

# **CHROMEBOOK COMPUTER**

- ❖ **POLICIES,**
- ❖ **PROCEDURES,**
- ❖ **AND INFORMATION**



**Deuel High School**  
Clear Lake, South Dakota

# Deuel High School Computer Program

The focus of the Computer Program at Deuel High School is to....

1. Expose students to current technologies leading to success in future education or work.
2. Enable students to access a worldwide body of knowledge.
3. Encourage students to take ownership of their education.
4. Provide students with an education that is relative to the world they will enter.

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# Policies, Procedures, and Information

## 1. Computer Specifications

The Computers selected for use at the Deuel High School and Deuel Middle School is a Samsung Chromebook or a HP Chromebook.

- Approximately 11.6 inch display
- Approximately 0.7 inches thin-2.42 lbs/1.1 kg
- Approximately up to 6.5 hours of battery life
- Samsung Exynos or Intel Celeron Processor
- 16GB Solid State Drive with Google Drive Online storage
- Built-in dual band Wi-Fi 802.11 a/b/g/n or 802.11a/b/g/n/ac
- VGA Camera
- USB 3.0, and USB 2.0 ports
- HDMI Port

## 2. Receiving Your Computer

Computers will be distributed each fall during the “Back To School Fair.” **Parents and students must sign and return the Computer Protection Plan (Green) document before the Computer can be issued to their child.** The Computer Protection Plan outlines options for families to protect the Computer investment for the school district. Please review the Computer Protection Plan included in this handbook. **Each student will be required to pay a \$30.00 per year license agreement, not to exceed \$60.00 per family to help cover the cost of software programs used while away from the school or at home.**

Computers will be collected at the end of each school year for maintenance, cleaning, and software installations. **Students will retain their original Computer each year while enrolled at DHS or DMS.**

**\*\*\*Please note: The District will conduct periodic, random checks of school issued Computers, and will confiscated and reset if warranted.**

Students are responsible for the general care of the Computer they have been issued by the school district. We cannot stress this enough. **YOU ARE RESPONSIBLE for your Computer.** Once the Computer is issued you assume all responsibility for your machine. Things that are misplaced or left unattended turn into lost items. Don't leave any part of your Computer unattended.

## 3. Taking Care of Your Computer

Computers will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will retain their original computer each year while enrolled at DHS or DMS.

Students are responsible for the general care of the computer they have been issued by the school district. Computers that are broken or fail to work properly must be taken to the Technology Help Desk.

### **3.1 General Precautions**

- No food or drink is allowed next to your computer while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the computer.
- Students should never carry their computers while the screen is open, unless directed to do so by the teacher.
- Computers must remain free of any writing, drawing, stickers, or labels that are not the property of the Deuel School District.
- Computers must never be left in a car or any unsupervised area.
- Students are responsible for keeping their computer's battery charged for school each day.
- Computers should not be exposed to extreme cold or heat. Do not leave in your car when not in use.

**Intentional or Accidental damage will be billed out to the students/parents. Parts, labor, and shipping will be included with the charge that is outlined below. Anything not covered by the standard warranty or caused by normal use will be charged to the students/parents. (Section 9.2)**

### **3.2 The Transporting of Your Computer**

The protective cases provided with the computers have some padding to protect them from normal use/treatment. (Section 9.4) The guidelines below should be followed:

- **Computers must be transported in the cases provided at all times. This includes passing in the hallways and between buildings on the school campus.**
- The district recommends NOT taking your computer to away games. Finding a secure place to put them during competition may prove to be difficult. **It is your choice. It is also your responsibility.**

### **3.3 Screen Care**

The Computer screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the computer when it is closed.
- Do not place anything near the computer that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke, tap on, or hit the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks)
- Clean the screen with a **clean, dry microfiber cloth** or anti-static cloth.
- **At NO TIME should you use alcohol or an alcohol based product to clean the screen of your Computer since it will cause the screen to become cloudy and in essence ruin it.**

## **4. Using Your Computer at School**

Computers are intended for use at school each day. In addition to teacher expectations for computer use, school messages, announcements, calendars and schedules will be accessed using the computer. Students must be responsible and bring their school issued computer to all classes, unless specifically advised not to do so by their teachers.

