CHROMEBOOK HANDBOOK Acknowledgement and Agreements

LAMMERSVILLE
Unified School District

Mission Statement

The Mission of the Lammersville Unified School District is to prepare students to become responsible decision makers who, as lifelong learners, are college and career ready and are productive contributors of their local and global community.

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ABOUT THE LUSD CHROMEBOOK PROGRAM

The focus of the Chromebook Program in the Lammersville Unified School District (hereinafter referred to as LUSD) is to prepare students for their future in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future. The primary learning tool of these 21st century students attending LUSD schools is the Chromebook. The individual use of Chromebooks is one way to empower students to learn at their full potential and to prepare them for the real world challenges that college and the workplace present. Excellent teacher use of Chromebooks encourages students to solve problems and think critically by stimulating analytical thinking. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Chromebooks integrates technology into the curriculum anytime, and anyplace. Learning results from the continuous dynamic integration among students, educators, parents and the extended community.

WHY TEACH AND LEARN IN A 1:1 ENVIRONMENT AND PUT TECHNOLOGY IN THE HANDS OF EACH STUDENT?
- To access the vast amounts of digital content anytime and anywhere while stretching our student's learning beyond the classroom.
- To transform learning by allowing students to collaborate, create, and personalize their learning.
- To engage students with the resources, skills, and knowledge that improve student learning.
- To prepare students for college, career, and life experiences in a digital world.
- To retain and attract students and employees.
- To give our students a competitive edge for jobs by providing similar educational experiences as other districts.
- To guarantee equity of access to online tools and resources for all students.
- To model digital citizenship and 21st century technology skills.
- To increase communication between students, parents, and school.
- To provide options for global communication and learning within the classroom.

WHY USE CHROMEBOOKS?

- Chromebooks need little, if any routine maintenance. They are completely web-based so there is no need for downloading or installing programs.
- Chromebooks are less expensive than other devices (iPads, Laptops, etc.).
- Chromebooks are an engaging device which could transform the way teachers teach and the way young people learn.
- Chromebooks have long lasting batteries and connect to the internet within seconds.
- Chromebooks save automatically to the Google Cloud eliminating lost or forgotten school work.
- Chromebooks are an "anytime and anywhere" learning device. This makes it ideal for projects and learning which take place outside of the classroom.

- Chromebooks can be a science lab, research station, art canvas, video editing suite, library, and so much more.

RECEIVING AND RETURNING A CHROMEBOOK

CHROMEBOOK DELIVERY
- Chromebooks will be distributed to students in a 1:1 program within the first week after the start of school each year to students in 2nd-12th grades. K-1 students will share devices at a ratio of 3:1 in the classroom.
- As new students enroll in a 1:1 program during the school year, they will receive their Chromebook after enrollment is completed.
- Each Student will receive a Chromebook and, in grades 9-12, an AC Charger/ Power Adaptor.
- Parents/Guardians and students MUST sign and return the Chromebook Agreement document before the Chromebook can be issued to their child.
- Padded protective Chromebook cases are optional, but highly recommended. MHHS Student Store will have appropriate quality cases available for purchase at registration and throughout the school year as long as supplies last. Any case for an 11.6" Chromebook may be used.
- LUSD 1:1 Chromebook Care Protection Plan will be available at the start of each school year. Chromebook Protection covers accidental damages to the students Chromebook and is highly recommended.
- LUSD will affix an inventory label to each Chromebook that is linked to the serial number for the purpose of tracking and inventory control
- If a Chromebook is damaged or the inventory sticker becomes illegible or defaced, it should be taken to the school site library (K-8) or I.T. Office (MHHS). Staff will check-in the Chromebook and check-out a LOANER Chromebook to the student until their Chromebook is repaired.
- The Chromebook and LUSD District issued email account are the property of LUSD and as a result may be subject to inspection at any time. Students should have NO expectations of privacy of materials found on a Chromebook or a school supplied computer account.

