



*South Plainfield High School  
Student Chromebook Handbook*

The focus of the Chromebook 1:1 Program in South Plainfield High School is to provide equipment and resources that met the needs of today's students and make them future ready.

**The Chromebook 1:1 Program facilitates:**

- Access to digital educational resources
- Availability beyond the school day
- Individualized learning
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Technology literacy skills
- College and career readiness

The policies, procedures, and information within this document apply to all Chromebooks used at SPHS by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

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# Receiving Your Chromebook:

Chromebooks will be distributed during a school day Student Chromebook Orientation Session over the course of the second week of school. Parents & Students must sign the Chromebook Agreement document on Genesis before the student can receive the Chromebook.

# Taking Care Of Your Chromebook:

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported as soon as the problem arises to the Tech Service Center in the High School.

**Never try to repair the Chromebook yourself or have someone outside the district work on it, as this could void the warranty and cause you to incur additional charges.**

## General Precautions:

- No food or drink is allowed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.

## Carrying the Chromebook:

The education model Chromebook will provide protection from everyday use. It is not designed to prevent damage from drops or abusive handling. For example, you shouldn't toss the Chromebook or toss/drop a bag in which you store your Chromebook.

## Screen Care:

The Chromebook screen 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 top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or pre-moistened eyeglass lens cleaning tissues to clean the screen.

### **Charging the Chromebook Battery:**

Average battery life should be 9 hours. If the Chromebook is consistently losing its charge before the end of the school day, it needs to be turned into the Tech Service Center for repair.

- Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend battery life.
- Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebooks at home each evening.

## **Using Your Chromebook:**

### **At School:**

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes unless specifically advised not to do so by their teacher.

### **At Home:**

High School students are required to take their Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. If students leave their Chromebooks at home, they are still responsible for getting the course work completed as if they had their Chromebooks present. If a student leaves their Chromebook at home for two consecutive days, they will be required to bring in the device to verify possession of the assigned Chromebook.

### **Working Offline:**

Students without Internet access at home, or students in special situations (such as long-distance bus ride for an activity) have several options for working “offline”, including:

- Google Drive (Docs and Sheets) allows students to switch to offline editing functionality, where preloaded documents can still be viewed and edited.
- Students may read and answer email offline, with changes being synchronized back to their online account when the Chromebook is re-connected to an Internet connection.

### **Accessing the Internet at home and elsewhere:**

Students are allowed to connect to wireless networks when their Chromebooks are at home, or in other venues where connectivity is offered (such as the Public Library, other school districts on activity trips, etc). Note that SPHS cannot provide any assistance, troubleshooting, or advice on such off site connectivity.

When connecting from home, students and parents should be aware that a district account is still being used, so website monitoring is still being done. No matter the location, students are always using their account assigned by the school district.

### **Sound:**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used with teacher permission.

### **Printing:**

#### **At School:**

Students will be allotted a monthly printing quota for printing when needed. However, most work will be submitted via Google Classroom, Google Drive, or email.

**At Home:** The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service.

### **Managing Your Files and Saving Your Work:**

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

## **Personalizing the Chromebook:**

Chromebook cords and case must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of South Plainfield Public Schools. Spot checks for compliance can be done by teachers or administration at any time.

### **Software on Chromebooks:**

#### **Originally Installed Software:**

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

#### **Chromebook Operating Software & Applications:**

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

#### **Virus Protection:**

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

#### **Additional Software:**

Apps and extensions installed by the district are not to be removed by the student. Any app or extension that violates the Acceptable Use Guidelines or that is deemed inappropriate for use in school is not to be installed on the Chromebook.

#### **Monitoring of Use:**

The South Plainfield School District utilizes website and content filtering to ensure safe and educational Chromebook usage at all times.

#### **Procedure for Restoring the Chrome OS:**

If technical difficulties occur, technical support may need to restore the Chromebook to factory defaults. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced*, will not be restored.

#### **Chromebook Operating System Updates:**

The Chromebook will update automatically every time the device is connected to the Internet. This will not impact content stored on internal memory.

## Protecting & Storing Your Chromebook:

#### **Chromebook Identification:**

Chromebooks can be identified in the following ways:

- Record of serial number and The South Plainfield School District asset tag
- Individual's Google Account user name

*Under no circumstances are students to modify, remove, or destroy identification labels.*

#### **Storing Chromebooks at Extra-Curricular Events:**

Students are responsible for securely storing their Chromebook during extra-curricular events.

