

Rootstown Local Schools



Student/Parent Chromebook Handbook

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Student's Technological Rights and Responsibilities

Technology Obligations

Students are expected to use Chromebooks in order to be successful and prepared students at Rootstown schools. Students may not opt out of the program. Students who have a medical necessity or IEP requirement for alternative equipment will be assigned an appropriate device based on their individual needs.

All students and parents must sign the following attachments to receive a Chromebook:

- Student/Parent Chromebook Policy & Acceptance Receipt (see [attachment A](#))
- Network and Internet Acceptable Use Policy Agreement (see [attachment B](#))

Student Chromebook Distribution and Return

- Chromebooks will be labeled in a manner specified by the district. Chromebooks can be identified in the following ways:
 - Asset tag number
 - Student name and current grade level
 - Serial number
- Students and parents must sign and return the **Student/Parent Chromebook Policy & Acceptance Receipt** (see [attachment A](#)), and the **Network and Internet Acceptable Use of Technology Policy** before the Chromebook and accessories will be issued to the student.
- Chromebooks and chargers must be returned prior to the end of the school year at the direction of the district and the building(s). During the summer, the Chromebooks will be updated, cleaned and minor repairs done, if needed. Some students may need the use of the Chromebook for summer programs. Students will need to obtain permission from the building principal and Technology Director to keep their device past the building check-in date.
- Chromebooks and chargers provided by the district must be returned in good working condition. Should any of the equipment be damaged, the student may be charged in accordance with the **Student/Parent Chromebook Handbook** (see [Damage/Loss/Theft](#)).
- Students who graduate early, withdraw, are expelled, or terminate enrollment at Rootstown Local Schools for any reason must return their Chromebook on the date of termination. Failure to return the Chromebook and charger under any of these circumstances may result in a theft report being filed with law enforcement.
- New students or students who transfer in will have a device and charger issued to them once students and parents sign and return the **Student/Parent Chromebook Policy & Acceptance Receipt** (see [attachment A](#)), the districts **Network and Internet Acceptable Use of Technology Policy** (see [attachment B](#)).

Probationary Student Privileges

- To protect the assets of Rootstown Local Schools, some students will be required to turn in their Chromebook at the end of each school day. A designated teacher will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.
- Students included in probationary privileges:
 - Students who violate the districts **Network and Internet Acceptable Use of Technology Policy** (see [attachment B](#))
 - Students who have damaged their Chromebook and have not paid for the necessary repairs/replacement.
 - Students who do not bring their assigned Chromebook fully charged on a consistent basis.
 - Students who leave their Chromebook unsupervised.
 - Students who are removing/covering the identification tag placed on the Chromebook by Rootstown Local Schools.

- Other reasons may be decided based on administrator discretion.

Damage/Loss/Theft

Do not take your district owned Chromebook to an outside computer service for any type of repairs/maintenance. All repairs/maintenance will be handled by the Rootstown Local Schools Technology Department.

Damage (Negligence/Willful)

- The student/parent will be liable for the cost of the Chromebook repair/replacement in accordance with the student handbook as damage to school property.
- Administrator meets with the student to investigate and discuss.
- Administrator meets or calls the parents to investigate and discuss.
- To receive another Chromebook:
 - Payment for damages must be received or a payment plan arranged. Until such time, the student will be issued a Chromebook for use at school only.
 - Multiple offenses should be handled appropriately and in consultation with the Technology Director if necessary and may result in probationary privileges (see Probationary Student Privileges).

Accidental Damage (ie. auto accidents, house fires, etc.)

- Administrator meets with the student to investigate and discuss.
- Administrator meets or calls the parents to investigate and discuss.
- After investigation and confirmation of the situation, the student will be issued another Chromebook.

Loss

- Administrator meets with the student to investigate and discuss.
- Administrator meets or calls the parents to investigate and discuss.
- To receive a replacement Chromebook:
 - Payment for damages must be received or a payment plan arranged. Until such time, the student will be issued a Chromebook for use at school only.
 - The student will be issued a permanent replacement Chromebook to take home when full payment is received.