CHROMEBOOK RETURN
- All district owned Chromebooks must be returned following the guidelines for their respective school site.
- Chromebooks will be re-verified at the end of each school year through a process called "SCAN IN" and students will be reissued the same Chromebook every year while still enrolled in the same building/school.
- Chromebook Cases owned by the student should remain with the student.
- **Students leaving the District or school site must return district owned Chromebooks to the library (K-8) or I.T. Office (MHHS).**
- Any Chromebook or AC Power Adaptor/ Changer not returned at the end of the year or when the student is no longer enrolled will be considered lost/stolen property. Administration will follow up with students and their families to have equipment returned. If the administrator is unable to obtain the student's Chromebook and/or charger, the student's transcripts may be withheld, fees will be issued, and law enforcement agencies may be notified.

RULES AND APPROPRIATE USAGE

The policies, procedures, and information contained in this document apply to all District Technology and other Electronic Devices used within the LUSD Schools and include any other device the Administration considers to fall under the umbrella of this policy. Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms.

LUSD encourages the use of District Technology and the network, including the Internet, as a tool for research and education. The District technology issued to students are the property of LUSD. The distribution of District technology to each student is a privilege, not a right, and may be revoked at any time for inappropriate conduct. District technology and the network, like any other school property, must be used for the educational purposes for which they are intended.

DEFINITIONS

District technology includes, but is not limited to; computers, Chromebooks, the district's computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, Email, USB drives, wireless access points (routers), tablet computers, smart phones and other smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices when brought on campus.

Students are expected to abide by the following rules and behavioral expectations both at home and within the school:

GENERAL GUIDELINES
- Read the Technology User Acknowledgement Form and the LUSD Chromebook Handbook Acknowledgment and Agreements
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of LUSD.
- Students are responsible for their ethical and educational use of the technology resources of LUSD.
- Access to the LUSD technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the SJCOE-LUSD Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but not limited to the following: confidential information, copyrighted materials, and threating or obscene materials.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policy.

PRIVACY AND SAFETY
- Do not go into chat rooms and send chain letters without permission. If applicable, teachers may create or require discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password, or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of LUSD.

LEGAL PROPRIETY
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or administrator.
- Plagiarism is a violation of the student policy. Give credit to all sources, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to discipline. Violation of applicable state or federal law, in the California Penal Code, Computer Crimes, will result in criminal prosecution and/or disciplinary action by LUSD. This includes, but is not limited to the LUSD internal Staff network.

EMAIL ELECTRONIC COMMUNUCATION
- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Email and communications sent / received should be related to educational needs.
- Email and communications are subject to inspection by the school at any time.

CONSEQUENCES
- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or the Student Acceptable Use Policy may result in disciplinary action up to and including expulsion.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- The district cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Children's Internet Protection Act (CIPA). Proper authorities will be given access to this content.

AT HOME USE
- The use of Chromebooks at home is encouraged
- Chromebook care at home is as important as in school, please refer to the Chromebook Care section.
- Transport your Chromebook in a case or protected backpack.
- Chromebooks may be monitored off site by LUSD.

RESPONSIBILITIES
By signing the Acceptable Use Policy and this User Acknowledgement and Agreements, students and parents or guardians agree to:
- **Submit their Chromebook to school authorities upon request.** Such a request may be made for inventory verification purposes, in order to check browser histories and caches, as well as to ensure Chromebooks do not contain any unapproved software or files.
- **Accept monitoring of student usage of the Chromebooks at any time, when requested by school Personnel (teachers or administration).** Students and parents need to be aware that files created using the Chromebook or stored on school servers or curriculum provider are not private.
- **Charge their Chromebook overnight each night to ensure that they are fully charged for classes the next day.** Students are expected to be prepared for class by having all required materials and students will assure they have a charged Chromebook at the start of each day. Students without a charged device will be considered unprepared for class.