#### **Chromebooks Left in Unsupervised/Unsecured Areas:**

Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include unlocked areas on the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways,

bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks may be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

### **Network Connectivity:**

SPHS makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

## **Repairing or Replacing Your Chromebook**

### **Chromebooks Undergoing Repair:**

- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to Google Drive so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device such as a USB drive.
- Students and parents will be charged for deliberate Chromebook damage that is a result of misuse or abusive handling. Each Chromebook incident will result in a \$50 fee. A lost or damaged power cord will result in a \$20 fee. A lost or damaged stylus will result in a \$7 fee (or a replacement stylus can be purchased by the parent/guardian elsewhere).

### **Chromebook Technical Support:**

Students should report any breach of password, or Chromebook operation issues to the Tech Service Center. If a Chromebook does not appear to be connecting to a network, or is running slowly, the Chromebook should be turned in for maintenance to the Tech Service Center.

## **Returning Your Chromebook**

Student Chromebooks and accessories (power cord charger and stylus) will be collected prior to a student's graduation from or transfer out of South Plainfield High School. Students will be required to return their Chromebook and accessories. If a Chromebook and its accessories are not returned, the parent/guardian will be held responsible for payment of \$50 for the Chromebook, \$20 for the power cord, and \$7 for the stylus. If payment is not received, the matter will be turned over to the Business Office for collections.

## **SPHS – Student Chromebook Loan Agreement (available for signature on the Genesis Parent & Student Portal)**

### **Please acknowledge the following**

As stated in the Student Internet Acceptable Use Agreement, South Plainfield School District is committed to the integration of technology into student learning so that all students are prepared for the challenges presented in high school, college, and career. Our students use a variety of digital resources and tools to facilitate learning through research, communication, collaboration, and innovation. In addition, many of our textbooks and classroom curriculum include digital components. Therefore, Chromebooks are provided for student use in the high school. Students in high school are assigned a Chromebook, which they bring home each day for extended learning opportunities.

A Chromebook is a powerful technology device that transforms learning. The benefit of a Chromebook is that it can be personalized for each learner. Not only can it be a word processor, a camera, a camcorder, a musical instrument, or an internet browser, but it also provides access to a myriad of extensions that extend learning light years beyond a textbook's capabilities.

Although we teach students proper care of the device, there are times when the device may be damaged. The district has contracted with an insurance company to help offset the costs for these repairs. However, part of the repair costs is the responsibility of the family.

### **Financial Responsibility**

- Parent/Guardian will be responsible for Chromebook repair or replacement at a cost of \$50.00 for each incident.
- Parent/Guardian will be responsible for power cord repair or replacement at a cost of \$20.00 for each Incident
- Parent/Guardian will be responsible for stylus repair or replacement at a cost of \$7.00 for each Incident. Or, students may bring their own stylus for replacement use.

Stolen devices must be reported within 24 hours to the local police/sheriff. A copy of the police report is required to avoid replacement costs.

Until such payment is received, students will be unable to bring the replacement Chromebook home, the device will stay in the school building and alternative methods will be provided for students to complete their work at home. If payment is not received within 30 days of receipt of invoice, the District may refer the matter to the District Business Office for collections.

In the event a device is lost, stolen, or damaged, an Incident Report must be completed and submitted to the school. Any repair or maintenance needed on a student device must be completed through the District. In no case should a parent/guardian arrange for repair on his/her own.

If you do not want the Chromebook to be sent home with your child, please contact your building Principal to make alternate arrangements.

South Plainfield Township School District provides students with access to district technology resources for educational purposes. Students must adhere to all district policies and guidelines in order to maintain that access.

### **Be Responsible**

- I will bring my Chromebook to school every day, charged and ready to use.
- I will carry and store my Chromebook carefully to prevent damage.
- I will keep my Chromebook case clean and free of stickers, writing, and other damage.
- I will keep my Chromebook away from food, beverages, and other liquids.
- I will use only a dry, soft cloth to clean the Chromebook

### **Be Safe**

- I will always supervise my Chromebook. When I am not using it, it will be stored in a secure location.
- I will not share any account passwords with other students.

### **Be Productive**

- I will use my Chromebook to access, create, submit, post, and publish my learning with the tools provided.
- I will use the Chromebook to do my own work and avoid plagiarism by giving credit to my sources.

### **Be Respectful**

- I will not use my Chromebook to bully, harass, harm, or spread misinformation about others.
- I will only use the camera and microphone to take appropriate pictures, videos, and audio recordings.
- I will follow all the procedures and rules in the Chromebook Student Handbook loaded on my student Chromebook.

This document is available for signature on the Genesis Parent Portal and Genesis Student Portal. A parent/guardian signature and a student signature are required in order for students to receive a Chromebook.