

This document provides detailed information to parents and students about how to care for the technology being entrusted to them.

1. Receiving a Chromebook
 - a. Parent Signature

Parents and Students are expected to read and sign the Chromebook Guidelines, either online or on the paper copy provided. Signed forms must be received prior to the student receiving a Barbour County issued device. You will find the online version at www.wvschools.com/barbourcountyschools. Follow the Chromebook Policies and Forms link.
 - b. Returning Student Distribution

Students and the parents of students who are receiving a Barbour County Schools device for the first time will have an opportunity to attend a meeting/device distribution on one of the following dates: **To be announced prior to Chromebooks being issued to students.**
 - c. Transfer/New Student Distribution

All transfers/new students will be able to pick up their Chromebooks from designated spots at each school.
2. Returning the Chromebook
 - a. End of Year

At the end of the school year, students will turn in their Chromebooks and charger. Failure to turn in their assigned Chromebook and charger will result in the student being charged the full replacement cost of these items. The County may also file a report of stolen property with the local law enforcement agency.
 - b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from Barbour County Schools must turn in their Chromebook, case and charger to the principal/counselor office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost for (Chromebook, charger, case). Barbour County Schools will not release transcripts, records or withdraw a student until the Chromebook is turned in. Unpaid fines and fees of students leaving Barbour County Schools may be turned over to a collection agency. Barbour County Schools may also file a report of stolen property with the local law enforcement agency.
3. Taking Care of the Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Students with Chromebooks that are broken or fail to work properly must fill out a work order form and take the device to IT/Designated Office as soon as possible so that they can be taken care of properly. Barbour County Schools Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except when locked in their hallway locker.

 - a. General Precautions
 - No food or drink should be next to Chromebooks.
 - Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into appropriate port on the Chromebooks.
 - Chromebooks should not be used or stored near pets.
 - Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
 - Chromebooks must remain free of any writing, drawing, stickers, and labels.
 - Heavy objects should never be placed on top of Chromebooks.
 - Chromebooks should never be loaned to another student or individual during the school day or otherwise.

- If you leave your device in your vehicle, the vehicle should be locked, and the device placed out of sight.
- b. Carrying Chromebooks
 - Always leave your Chromebooks in the provided case and handle with care. Failure to do so may result in disciplinary action.
 - Never lift a Chromebook by the screen.
 - Never carry a Chromebook with the screen open.
- c. Opening the Chromebook
 - Open the Chromebook only when it is resting on a flat surface such as a table or desk.
 - To open the Chromebook, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position. (Figure 1. Opening a Chromebook.)
 - The hinge of the screen will only allow the screen to be open to a slight angle. Do not attempt to open the screen beyond this stopping point as the screen will break if forced.
- d. Closing the Chromebook
 - Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device. Obstacles on the keyboard could cause broken screens or damaged hinges.
 - Close the screen only when the Chromebook is resting on a flat surface such as a table or desk.
 - Close the Chromebook using two hands – one at either corner of the screen (Figure 2. Closing a Chromebook.) Close the screen gently.



- e. Screen Care
 - The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
 - Do not put pressure on the top of a Chromebook when it is closed.
 - Do not store a Chromebook with the screen open.
 - Do not place anything in the protective case that will press against the cover.
 - Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or earbuds).
 - Never lift the Chromebook by the screen.
 - Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- f. Asset Tags/Identification Tag/Luggage Tag
 - All Chromebooks will be labeled with a Barbour County Schools asset tag, identifying sticker on front of Chromebook and luggage tag on case.
 - Barbour County Schools Asset tags/ID tag/luggage tag may not be modified or tampered with in any way.

- Students will be charged a replacement cost of \$5.00 for tampering with a Barbour County Schools tags or turning in a Chromebook without a Barbour County Schools tags. Schools will enforce disciplinary action by not allowing students to attend incentives, field trips; in addition to assigning other disciplinary actions by the school principal until the replacement fee has been received.
4. Using Chromebooks
- a. Media
 - Inappropriate media (pictures, music, movies, etc.) may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
 - Inappropriate media (images, videos, etc.) may not be stored on or accessed on the Chromebook. The presence of such media will result in disciplinary action.
 - b. Audio
 - Sound must be muted always unless permission is obtained from a teacher.
 - Headphones or earbuds may be used at the discretion of the teachers.
 - Students can provide their own personal headphones and/or ear buds and are expected to bring them every day. Barbour County Schools will provide the first set of earbuds to students, and the earbuds should be stored in the carrying case provided to students.
 - c. Printing
 - Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
 - Student work should be stored in an Internet/cloud application, students will print directly from their Chromebooks at school to designated printers or students may log into a print station to print their work in the computer labs. Students are only to print content related to school assignments. If a student is caught printing material that is not school related, the student will have their print capability turned off.
 - Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained at <http://www.google.com/cloudprint/learn/>.
 - d. Network Access and Security
 - Students will log into their Chromebooks using their school issued Google Apps for Education account.
 - Students should never share their account passwords with others, unless requested by an administrator.
 - e. Managing and Saving Digital Work with a Chromebook
 - The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and from most mobile Internet devices.
 - Some files may be stored on the Chromebook's hard drive.
 - Students should always remember to save frequently when working on digital media (although many cloud-based applications, including Google Docs, automatically save work).
 - The county will not be responsible for the loss of any student work.
 - Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.
5. Student Responsibilities
- a. Following Classroom Guidelines