- Protect the Chromebook from damage and theft as outlined in the "Chromebook Care" section.
- If the damage is intentional, willful, purposefully damaged, and/or damaged due to the result of neglect, the parents or guardians will pay the full replacement cost of the Chromebook and/or AC power adaptor.

USE OF EQUIPMENT (Hardware and Software)

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, calendar, 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 a student leaves their Chromebook at home, the student may use a LOANER DEVICE if available. The LOANER DEVICE may not leave the classroom and must be returned at the end of the day. If all LOANER DEVICES are being used the student will need to call their Parent/Guardian and have their Chromebook delivered to school.

CHROMEBOOKS NEEDING REPAIR

If a Chromebook is not functioning correctly or has become damaged, please take the Chromebook to the Library (K-8) or I.T. Office (MHHS). A LUSD Staff member or MHHS Student I.T. Tech will determine if the Chromebook can be fixed immediately or if it will require receipt of further repairs. Extensive repairs may take several days.

CHROMEBOOKS NEEDING CHARGING

Chromebooks must be brought to school each day fully charged. If a Chromebook is in need of immediate charge, they may be able to use a LOANER AC Power Adaptor/Charger. The LOANER DEVICE may not leave the classroom and must be returned at the end of each period (9-12)/day (K-8).

SCREENSAVERS / BACKGROUND PHOTOS

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drugs, alcohol, gang related images are not permitted and subject to disciplinary actions.

SOUND, MUSIC, VIDEO, AND APPS

- Sounds must be muted at all times unless permission is obtained from the teacher for instructional purpose.
- Students are suggested to bring their own headsets/earbuds.
- Music is allowed on the Chromebook at the discretion of the teacher.
- All Google apps must be district approved. You will have limited access to the Chrome Web Store.

MANAGING YOUR CHROMEBOOK AND GOOGLE ACCOUNT

- **NOTE: All students in LUSD are provided with access to Google Apps for Education (GAFE) "Core Services". GAFE is used to allow students to log into their Chromebook and access various instructional tools. GAFE is CIPA (Children's Internet Protection Act) and FERPA (Family Educational Rights Privacy Act) compliant with user agreement: Google for Education privacy policy For more information on Google for Education privacy and security please visit https://edu.google.com/k-12-solutions/privacy-security/?modal_active=none**

MANAGING AND SAVING YOUR WORK ON A CHROMEBOOK
- G-suite or Google Apps for Education (GAFE) is a suite of programs which includes productivity tools needed for course work. GAFE also allows students and staff to collaborate online at any time.
- With a wireless Internet connection, you can access your documents and files from any device, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.
- Prior to leaving the district, or graduating, students may want to save their Google files by using Google Takeout. Student Google accounts will be disabled once they withdraw from the school district.
- If your Chromebook needs repairs, it may require a reload of the operating system which will delete all locally stored files. Be sure to save all files in Google Drive.

USING THE CHROMEBOOK CAMERA

The Chromebook comes equipped with both camera and video capabilities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. In addition, notify the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.

NETWORK CONNECTIVITY

LUSD makes no guarantee that the district's network will be up and running 100% of all time. In the rare case that the network is down, the district will not be responsible for lost data.

UPDATING YOUR CHROMEBOOK

When a Chromebook starts up it updates automatically. It will always have the most recent version of the Chrome operating system as long as you shut it down occasionally. No need for time-consuming installs, updates, or re-imaging.

VIRUS PROTECTION AND ADDITIONAL SOFTWARE

Chromebooks are built with layers of protection against malware and security attacks. All files should be stored in Google drive, so there is no need to worry about lost homework.

PROCEDURES FOR RESTORING YOUR CHROMEBOOK

If your Chromebook needs technical support for the operating system, all support will be handled within the LUSD technology department. Support for various applications and extensions can be obtained by contacting the vendor or provider.

