

Edison Jr. Sr. High School School

9890 SR 152 • Richmond, Ohio 43944

Bill Beattie, Superintendent

Matt Morrison, Principal

Rachael Granatir, Technology Coordinator



EDISON
LOCAL SCHOOL DISTRICT

Chromebook Take-Home Handbook

Embracing Excellence

1:1 Chromebooks provide students access to current online and digital content created by our staff in addition to content provided by textbook companies and software vendors at both school and home. One device replaces multiple expensive textbooks used in the past. In recent years students have been issued devices to keep at school. After a successful 1:1 pilot with 7th grade students in the 2018-2019 school year, our new 1:1 Take Home Program will provide all 7-12 students with a device to carry between school and home.

Receiving Your Device

The Chromebook and all accompanying equipment, such as the charger (hereafter, collectively “Chromebook”) will be distributed to all students during the first week of school. Parents and students must sign and return the Device Agreement.

Ownership of the Chromebook

Edison Local School District retains sole right of ownership and possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year. Moreover, ELSD’s administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to monitor student work or to alter, add or delete installed apps, documents, photos, etc.

Student Responsibilities

Student and parent/guardian are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District’s Acceptable Use Policy and the Student Chromebook Handbook when using their Chromebooks.

- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in loss of instruction.
 - Note: A fully charged Chromebook should last at least 8 hours.
- Students must treat their Chromebook with care and never leave it in an unsecured location.
- Students must report any problems with their Chromebook to a classroom teacher as soon as possible to receive a loaner chromebook if needed.
- Students should send an email to helpdesk@edisonwildcats.org. The subject of the email should include a brief summary of the problem and the message body should contain as much further detail as possible to help IT diagnose and respond to the issue with the appropriate response.
- Students may not remove or interfere with the serial number or other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys or plastic casing. If a case is supplied, it must be kept on chromebooks at all times.
- Students may not attempt to install or run any operating system on the Chromebook other than the installed ChromeOS.

Responsibility for Electronic Data

- Apps and Extensions are installed by the ELSD Technology Department.
- Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Devices Left At Home

If students leave their Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present. A limited number of “loaner/spare” chromebooks will be available. If a student repeatedly

leaves his/her Chromebook at home, he/she will be subject to appropriate disciplinary action.

Protecting Your Data and Files

Students are responsible for the appropriateness of all files, data, and internet history on their Chromebook. Although these devices will be logged and filtered on and off campus it is still the responsibility of the student to use good judgment when accessing or transmitting data. Do not take photos or video of other students or staff without their permission. The possessing, forwarding or uploading of unauthorized data, photos, audio or video to any website, network storage area, or person is strictly forbidden. Do not access another individual's materials, information, or files without permission.

Cost of Repairs/Replacement

Edison Local School District recognizes that with the implementation of the One-to-One initiative there is a need to protect the investment by both the District and the student/parent. Therefore, we have set the following charges in place, which are subject to change. **An Optional Protection Plan is available.**

Parents will be responsible for paying for the needed equipment or replacement Chromebook if needed. You will be issued one charger with your Chromebook.. Total replacement cost for the device is \$250

Part Costs:

- B Grade Screen - \$19.95
- Top Cover - \$26.95
- B Grade Keyboard - \$54.95
- Bottom Case - \$12.95
- Screen Bezel - \$8.95
- Power Adapter - \$34.95
- Hinge Set - \$18.95
- Battery - \$45.95

Vandalism and Theft

In cases of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent as soon as practicable by in no case more than 48 hours after the theft or vandalism is discovered. The police report must be

presented to the building principal. Further, students/parents must contact their building principal ASAP after the Chromebook is determined to be stolen, lost or vandalized.

Technical Issues/Damage/Loss

Speak to a classroom teacher if you experience any technical problems or damage. If it cannot be fixed at that time, a loaner device may be issued to you, if available. All device policy agreements and technology protection plan will remain in effect for the loaner device.

Audio & Sound

The sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds/headphones may be used in the classroom based only upon individual teacher approval.

Device Identification

Student devices are labeled in the manner specified by the district. Devices can be identified based on serial number. Serial numbers and labels are attached to the device. Do not remove any identifying labels or markings.