Students are responsible for following school and classroom specific guidelines and expectations for use. This means following instructions, guidance, and protocols regarding when and how to use the technology in the instructional setting.
 - b. Bringing the Chromebook to school

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.
 - c. If a student does not bring his/her Chromebook to school it will be treated the same as if a student did not bring his/her textbook or homework to class.

- Students should indicate to their teacher that they do not have a Chromebook with them.
- Teachers may direct the student who has forgotten the Chromebook to seek the assistance of another student to view information.
- d. Chromebooks being repaired
 - Loaner Chromebooks may be issued to students when their school-issued Chromebook is being repaired in the IT office.
 - A student borrowing a Chromebook must check out the loaner device and will be responsible for any damage to or loss of the loaned device as it is not under any warranty.
 - Chromebooks on loan to students having their devices repaired may be taken home at the discretion of the Barbour County Schools technology department. (Students will receive an e-mail notice when their computer is ready. The loaned computer must be turned in to receive their Chromebook.)
 - Loaner devices must be treated with the same respect as any other device as outlined in this document.
- e. Charging Chromebooks
 - Charging cables must be kept at home.
 - Chromebooks must be brought to school each day with a full charge.
 - Students should charge their Chromebooks at home every evening.
 - Charging will not be available in the classrooms. An uncharged Chromebook will be treated the same as a missing textbook or homework.
- f. Using a Chromebook Outside of School
 - Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet.
 - Students are bound by WVDE state policy 2460, the Barbour County Schools Acceptable Use Policy, the Chromebook agreement, and all other guidelines in this document wherever they use their Chromebooks.
- 6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the county.

 - a. Updates

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
 - b. Virus Protection
 - Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
 - There is no need for additional virus protection.
- 7. Content Filter

The county utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks will have all Internet access provided by the county filtered, protected and monitored by the county. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.
- 8. Software
 - a. Google Apps for Education
 - Chromebooks seamlessly integrate with the Google Apps for Education (G-Suite) of productivity and collaboration tools. This includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
 - All work is stored in the cloud.
 - b. Chrome Web Apps and Extensions
 - Students will have the ability to download only school approved apps and extensions from the Chrome Web Store.
 - Students may be asked to download apps or extensions as part of class work. Students are expected to follow instructions and be prepared for class by having apps or extensions that have been indicated by their teachers.

- Some web apps or extensions will be available to use when the Chromebook is not connected to the Internet.
 - Apps are also subject to internet filtering.
9. Chromebook Identification
- a. The county will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device. Chromebooks will be checked in and out to the students in a very similar way to when library books are checked in and out.
 - b. Each student will be assigned the same Chromebook for the next four years of his/her time at Barbour County Schools. Take good care of it!
10. Repairing/Replacing Chromebooks
- a. All Chromebooks in need of repair must be brought to IT/Designated Office as soon as possible.
 - b. Warranty
 - Chromebooks include a one-year hardware warranty from the vendor.
 - The vendor warrants the Chromebook from defects in materials and workmanship.
 - The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
 - The vendor warranty does not warrant against damage caused by misuse, abuse, accidents, lost or stolen machines.
 - Repeated breakages of the Chromebook may incur replacement costs
 - Replacement costs of lost charging cord will be billed to the parent/student.
 - Lost or stolen Chromebooks may incur replacement cost of the Chromebook. However, each device is tracked through the management console through GPS locator.
11. No Expectation of Privacy
- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for county-related or personal purposes, other than as specifically provided by law. The County may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the County. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.
12. Any attempt to bypass or disable security features is forbidden and may result in disciplinary action, including loss of use of technology/Chromebook.

- I have read and agree to follow the Barbour County Schools Chromebook Guidelines.

Print Parent Name

Parent Signature

Date

- I have read and agree to follow the Barbour County Schools Chromebook Guidelines.

Printed Student Name

Student Signature

Date

Current School