason.
- Any Chromebook not returned will be considered stolen property and law enforcement will be notified.

Fines related to your Chromebook

- Chromebooks, AC chargers and cases will be inspected for damage. In the case of damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The Red Lake Falls School District Administration will make the final determination of any fees assessed.

Taking Care of the Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the School.

General Precautions:

- The Chromebook is the property of the school and all users will follow the acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen. Do not use cleaners of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, or stickers.

- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Chromebooks must never be left in a location susceptible to extreme cold or hot weather.
- Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the building technology staff.
- Students are responsible for keeping the Chromebook's battery charged for school each day.

Carrying the Chromebook:

- A protective Zip Case will be issued for all Chromebooks to provide protection from normal usage and protection while caring the device.
- A protective Zip Case cover applied to the Chromebook must remain free of any writing, drawing or stickers.
- Students must keep the Chromebook in the Zip Case at all times.

Proper Care:

- The keyboard and exterior can be wiped with a clean, lightly damp cloth as needed.
- Do not lean, push, or step on the top of the Chromebook when it is closed.
- Do not overextend the hinge by opening the Chromebook too far.
- Do not place anything (papers, pencils, etc.) inside the Chromebook before closing.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Avoid using any sharp objects on the Chromebooks.
- Do not throw or slide the Chromebook.
- Take care to not drop the Chromebook.

Using your Chromebook at School

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 Chromebook to all classes unless specifically instructed not to do so by a teacher.

Chromebooks Left At Home

If students leave their Chromebooks at home, they are responsible for getting the coursework completed as if they had their Chromebook present. Multiple failures to bring the Chromebook to school could result in the student losing the privilege to bring the device home or other consequences.

Chromebook Undergoing Repair

A loaner Chromebook may be issued to students when they leave their Chromebook for repair.

Charging a Chromebook's Battery

Chromebooks must be brought to school each day adequately charged to work throughout the school day. Students need to charge their Chromebooks each evening by plugging them into an electrical outlet. It is the student's responsibility to have the battery charged. Students who fail to charge the device adequately are responsible for getting the coursework completed in classes as if they had a working Chromebook present.

Screensavers/Background Photos

Students are permitted to personalize their school issued Chromebook by changing the background or screensaver. Inappropriate media may not be used as a screensaver or background photo. Presence of violent content, pornographic materials, inappropriate language, alcohol, drug or other inappropriate pictures will result in disciplinary action.

Sound, Music, Games or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may be allowed to use personal headphones at school if a teacher allows. Apps installed on the Chromebooks must be approved and installed by the RLF Technology Department. Students are not permitted to play Internet games on the computer during school hours unless given permission from classroom teachers when they are finished with their work.

Chromebooks are intended for learning purposes. Inappropriate use or disruptions during class periods could result in consequences.

Using your Chromebook at Home

Students are allowed to access home wireless networks on the Chromebook. This will assist them with Chromebook use at home. However, the District Technology Acceptable Use Policy must be followed at home, using the district owned device. Parents should monitor and are responsible for child's Internet use at home.

Managing Files and Saving Work

Each student has a school issued Google Account providing storage through a program called Google Drive. The student account ends with @rlfedu.org. Students will access and save documents in their Google Drive. It is recommended that students save all data to their Google Drive. This will automatically backup their data and keep data from filling up the school issued Chromebook. With a wireless Internet connection, you can access your documents and files from any Chromebook or computer, anywhere, at any time, no matter where you are.

Network Connectivity

The Red Lake Falls Schools makes no guarantee that their network will be up and running 100% of the time. In the rare cases that the network is down, the District will not be responsible for lost or missing data.

Chromebook Applications

Originally Installed Software

The software/apps originally installed by Red Lake Falls Public Schools must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time the school may add or remove software applications. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps.

Additional Software

All District-provided apps will be distributed through a secure distribution app that will act as a bridge between the Chromebooks and the Google Chrome Store. Students are not permitted to connect their Chromebooks to any computers, and/or synchronize their Chromebook to any personal music accounts.

Circumvention of Managed Settings

All student Chromebooks are provisioned by the technology department for the purposes of initializing and managing all Chromebooks in a secure and organized fashion. Any attempts by students to circumvent any district management settings through software restoration, installation, or deletion, or jailbreaking, will result in the confiscation of the Chromebook and disciplinary action.

Inspection

Students may be selected at random, at any time, to provide their Chromebook for inspection.

Procedure for Re-Loading Software

If technical difficulties occur or illegal software apps are discovered, the Chromebook will be re-imaged to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and/or re-image. In addition, this may result in confiscation of the Chromebook with usage allowed only during the school day.

Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check-in their Chromebooks for periodic updates and synching. Students are not allowed to upgrade software.