MANAGEMENT

- Since the Chromebooks belong to LUSD, LUSD will monitor all devices. LUSD also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of LUSD technology devices will result in loss of network/Internet privileges, and other consequences as per the Parent/Student Handbook.
- Chromebooks will be examined for damage and fees may be issued up to the replacement cost of the Chromebook if damage is found to be beyond normal wear and tear. Failure to pay for repair costs may result in the student's grade reports/transcripts to be withheld and /or notification of law enforcement agencies.

CHROMEBOOK TECHNICAL SUPPORT

DEVICE COVERAGE PLAN – LUSD ONE-TO-ONE CHROMEBOOK CARE PROTECTION PLAN (OPTIONAL)
- LUSD offers an option to pay for a One-to-One Chromebook Care Protection Plan (currently a $25 fee, but is subject to change). Under the One-to-One Chromebook Care Protection Plan the first repair is covered at no charge. All subsequent repairs will require deductibles, but never the full cost of the repair, unless LUSD IT staff determine the damages to be intentional, willful, or purposefully damaged.
- The One-to-One Chromebook Care Protection Plan and deductibles will fully cover all costs associated with repairing that device.
- The policy ONLY covers loss or theft with a police report. Without a police report, fines will be attached to the student's account for the total replacement cost of the device.
- This policy is attached to the student and will cover LOANER Chromebooks if they become damaged while checked out to the student.
- You can sign up for the One-to-One Chromebook Care Protection Plan online.[SY1][JR2][GU3][HS4]

LUSD TECHNICAL SUPPORT
Technical support is provided by LUSD. Services [SY5][JR6]provided include the following:
- Hardware repairs and maintenance
- Google Apps and Google Account support
- Chromebook questions and support
- Coordination and completion of warranty repairs
- Distribution of LOANER Chromebooks
- Password Reset and other Log-In issues
- **All repairs must be completed in LUSD. Any repairs attempted by another party will result in replacement of the device at the student's/parent/guardian's expense.**

[RB7]

CHROMEBOOK CARE

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, defaced or fail to work properly, must be submitted to the library or IT Department of their school as soon as possible so that they can be taken care of properly. ***Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance. Also do not attempt to gain access to the internal electronics or repair the Chromebook yourself. Such action will result in a fine for the full replacement value of the device.***

GENERAL RULES AND PRECAUTIONS
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, 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 or backpack while plugged in.
- Chromebooks must remain free of any writing, drawing, or stickers
- Do not expose the Chromebook to extreme heat or cold. It should remain at room temperature.
- Vents CANNOT be covered.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- Transport Chromebooks with care. Lids should always be closed and tightly secured when moving.
- Case use is recommended when transporting the Chromebook to and from the buildings and from classroom to classroom.
- Do not place the device near magnets or anything with high electric current.
- Keep liquids away from the Chromebook. Do not use cleaners, sprays, alcohol, ammonia or abrasives on the Chromebook. Clean the Chromebook with a soft, lint-free cloth. Keep your fingers on the keyboard and touchpad.
- There is NO modification of the device allowed that will allow the user to deviate from its intended use; this is commonly referred to as "jail breaking" of the device.
- Never throw or slide a Chromebook
- Chromebooks have the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the User Agreement and grounds for disciplinary action.
- Chromebooks have a unique identification number and at no time should the numbers or labels be modified, defaced, mutilated or removed.
- Chromebooks are assigned to individual students (2nd -12th grade) and they are responsible for the care of that Chromebook. Students should not lend their Chromebook to another person.
- Students in grades where it is allowable to take the Chromebook home are responsible for keeping track of their AC power adaptor/charger. Every Chromebook must be returned with the appropriate and functional AC power adaptor/ charger.