Theft

- Administrator meets with the student to investigate and discuss.
- Administrator meets or calls parents to investigate and discuss.
- A police report is required.
- Rootstown Local Schools will assist the law enforcement in an attempt to recover the Chromebook.
- A loaner Chromebook will be provided to the student during this time. If the device is not recovered, a permanent replacement will be provided.

Insurance (Optional)

Rootstown Local Schools has chosen School Device Coverage as our choice of insurance for school issued Chromebooks that are assigned to students. This is a voluntary program and allows students/parents to purchase coverage for the Chromebooks online. Insurance cost for 1 year for the Lenovo 100e 2nd Gen. Insurance covers:

- Accidental damage
- Cracked screen
- Liquid Submersion
- Fire
- Flood
- Loss/theft

- **NOTE:** insurance does not cover damage or loss of any Chromebook protection (ie. carry case/protective cover)

Students/parents may sign up for insurance at <http://www.schooldevicecoverage.com/>. The Window is open from **August 23 to September 30th**. Students/parents who do not purchase the optional insurance during the signup window will need to follow the charts under Repair and Replacement Costs.

Repair and Replacement Cost

Do not take your district owned Chromebook to an outside computer service for any type of repairs/maintenance. All repairs/maintenance will be handled by the Rootstown Local Schools Technology Department.

Lenovo 100e 2nd Gen

Damaged/Lost or Uninsured		Intentional Damage	
Replacement screen	\$65	Replacement screen	\$65
Replacement keyboard	\$50	Replacement keyboard	\$50
Replacement touchpad	\$20	Replacement touchpad	\$20
Total Chromebook replacement	\$199	Total Chromebook replacement	\$199
Battery	\$95	Battery	\$95
Charger	\$40	Charger	\$40

- Prices are subject to change and all damages will be charged to the student/parent at the cost of fixing or replacement at the time of the incident.
- For accidental damage please refer to Accidental Damage (see Damage/Loss/Theft).

Taking Care of your Chromebook

Students are responsible for the general care of the Chromebook and accessories issued by the school. The Chromebook and accessories that are in need of repair must be reported to their teacher and to the Technology Department <https://roversk12.freshdesk.com/support/home> as soon as possible.

General Precautions

- The Chromebook and accessories are the property of Rootstown Local Schools. All users must follow the guidelines contained in this manual and the **Network and Internet Acceptable Use of Technology Policy** (see [attachment B](#)).
- Chromebooks must have an identification tag on them at all times and this tag must not be removed or altered in any manner. If an identification tag is removed, a student may be placed on probation (see [Probationary Student Privileges](#)). If the tag needs to be replaced, a new one may be requested by contacting the main office or Technology Department.
- Chromebooks should not be left in an unsupervised area, unlocked car or unlocked locker. Students should take care to always keep their Chromebook secured when not in their possession *and in their protective case (grades 6, 7, and 8)*. Grades 9, 10, 11, and 12 may purchase their own case that is compatible with the Chromebook (see [Repair and Replacement Cost](#) for the Chromebook model). Grade 5 should remain on a cart in the classroom when not in use. If a Chromebook is found in an unsupervised area, it will be taken to the main office of the building it was found.
- Students are responsible for taking their Chromebook home every day (for exceptions see [Probationary Student Privileges](#)), regardless of whether or not they are needed for homework in order to charge their device.
- Students are responsible for charging their Chromebook **each** night and bringing them to school fully charged. The Chromebooks have approximately a 7+ hour battery life and should not require charging during the school day, therefore charging cables should remain at home.
- Chromebooks, like any device, are sensitive to extreme heat and cold, so students should not leave their device in cars or direct sunlight.
- Do not stack books or heavy materials on top of the Chromebook as this could damage the screen or keyboard.
- Keep food and drink away from the Chromebook at all times.
- Carefully unplug cables and accessories from your Chromebook. Do not pull cables and accessories by the cord.
- Students are not permitted to share their Chromebook with others. The school issued device is to be used only by the student to whom it is issued.
- Students are not permitted to add stickers, labels, or markings (writings and/or drawings) on the Chromebook. The only stickers, labels, or markings that are permitted to be on the Chromebook are ones placed there by manufacturer and Rootstown Local Schools.