Check-In

It is the intent of the district to issue the chromebook for remainder of the student's school years at Edison. As of the 2019-2020 school year students will keep devices during the summer break. Any student who withdraws, terminates enrollment or is expelled must return their device and accessories immediately. Any student enrolling in a JVS program will be required to return their chromebook at the end of the school year. If a student fails to return the device and/or accessories when requested the student will be billed for the replacement cost of the device and/or accessory. Any device not returned or immediately paid for in full will be considered stolen property and law enforcement will be notified.

Care of the Device

The Chromebook is the property of Edison Local Schools and all users will follow these rules and the Acceptable Use Policy. Students are responsible at all times for the care of the device to which they are assigned.

- Use only a soft, lint-free microfiber cloth to clean the screen. An LCD pre-moistened wipe may be used.
- Avoid getting moisture and liquids on the device/accessories.
- Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. A slightly damp disinfecting wipe may be used to clean the surface and keyboard.
- Devices must never be left in an unlocked or unsecured space such as a locker or car.
- Under no circumstances should devices be left in unsupervised areas including school grounds, athletic fields/areas, cafeterias, classrooms, locker rooms, and hallways. Unsupervised devices will be confiscated and disciplinary action may be taken.
- Students will not have the opportunity to charge their devices at school, devices are to come to school each day, charged to 100%.
- Keep your charger at home and only use it to charge your chromebook.
- Too much pressure may crack the screen, avoid placing anything on top of the device.
- Do not place ANYTHING between the keyboard and screen and close the lid.
- Do not cram the device in a bag or locker.
- Never place or consume food or drink near the device. Do not use your device at cafeteria tables when food or drink is present.
- Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.
- Never leave your device on the floor, a chair, or a couch. Stepping or sitting on the device could cause significant damage.
- Do not disassemble or attempt to repair the device, or take the device to a third-party for repair. All repairs must be made by the ELSD Technology Department.
- Placing stickers or tape on the device is strictly prohibited. If you would like to decorate the **case** for your device if it came with one, you may, just

ensure you do not cover any ELSD labels on the device and any decorations **must** be school appropriate and removable.

Transporting Devices

When transporting the device between classes or outside the building you are required to close the lid. NEVER walk with the device open. Do not carry the device by the lid/screen. Students are required to take their devices home every day after school to charge them, regardless of whether or not they are needed.

Passwords

Students will be required to maintain an updated password on their device. Students may NEVER share, distribute, or otherwise allow other students access to their password. At any time a parent, teacher, or school administrator may request and obtain the password and access to the device.

Chromebook FAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebooks are ideal for any time, anywhere access to the web."

Q. What kind of software does a Chromebook run?

A. "Chromebooks run thousands of web-based applications, or web apps, that open right in the browser.

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of Edison Local School District Technology Department will maintain devices through our Google Apps for Education account.

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a wi-fi signal to access the web. There is an offline option, as well, when using Google Drive, and when students enter a wi-fi connection, it syncs again with the student's Google account.

Q. Will our Chromebook have 3G/Cellular Signal?

A. No. The district Chromebooks will not have 3G broadband or a cellular signal.

Q. Is there antivirus software included with the Chromebooks?

A. No, there is not. As all of the data is stored in the cloud, there is no need for antivirus software. They do, however, come with web filtering.

Q. How long will the Chromebook run on a fully charged battery?

A. Chromebooks have a rated battery life of 8-10 hours. However, we do expect that students will charge them each evening to ensure maximum performance during the school day without interruption of use.

Chromebook Care Reminders

- Take good care of your new Chromebook. Students will use the same Chromebook until they graduate.
- Carry your Chromebook with both hands.
- Set your Chromebook on a flat surface to use it. An example of a flat surface is a desk or table.
- Keep food and drinks away from your Chromebook. *In other words, do not eat or drink while you are using the Chromebook. Instead, take a study break away from your Chromebook.*
- Use only a soft, lint-free microfiber cloth or LCD pre-moistened cleaning wipe to clean the screen.
- Avoid getting moisture and liquids on the device/accessories.
- Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. A slightly damp disinfecting wipe may be used to clean the surface and keyboard.
- Never place a heavy object or a lot of objects on top of your Chromebook.
- Charge your Chromebook every night at home.

- If you close the lid of your Chromebook, you will help save the battery.
- You can use your Chromebook when the level is low. Just remember to charge when you get home.
- When you plug in your Chromebook to charge it, look for the charging light indicator. This will assure you that your Chromebook is being charged.
- Let the Chromebook completely charge to a full battery.
- Charging a Chromebook could take up to 4 hours. Therefore, plug it in to charge and go do something else.