SCREEN CARE
Chromebook screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen or housing.
- 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 a carrying case or backpack 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, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

CARRYING AND TRANSPORTING CHROMEBOOKS

LUSD has high quality affordable cases available for purchase at any time at the MHHS Student Store. These cases have sufficient padding to protect the Chromebook from accidental drops and normal treatment. Our cases are designed to stay on the Chromebooks at all times. Ultimately, case selection is up to the student/guardian.

- Transport Chromebooks with care.
- 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 the lid closed.

CHROMEBOOK PARENT GUIDE

- Monitor your child's home use of the Internet and the Chromebook.
- Provide an open area at home, such as the kitchen or family room, where the Chromebook can be used.
- Use the Internet with your child to help develop safe web surfing habits.
- Look through the programs installed on the Chromebook. Ask your child how they are used.
- Consider visiting the following resource for parents for additional safety tips and other information. https://www.commonsensemedia.org/

LAMMERSVILLE UNIFIED SCHOOL DISTRICT CHROMEBOOK Q&A[JR8]

How is one student's Chromebook identified from another student?

All the Chromebooks are the same, so they look very much alike. However, each Chromebook will be tagged with a sticker with the student's name and student ID number on it. Additionally, district asset tags with bar codes will be on each device and each device has a serial number. LUSD retains all of this information in an inventory database, so if a Chromebook is misplaced, we can determine to whom it is assigned and return it to the assigned student user. Any ID stickers that are on the Chromebook when issued must stay on the Chromebook. No additional permanent markings of any kind (stickers, engraving, permanent ink pen, tape, etc.) shall be placed on the Chromebook. While the devices are issued to students, they are still district-owned property. Additional permanent markings on the device will be considered vandalism. Students can add non-permanent identifying items to a case such as ribbon, key chains or other removable items. IF device is returned with damage due to stickers, engraving, permanent ink pen, tape, etc., fines will be applied for parts damaged or needing replacement (potentially $45 for Chromebook Top Case, $40 for LCD Plastic Bezel Cover, $75 for complete Keyboard, and/or $40 for Bottom cover).

Will the Chromebooks ever leave the building?

Middle school and High school students (grades 6-12) will be allowed to take the Chromebooks home for school-related use. Chromebooks for elementary students (grades K-5) will be kept at school in assigned Chromebook Carts. All students must have both a Chromebook Handbook Acknowledgement and Agreements form and Authorized Use Policy signed by themselves and a parent/guardian before they are issued a Chromebook.

My child forgot to charge their Chromebook before school. Now what?

Middle school and high school students are expected to charge their Chromebooks nightly at home and bring them to school fully charged. If one is available, students who do not bring a charged Chromebook back to school may be issued a loaner device for the day, which cannot be taken home. Loaners may not be available, and your student may be without the Chromebook for the day.

Chromebooks in elementary schools will utilize charging stations/ Chromebook Carts.

If a student must take it to another room, how will they carry their Chromebook?

Chromebooks should never be transported while open as even gentle handling can damage the screen. Chromebooks should be safely closed before they are taken from classroom to classroom, or to and from school (grades 6-12). A carrying case is highly recommended.

Where can you get an Internet connection if the building's wireless connection is not working?

The devices will only connect to the web wirelessly. If the district's Wi-Fi network is down during school, the Chromebooks will not have connectivity to the web. However, some features, such as access to the student's Google Drive, will still work on a limited basis. The work that is done off-line will not be backed up until a wireless Internet connection is restored. Mountain House High School has public Wi-Fi access.

What login will students use to get into the device operating system?

Students will each have an email address that is their primary login and username. Students can change their password, but they cannot change their username. The district cannot recover passwords and students should remember them to ensure successful logins.

Can the Chromebooks be used with another username?

No. Students and staff cannot access a district-owned Chromebook with any other login other than their district-assigned email. For example, students will not be able log in to their personal Gmail account on a district-provided Chromebook. However, if a student logs into another device with their school username (a PC laptop, a school lab computer, a loaner Chromebook, etc.) all of their information (bookmarks, emails, documents, applications, etc.) will be available to them on that device when using a Chrome browser.

