

# Chromebook Take Home Information for Parents and Students

## What is a Chromebook?

- A Chromebook utilizes the Google Chrome Operating System.
- The Chrome OS has software tools built in that students have been actively using since 2014.
- District 2 retains ownership of the Chromebooks. The Chromebooks are loaned to the students for educational purposes while attending District 2 schools.
- Internet access is beneficial, but the Chromebook also functions offline.
- Wireless services are available at several locations in our community.
  - Bensenville Public Library
  - Bensenville Park District
- Comcast offers Internet Essentials for families who qualify. For more information, visit <https://internetessentials.com>.

## Student Orientation

- Students will receive training and guidelines for taking their Chromebook home at school before take home.

***Students and their parents/guardians are reminded that use of District Technology is a privilege. All activity performed on any District-owned computer, network, or electronic communication device will be monitored by school authorities. Inappropriate use of District Technology can result in limited use and/or disciplinary consequences. In addition, student Google Accounts are owned by District 2 and the content is monitored by the District.***

## **Chromebook Responsibilities**

Students must comply with the District 2 *Authorization for Internet and Network Access and Acceptable Use Policy*.

- Charge your Chromebook every night and bring a fully-charged Chromebook to school everyday. A fully-charged Chromebook should allow for a full day of use in school.
- If devices are left at home, students are responsible for completing coursework as if they had their device present.
- Chromebooks may not be left in an unsecured location at any time.
- Use of the protective case provided by District 2 is required.
- Personalization of the Chromebook or case is not allowed. This includes, but is not limited to drawing, stickers, tape, or labels that were not placed by District 2. Background images, screen savers, and any other images on the device must be appropriate and not contain references to weapons, guns, inappropriate language, alcohol, drugs, gang symbols or pictures. Disciplinary action will be taken as a result of inappropriate graphics.
- Damaged, lost, or stolen Chromebooks must be reported to a teacher immediately.
- Installing applications or any other software onto the Chromebooks is not acceptable.
- Tampering with hardware or software, attempting to enter, vandalize, or destroy the Chromebook or files within is not allowed.
- Instances of cyberbullying, personal attacks or threats must be reported to their teacher immediately.
- Copyright laws regarding all media including text, images, music, and video must be followed. Downloading, sharing, or posting illegally obtained materials is a violation of the *Acceptable Use Policy*.
- Students will make the Chromebook available for inspection upon request.

## **Chromebook Care**

General care and maintenance of the Chromebook is the responsibility of the student.

- No food or drink should be near the Chromebooks.
- Use care when inserting cables, cords, and any removable storage devices into the Chromebook.
- Use only the protective case provided by District 2.
- Do not lift or carry the Chromebook by the screen as this can cause damage to the screen or hinge. Always close the Chromebook before carrying.
- Do not use liquid to clean the Chromebook. Use a dry, soft, lint-free cloth to clean the Chromebook.
- Do not leave the Chromebook in heated areas for extended periods of time (such as a hot car).
- Place the Chromebook on a flat, stable surface when in use.

## Returning Your Chromebook

- Transferring students must return their Chromebook, charger, and case to the school on the last day of attendance.
- If the Chromebook is not returned, you will be responsible for the replacement cost of the Chromebook, charger, and case.

## Security

Technology use in Bensenville School District 2 is governed by federal laws, including the Children's Online Privacy Protection Act (COPPA). The school's use of student information is solely for education purposes.

- District 2 provides content filtering for student use of Chromebooks inside and outside of District 2. The content filter is compliant with federally mandated Children's Internet Protection Act (CIPA).
- Bypassing the Internet Filtering Software or changing device settings or network configurations on the Chromebook is unacceptable.
- Any inappropriate content that appears on a Chromebook should be immediately reported to a teacher.

## Digital Citizenship

District 2 students are expected to conduct themselves appropriately when using Chromebooks. Refer to the following guidelines for being a good citizen:

- **Respect Yourself** – Show respect for yourself through the actions you take online. Select appropriate words, images, or media to post online. Carefully consider what personal information you post online. Do not use obscene language or media and always act with integrity.
- **Protect Yourself** – Remember that anything you place in an online environment becomes known to all. Under no circumstances should you publish personal details, contact details, or a schedule of activities. Protect your passwords, accounts, and resources.
- **Respect Others** – Always show respect for others. Do not use electronic means to antagonize, bully, harass, or “hack” others' accounts. Do not visit websites that are degrading to others, pornographic, racists, or inappropriate.
- **Protect Others** – Report any instances of others being harmed online to a trusted adult.
- **Respect Intellectual Property** – Ask permission before using the work of others as part of your work. Always acknowledge primary sources and cite all websites, books, media, etc. Always validate information from multiple sources before using.
- **Protect Intellectual Property** – Request to use software or media others produce. Purchase, license, and register all software or use free and open source alternatives rather than pirating software. Purchase media and music and refrain from distributing these in a manner that violates their license.

## Repair and Replacement

Students are responsible for daily care and maintenance of the Chromebook.

- If a Chromebook is in need of repair, please report damage to a teacher immediately.
- If a Chromebook is lost or stolen, file a police report with the Bensenville Police Department.
- If a Chromebook is inoperable, District 2 has a limited number of spare devices for use while a Chromebook is in repair. All items in the agreement remain in effect for the loaner devices.
- Repair/Replacement costs are as follows **(Subject to change)**:
  - 1st Instance: \$20 fee with student/principal meeting
  - 2nd Instance: Full repair cost

Full Chromebook Replacement	\$250
LCD Screen	\$75
LCD Bezel	\$25
Display Hinges	\$15
Camera	\$20
Keyboard/Palm Rest	\$50
Charger	\$10
Missing Key	\$5

- At various times, the District will make select Chromebooks available for sale to students for a nominal cost as new units are purchased or upgraded. When this happens, the district will make a general announcement. Please take the utmost care of the Chromebook so that you will want to purchase it.