#### **4.1 Computers Left at Home**

If a student leaves their computer at home, they must immediately phone their parents to bring it to school as a loaner computer will NOT be issued in this case and repeat violations of this policy will result in disciplinary action. **If a student forgets their charger at home, no loaners will be given.**

#### **4.2 Computer Undergoing Repair**

**Loaner computers will only be issued to students when they have paid for the damage to their original unit, unless the damage is determined to be a manufacturer's defect covered under the standard warranty.**

#### **4.3 Charging Your Computer's Battery**

Computers must be brought to school each day in a fully charged condition. Students need to charge their computers each evening. Repeat violations of this policy will result in disciplinary action.

In cases where use of the computer has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

#### **4.4 Screensavers & Backgrounds**

- Inappropriate media may not be used as a screen saver or background.
- The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary action

#### **4.5 Sound**

Sound **must be muted** at all times unless permission is obtained from the teacher for instructional purposes. **Headphones are permitted and encouraged.**

#### **4.6 Printer and Copier Use Standards**

At school, students will not be able to print with their school issued computer. However, students may use the designated computers in the High School office or Library to print to designated printers. Students may setup their school issued computer to print to their home network as long as they have a printer that supports Google Cloud Print.

Students may use designated printers with teacher permission during class breaks. No additional software will be loaded for home printers. Our goal is to move toward a paperless system. **Print only when absolutely necessary.**

## **5. Managing Your Files & Saving Your Work**

### **5.1 Saving to the Home Directory**

Your school issued Computers will be setup to save your files on Google Drive with your school issued Google email account.

The Google Drive supports up to 5GB of storage.

## **5.2 Saving Data to Removable Storage Devices**

Students may also use their USB flash drives to store other files.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

# **6. Software On Computers**

## **6.1 Originally Installed Software**

The software originally installed by the District must remain on the Computer in usable condition and be easily accessible at all times.

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from Computers at the completion of the course. Periodic checks of Computers will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

## **6.2 Virus/Spyware Protection**

Chromebooks do not require antivirus software nor can any be installed. Chromebooks use the principle of "defense in depth" to provide multiple layers of protection. Every time you boot up they do a self-check to make sure your system hasn't been tampered with. Chromebooks also automatically download updates so you always get the latest security fixes to keep you safe.

## **6.3 Additional Software**

No other software will be installed or allowed to be installed unless for school purposes.

## **6.4 Inspection**

Students may be selected at random to provide their computers for inspection. The Deuel School District reserves the right to re-image or reset computers at any time and will not be responsible for any lost files or work.

## **6.5 Procedure for Re-loading Software**

All software is included when the computer is re-imaged.

## **6.6 Software Upgrades**

Newer versions of licensed software will be installed automatically over the network.

## **7. Acceptable Use**

### **7.1 General Guidelines**

- 1) Students will have access to all available forms of electronic media and communication which is in support of education, research, and the educational goals and objectives of the Deuel School District.
- 2) Students are responsible for their ethical and educational use of the technology resources of the Deuel School District.
- 3) Access to the District technology resources are a privilege and not a right. Each employee, student and /or parent will be required to follow the Acceptable Use Agreement.
- 4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to, the following: confidential information, copyrighted material, threatening or obscene material, pornography, sexually explicit material, material that promotes racism or religious intolerance, and computer viruses.
- 5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the DHS/DMS Discipline/Behavior Policy.
- 6) The school district will not be held liable as a result of any laws being broken while the student is in charge of the computer.
- 7) Do not use the district network to solicit sales or conduct business.
- 8) The School District does not guarantee that the network will be uninterrupted or error free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the School District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of or inability to use the network or out of any breach of any warranty.

### **7.2 Privacy and Safety**

- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an administrator immediately so that such sites can be blocked from further access.