Will unsafe or inappropriate websites be filtered on the devices?

We do our best to ensure our students' online experiences are safe (CIPA and FERPA compliant). Before each Chromebook device connects to the Internet, it must pass through district network firewalls and filters. This happens whether the device is browsing on campus on school-owned networks, or off campus using another Wi-Fi router that is providing the Internet connection. Because of security settings built into the device, it must first route its Internet connection back through our district security settings (firewalls and filters) before any website or online resource is accessible. If your child is using the Chromebook at school, at home or at a public library, it will always pass through our web filtering and network firewall system before they can see or access web content. Our web filters are programmed to block inappropriate content as much as possible. Parents should always supervise their child's use of the internet to monitor appropriate use as no firewall and filtering system will block all inappropriate material.

What happens if students have been visiting inappropriate websites?

While we do our best to stay on top of things, some websites are not blocked or are able to bypass our filters. GoGuardian software is in use as a monitoring tool at school sites by staff. Additionally, teachers and parents are encouraged to randomly check the browsing history of student Chromebooks on a regular basis. Browsing histories cannot be deleted by the students. The district will also conduct random checks of student browsing histories. If you discover any inappropriate web activity, please contact your child's teacher, building principal or associate principal. Inappropriate web browsing is a violation of the district Authorized Use Policy and may result in disciplinary action.

What happens if the device is damaged or lost?

Students and parents will be responsible for district-owned technology property that is issued to them, just as they are for other district-owned items such as textbooks, calculators, cameras, athletics equipment or library books. The district will repair or replace the device, but students and parents will be responsible for the cost of those repairs or replaced devices.

However, the liability on families/students can be reduced significantly by taking part in the LUSD One-to-One Chromebook Care Program. For $25 (non-refundable) per year, per device, the LUSD One-to-One Chromebook Care program will repair or replace the device at a significant savings to the student and his/her family.

Choosing to enroll in the LUSD One-to-One Chromebook Care program is optional. Stop by your school's main office to determine the program's enrollment deadline and see if you are eligible to still join the program. Enrollment in the program is an option when signing the Chromebook Policy form.

Repair	Without Chromebook Care	With Chromebook Care
Replace Entire Chromebook	$229	$0*
Replace Screen	$40	$0*
Replace keyboard or touchpad	$75	$0*
Replace power cable/charger	$25	$0*
Replace Motherboard due to clogged or damaged ports	$129	$0*
Other replacement parts	Responsible for 100% of district cost	Responsible for 0%* of district cost

*First Repair/Occurrence is covered, all subsequent repairs/occurrences will have a deductible applied to their accounts:

First Occurrence - $0 deductible, Second Occurrence - $25 deductible, Third Occurrence - $50 deductible.

*If the part that requires repair is less than the Deductible, then the lesser of the two options will be billed.

*After the student's Third Occurrence the LUSD One-to- One Chromebook Care Plan is voided for the rest of the school year.

*If the damage is intentional, willful or purposeful, the LUSD One-to-One Chromebook Care Plan is voided and the parents or guardians will pay the full replacement cost of the Chromebook and/or AC power adaptor.

What if another student damages my student's device?

In such cases, circumstances will be investigated on a case-by-case basis. School administration and the School Resource Officer may be involved if it is suspected to be an intentional act or act of vandalism – administrators will determine the responsible party.

How would you go about repairing a laptop that is not functioning?

Damaged or non-functioning devices should be turned in to the Technology Staff. District technology staff members can repair many problems in-house, which may take a day or two. Other problems may require the devices being sent out for repair, which can take several days or perhaps longer.

Students who are without their device due to repairs will be issued a loaner to use during the school day only. Loaner devices must be returned to the library or IT office (MHHS) at the end of the school day unless prior authorization from the site administrator or designee has been obtained to allow the device to be taken home for homework. If the loaner device is taken home, the student and parent are held responsible for the device.[SY9][JR10]

How much storage do students have?