Chromebook Care

Students will be held responsible for maintain their school issued Chromebook and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.
- Students will not apply any labels to the Chromebooks and will not deface any labels or identifying serial numbers on the machine.
- Chromebook protective covers furnished by the school must be used and returned with the Chromebook at the end of the year with no alterations and only normal wear to avoid paying a case replacement fee.
- Chromebooks that malfunction or are damaged must be reported to the technology department.
- Chromebooks that are stolen must be reported immediately to the Principal's office.

Students also must:

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If unsure, students should ask a teacher or parent.
- Plagiarism is a violation of Red Lake Falls Schools' Code of Conduct. Give credit to all sources used, whether quote or summarized.

Chromebook Identification

Student Chromebooks can be identified in the following ways:

- Record of Serial Numbers
- Barcode

Storing Chromebook

When students are not using their student issued Chromebook, they should be stored inside the protective case in their locked lockers. Nothing should be placed on top of the Chromebook when stored in the locker. Students are encouraged to take the Chromebook home each day after school, regardless of whether or not they are needed at home. Chromebooks should not be stored in a student's vehicle at school or at home.

Chromebook Protection Plan.

The Red Lake Falls School District recognizes that with the implementation of the Chromebooks there is a need to protect the investment by both the school district and the families. The Chromebook Protection Plan Fee is \$40 per device and will be due upon receipt of your child's Chromebook. This is a one time fee for the student's career at Lafayette High School. Those students who qualify for Reduced Lunch or Free Lunch will have a one time Chromebook Protection Fee of \$20. The Chromebook Protection Plan will be capped at \$100 for families with multiple students.

The Chromebook Protection Plan Fee will provide coverage for accidental damage, cracked screens, vandalism, fire, flood, natural disasters, and power surges due to lightning.

Intentional Damage

Red Lake Falls School District Chromebook Protection Plan Fee does not cover intentional damage of the Chromebook. A separate fee of \$200 will be charged for intentional damage. Students/parents are responsible for the intentional damage fee.

Red Lake Falls Schools Chromebook Protection Plan

I have read all the policies and guidelines in the Red Lake Falls Schools Chromebook Handbook and understand my responsibilities.

Student Name (Print): _____

Parent Name (Print): _____

Parent Signature: _____

Grade In School: _____ Date: _____

For office Use Only: (One-Time Fee)

Amount of payment collected: \$20 \$40 Family Cap Reached (\$100)

Collected On: _____ Collected By: _____

Red Lake Falls Schools

Chromebook Student/Parent Pledge

Parent:

- I agree to monitor my student's internet usage outside of school.

Parent/Student:

- I will not leave my school issued Chromebook unattended.
- I will not loan out the Chromebook to other people.
- I will know where the Chromebook is at all times.
- I will bring the Chromebook to school each day, fully charged.
- I will keep food and beverages away from the Chromebook to prevent damaging it with spills.
- I will not disassemble any part of the Chromebook or attempt any repairs.
- I will carry the Chromebook in the protective case provided.
- I will use the Chromebook appropriately meeting all of Red Lake Falls Schools expectations.
- I understand that the Chromebook is subject to inspection at any time without notice and remains the property of Red Lake Falls Public Schools.
- I will follow the policies and procedures outlined in the Chromebook Handbook and the District Technology Acceptable Use Policy.
- I will report any damages, technical issues or potential theft of Chromebook to the school immediately.
- I am aware that I am responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Chromebook, AC adaptor, and protective case in good working condition to the school at the date expected at the end of the school year.
 - Students who withdraw, transfer, are expelled, or terminate enrollment for any reason must return the Chromebook on the last day of their enrollment.

I have read all the policies and guidelines in the Red Lake Falls Schools Chromebook Handbook. I understand our responsibilities and agree to all stipulation set forth in the Red Lake Falls Schools Chromebook Handbook, the District Technology Acceptable Use Guide, the Chromebook Protection Plan and the student/parent pledge for Chromebook use. I understand that the district is to be held harmless for any activity conducted with the Chromebook outside of school and it is my responsibility as a parent to monitor that activity.

I allow my child to participate in the RLF Chromebook program.

Student Name: _____ Date: _____

Parent/Guardian: _____ Date: _____

DISTANCE LEARNING

Use of the district's electronic technologies is for educational purposes. Students (and employees) are expected to use electronic technologies to further the district's educational mission, goals and strategic direction. Students (and employees) are expected to use the district's electronic technologies to support classroom activities, educational research or professional enrichment. Use of the district's electronic technologies is a privilege, not a right. Use of the technologies in violation of any district policy and specifically the school discipline policy is expressly prohibited and may result in the loss of the privilege.

The district's network, an educational technology, is a limited forum; and the district may restrict speech for educational reasons.

Participation in "distance learning" is subject to all district policies and rules. *Distance Learning* content is for educational purposes only. By accessing Distance Learning material, I agree not to share the content with anyone not enrolled in the class or assisting an enrolled student. Unauthorized distribution of any distance learning content, including sharing video recordings or screenshots on the internet or social media, is strictly prohibited and could result in disciplinary action and/or the suspension of a student's access to certain distance learning materials.