### **7.3 Legal Propriety**

- Comply with trademarks and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

- Plagiarism is a violation of the DHS/DMS Discipline/Behavior policy. Give credit to all sources used, 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 stealing under the DHS/DMS Discipline/Behavior policy. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in disciplinary action by the District and/or criminal prosecution.
- You must abide by and all local, state and federal rules and regulations.
- You and **NOT** the Deuel School District are responsible for possession of any and all materials, and for your actions with the use of the Internet.

## **7.4 E-Mail**

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting during class without permission.
- K12 e-mail or school issued email is subject to inspection by the school.

## **7.5 Consequences**

The student in whose name a system account and/or computer hardware is issued will be responsible at all time for its appropriate use. Non-compliance with the policies of the Computer Handbook or Acceptable Use Agreement will result in the loss of privileges (access to district network) for up to 30 days, possible loss of computer, and possible suspension of email and student accounts. Appropriate district disciplinary action, in accordance to the discipline/behavior policy shall be applied.

**Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.**

# **8. Protecting & Storing Your Computer**

## **8.1 Computer Identification**

Student computers will be labeled in the manner specified by the District. Computers can be identified in the following ways:

- Record of serial number, computer name, engraved ID, and Deuel Identification Tags found on the Computer.
- Power chargers will be labeled with and correspond with the Deuel ID tag.

## **8.2 Password Protection**

Students are expected to password protect their network user account by keeping that password confidential. The Deuel School District is not responsible for lost, stolen, or unacceptable material should you choose to disclose your password.



### **8.3 Storing Your Computers**

When students are not using their computer, it is recommended that students store their computer in their bag. Nothing should be placed on top of the computer when stored in the locker. Students are encouraged to take their computers home every day after school, regardless of whether or not they are needed. Computers should not be stored in a student's vehicle at school or home.

### **8.4 Computers Left in Unsupervised Areas**

Under no circumstances should computers be left in unsupervised areas. Unsupervised areas include the school grounds, cafeteria, computer labs, commons, gymnasiums, locker rooms, library, unlocked classrooms, buses, and hallways. Any computer left in these areas is in danger of being stolen.

Unsupervised computers will be confiscated and taken to the Principal's office. Disciplinary action may be taken for leaving your computer in an unsupervised location. Computers should be left in the school when leaving for an activity for which you will return to school prior to the school day ending, and picked up when students return from their activity.

## **9. Repairing or Replacing Your Computer**

### **9.1 Standard Warranty**

The Chromebook has a one-year standard warranty. This limited warranty covers normal use (9.4), mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the computer or computer replacement. The warranty **Does Not** warrant against damage caused by misuse, abuse, or accidental damage and would be the responsibility of the student. Please report all Computer problems to the technology Help Desk.

### **9.2 Accidental Damage Protection**

**There is NO Accidental Damage Protection.** Any accidental damage includes but is not limited to: liquid spills, accidental drops, or power surges. These incidents will not be covered and are the responsibility of the parent/student. Should your son or daughter incur accidental damage to their school issued computer during the school year, the cost to repair/replace the unit will be handled as follows:

**Intentional Damage:** 100% the responsibility of the student/parent which will be assessed at that time.

**Lost or Stolen:** Replacement Value

**Accidental Damage:** Accidental damage will be billed as follows (Any Model of Chromebook): Damages are cumulative but will not exceed \$100.

Motherboard Damage	\$100
Palm Rest/Keyboard/Touchpad	\$50
Damaged LCD	\$50
LCD Back Cover	\$25
Bezel	\$20
Bottom Case	\$20

DC Jack	\$20
Hinges	\$20
Hindge Cover	\$10
Broken Keys	\$5 (that can be replaced)
Other Damages	To be assessed and be billed by cost of the parts not to exceed \$100
Power Adapter (charger)	\$25 (Separate charge and not included in cumulative bill)
Bag Strap	\$5 (Separate charge and not included in cumulative bill)
Carrying Bag	\$30 (Separate charge and not included in cumulative bill)

If the computer is damaged the student/parent will have the following options:

1. If the unit is worth repairing, (determined by Deuel School), have the computer fixed and pay all damages associated with repair as outlined above; or in the case it is not worth fixing...
2. Choose to buy the computer for the replacement value, please note that you will receive the computer “As Is” and the computer will not be repaired. You will assume the responsibility of fixing the unit if you so choose. The student will be issued a substitute computer.