Students using Chromebooks will have 16 gigabytes (about 16,000 megabytes) of storage on the machine, plus unlimited "cloud" storage that is attached to their email and accessible via the Google Drive application. This should be more than enough space for class work each year. We do not recommend using the internal storage due to the possibility of data loss.

What kind of APPLICATIONS are on the devices?

GAFE is in use by all students in Lammersville Unified. Additionally, there are thousands of apps available for Chromebooks covering a wide variety of topics. The apps, which run in the Chrome browser, are downloadable through the Chrome Web Store.

What applications will be available on my child's device?

Different applications will appear on student devices depending on what grade the student is in or what classes they are enrolled in. For instance, a student in an agriculture class at the high school may have different applications on their home screen than a student who is not in the class. The same goes for online textbooks.

What devices can be connected to a Chromebook?

A Chromebook can connect to:

•   USB storage devices, mice and keyboards
•   SIM cards
•   SD cards
•   External monitors and projectors (via HDMI)
•   Headphones, earbuds, microphones

How can students submit work or assignments via their devices?

Google Drive has features built into it that allow work to be "shared" between teachers and even classmates. Students can create documents, spreadsheets, drawings, photos, presentations and even videos. Each item can be "shared" with a teacher prior to its due date. The teacher can then see the work on his or her own computer to review it or grade it for the student.

What if a student is out of school for an extended period (illness, travel, family emergency, etc.)?

With the devices, it will become even easier for students to receive work from their teacher. Assignments, readings, and other resources can be placed online and shared with the student who is absent. The student can do the work online from home and share it back with the teacher. The flexibility of the chrome ecosystem allows many resources to be accessed wherever there is an internet connected device and chrome browser.

Will class lessons ever be recorded so students can review material?

Possibly. Some teachers are looking at different applications to video/audio record specific course lessons and make them available via the web. This allows students to view recorded lessons and access related materials (handouts, presentations, etc.) online for review or for students who are out of school to not miss a thing.

Can the devices be used at home?

Yes, if your home has a Wi-Fi network, the devices will have the same filtered web access as they would at school.

If you don't have a Wi-Fi network at home, students can still use them, but in a limited capacity. Some applications will work "offline" (such as Google drive) but content saved to the device will not be backed up online until an Internet connection is available for the device.

How long should Chromebooks last?

Chromebooks have very few moving parts in them and generate very little heat. Therefore, the life expectancy — so long as they are treated appropriately — is fairly significant. Five years or more is not unrealistic. Additionally, the devices have powerful processors, adequate memory, and automatically update the latest software and security features without anything needing to be done by the student.

Can the district track web history?

Yes. The district can track information on what sites students were on, when they were on them, and how long they were on those sites. Students should only visit sites that are approved by the district and those that are not in violation of the Acceptable Use Policy. Violations of the policy can result in disciplinary action, including the student possible suspension and/or expulsion.

Are other districts doing this?

Yes. We've been in contact with other districts around the state that have done one-to-one technology rollouts for students, including using Chromebook devices. Before our Chromebook launch, we've sought advice on how to move forward from other one-to-one districts, learning from them what's worked well and how to avoid certain problems.

There are also online resources about one-to-one programs in K-12 schools and we are using tips and advice from those sources, as well.

What can you say about e-Textbooks? Will they replace traditional texts?

There are a growing number of e-Textbooks available for schools to use, whether they are viewed on Chromebooks, iPads, traditional laptops or other devices. E-Texts are generally cheaper than hard-cover textbooks, are updated at least annually (if not more often), are highly portable (multiple texts on one device that weighs less than three pounds), and highly interactive. E-Textbooks aren't just black letters on a white screen. Often times, text is searchable, citable, linked to other resources, or chapters and lessons have learning activities, videos and photo galleries built right in. They are enhanced with audio, interactivity and multimedia, and they offer tremendous learning advantages to our students. Additionally, many of our curriculum pieces — including our new reading and math curriculum for elementary students — have online and interactive components to go along with the more traditional classroom materials.

How can you prevent student copying and/or plagiarism?

There are ways within the software systems we use to check and see if work is copied between students. We are also looking at software to help prevent cheating from happening, too.

Can parents use the Chromebooks?

When a student is logged into the Chromebook, parents can use them to check on student work, view their browsing history or connect with teachers through our AERIES and/or Canvas parent portal or via the student's email. The Chromebooks are not intended for personal use for the student or their parents.

Can student work be transferred from their Chromebook to another device?

Student applications, emails, bookmarks, documents, presentations and just about anything done in the Chrome browser, while a student is logged in, is available on another Chrome browser on another device when the student logs in with his or her district email address. The content will be the same on the Chromebook as it is, say, on a PC desktop computer, so long as students are using a Chrome browser and their email login.

Data can also be saved to a USB drive and transported between devices.

What about computer viruses getting onto the Chromebook?

Since the applications run through the browser and online, there is little worry about having viruses infect the Chromebook's software or hardware.

What will it cost to charge the Chromebook at home?

The electricity costs should be minimal to families over the school year, and the total cost is based on usage. Below is a formula to help you develop an estimate.

The device draws about 40 watts, according to the manufacturer's specifications.
To estimate electricity usage or kilowatt hours, use this formula:
(Wattage x Hours plugged in per day x number of days per year) / 1000 = kWh

Then multiply the answer by the cost of electricity per kilowatt hour in Mountain House, CA (about $0.16). That is your estimate for the total annual cost.

If your child uses or charges his/her Chromebook at home (they charge while being used, too) every day after school for one hour, the annual cost to parents is about 80 cents.

(40 watts x 1 hour per day x 180 school days per year) / 1000 = 7.2 kWh
7.2 kWh x $0.16 = $1.15

TECHNOLOGY USER ACKNOWLEDGEMENT AND AGREEMENTS FORM

As a user of the Lammersville Unified School District (LUSD) computer network and recipient of a Chromebook, I acknowledge receipt of and hereby agree to comply with LUSD Chromebook Handbook Acknowledgement and Agreements and with the Acceptable Use Policy contained in LUSD's Campus Parent/Student Handbook.

Student Name (PRINT) _____

Student Signature_____Date_____

School Site_____

PARENTS:

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services, Google Apps for Education (GAFE), and school computer hardware. I understand that web-filtering and monitoring are in place, however some materials on the Internet may be objectionable. I accept responsibility for guidance of Internet use - setting and conveying the school's standards, digital citizenship, procedures and rules when selecting, sharing, or exploring information and media. I understand the financial responsibilities that have been explained and outlined in the LUSD Technology User Acknowledgement and Agreements and agree to pay LUSD any fees/fines that may be billed and attached to student named above. I acknowledge receipt of and hereby agree to comply LUSD Chromebook Handbook Acknowledgement and Agreements and with the Acceptable Use Policy contained in LUSD's Campus Parent/Student Handbook.

Parent/Guardian Name (PRINT) _____

Parent/Guardian Signature _____Date _____

*CONSEQUENCES FOR VIOLATION OF CHROMEBOOK RULES:
By signing the User Agreement, you commit to the student expectations and understand the consequences for violation.

**CONSEQUENCES FOR BREACHES OF THE ACCEPTABLE USE POLICY / STUDENT USER AGREEMENT
In the event a student breaches any part of the Acceptable Use Policy and/or Chromebook Student User Agreement, consequences will be imposed by the school, consistent with the policies in the Parent/Student Handbook. Each situation will be considered independently and consequences will range from a discussion about the rules and expectations regarding Chromebook usage and/or a complete withdrawal of access to all computer technology in accordance with the Parent/Student Handbook.