### **9.3 Individual Protection for Loss, Fire, or Theft.**

Students or parents may wish to carry their own personal insurance to protect the computer in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent/carrier for details about personal coverage of the Chromebook.

### **9.4 Normal Use**

**Normal wear and tear is limited to surface scratches and discoloration. Any physical damage is not considered to be Normal. This would include cracks or gouges which imply a drop or the use of a sharp instrument, scratches to the computer LCD screen, broken keys, or any other damage found. Students will be responsible for the cost of repairing any physical damage to the unit as outlined in policy. Should we have to send the unit to the manufacturer for repairs for damage that is not visible, and the manufacturer determines that the damage was intentional, avoidable, or accidental; the student/parents will be billed for the repair as outlined above. Payment or agreed payment plans must be made prior to having the computer returned or a loaner computer issued to the student.**

### **9.5 Claims**

A copy of the insurance claim and payment must be submitted to the high school office so the computer can be sent to the appropriate repair facility.

## **10. Computer Technical Support**

The Help Desk coordinates the repair of school issued computers. Services provided include the following:

- Hardware Maintenance and repairs.
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging/Resetting of the operating system
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner computers

## **Frequently Asked Questions (FAQ'S)**

### **Can I use the school issued computer and software throughout my career at DHS or DMS?**

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at DHS or DMS. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

### **What if I already have another model or brand of computer?**

You will be required to use the school district issued computer for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses.

### **Can I have my school issued computer this summer?**

Maybe. All computers will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their computers again at their orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and Deuel School District policy regarding the ethical use of computers.

### **Where do I find a service technician?**

If you have a question of a service need, take your computer to the Help Desk.

### **What about insurance against theft or breakage through carelessness?**

Your computer is very portable and very valuable, making it an attractive target for thieves. The best insurance is to take care of your Computer. Do not leave your Computer in the building, classroom, concourse, or car unattended. Always know where your Computer is! Above all, take your computer home each night.

**Does the Deuel School District provide maintenance on my school issued computer?**

Yes. The Help Desk staff will coordinate maintenance for students. Students enrolled at DHS or DMS will be covered for items that would be covered by a standard warranty. Please consult the standard warranty agreement so that you understand what is and what is not covered.

**What will I do without a computer in my classes if my computer unit is being repaired or while I am replacing it if it is lost or stolen?**

Deuel High School stocks a limited number of computer computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit at the Help Desk, the same area where you will go for service on your computer. If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss. Loaners will not be made available to students who forgot their computer at home.

**If I purchase software in addition to the available software provided through the District, will the Technical Help desk staff load it for me?**

No!!

**Do I need a printer?**

You need not own one since printers are located in the high school office and in the library.

**Is the computer capable of a Dial-Up connection?**

No

**How do I connect to the Internet at home?**

Call your Internet Service Provider.

**Will there be facilities to back up the files I created on by computer?**

Yes. Your documents are automatically saved and backed up on your Google Drive. You may also save your documents to a removable storage device such as a USB flash drive.

**What if I want to add options to my computer later?**

Only the Deuel School District is authorized to add options and upgrades to your Computer.

**What if I want to run another operating system on my computer?**

Only the operating systems chosen by the Deuel School District will be authorized to run on a student-issued Computer.

**Will I be given a new battery if mine goes bad?**

Maybe. In certain cases batteries are covered under the standard warranty.

**What has the school done to help prevent students from going to inappropriate sites?**

When students are connected to the Deuel network, a hardware-based product monitors all Internet sites that a student browses. This also blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal's office. However, this monitoring does not follow the students once the computer leaves the Deuel School District network.

**Are student issued computers subject to school "snooping"; what if they bring their computer in for repairs and "objectionable data" is detected?**

Inappropriate material on computers should, and will, be reported to the principal immediately upon identification and disciplinary action will follow, including the possible loss of use of the Computer.