Carrying the Chromebooks

- Chromebooks should never be carried by the screen or while opened.
- Chromebooks should be held securely while carrying/transporting the device.
- Chromebooks should never be transported with the power cords or accessories plugged in.
- When transporting Chromebooks in a bag or backpack, ensure that the Chromebook does not have excessive pressure applied by other books or heavy objects.
- **For grades 6, 7, and 8:** Chromebooks should always remain in their protective case.

Screen Care

- Do not lean on the top of the Chromebook when closed.
- Do not put books or other heavy objects on top of the Chromebooks when closed.

- Clean the screen with only a soft, dry cloth or anti-static cloth. No cleaner of any type should be used. If in doubt, check with your teacher or the Technology Department.
- The Chromebook should not be carried by the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not close the Chromebook with anything on the keyboard.

Chromebooks and Chrome Operating System

- Updating your Chromebook
 - Your Chromebook is configured to automatically update when new versions are available.
- Virus Protections and Additional Software
 - The Chromebooks are built with layers of protection against malware and security attacks. The Acceptable Use Policy must still be followed.
- Restoring your Chromebook
 - If your Chromebook needs technical support for the operating system, all support will be handled by the Rootstown Local Schools Technology Department.

Chromebook Technical Support and Help Desk

Technical support will be available through the Rootstown Local Schools Technology Department. Services provided include the following:

- Hardware maintenance and repairs.
- Password resets.
- User account support.
- Distribution of loaner Chromebooks (also through the main offices).
- **All repairs must be completed by the Rootstown Local Schools Technology Department.**

Using your Chromebook at School/Home

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes and ensuring that they are fully charged each day unless instructed otherwise by their teachers or building principal.

Chromebooks Left at Home

- If a student leaves his/her Chromebook at home, he/she may check out a loaner Chromebook by requesting one through the main office. Keep in mind, the number of loaner Chromebooks is limited and there might not be a Chromebook available. Students are still responsible for getting all coursework completed as if they had their Chromebook present.
- Loaner Chromebooks must be returned to the main office at the end of each day which it was borrowed. Failure to return the Chromebook at the end of the day may result in disciplinary action.
- Students who do not bring their assigned Chromebook fully charged on a consistent basis may be required to “**check out**” their assigned Chromebook daily. This means that the student will only be able to utilize the Chromebook during school hours. The Chromebook would be checked out at the main office each morning and returned at the end of each day. This may be required for up to one marking period. This would constitute “**check out**” period 1. At that time the student/parent will have to meet with the building principal or designee to determine a plan to help that student remember his/her device before the device is reissued for school and home use. Exceptions will be at the discretion of administration.
- If the student leaves their device home after the first “**check out**” period, the student may be required to “**check out**” the Chromebook for the remainder of the school year.

Chromebooks Out for Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair in the Help Desk office. Note that there may be a delay in getting a loaner Chromebook should the school not have enough to distribute.
- Repaired Chromebooks will not be returned to students until fines for damages have been paid, if applicable.

Charging your Chromebook

- Chromebooks need to be brought to school each day fully charged. Students need to establish a routine for charging their Chromebooks each evening to prepare for the next day.
- Violations will be treated the same as if students left the Chromebooks at home.
- Charging stations will be available in each building.

Sound/Apps

- Sound must be muted at all times in classrooms unless directed by the teacher for instructional purposes.
- When using the Chromebook in common areas (library, study hall, etc.), headphones or earbuds should be used if you need sound. Students will be responsible for supplying their own headphones/earbuds for sanitary reasons.
- Only district approved apps can be installed.

Printing

- Students are encouraged to digitally publish and share their work through Google Classroom with their peers and teachers. Students will not have the capability to print from the Chromebooks to district printers. Requests to print will be on an individual basis.
- The use of Google Classroom and the ability to view assignments digitally should support a nearly paperless environment.

Webcams

- **School use:** Webcams are to be for educational purposes only.
- **Home use:** Webcams may be used at home with the permission and supervision from parents/guardians.
- **Rootstown Local Schools does not have the ability to remotely access the webcams.**

Home Access

- Students are permitted and encouraged to add their school-issued Chromebook to their home Wi-Fi network. This connection will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- Internet access will still be filtered, but parents are encouraged to monitor home access. If a student/parent sees something that isn't being filtered that should be, they are to contact the Technology Department at: <https://roversk12.freshdesk.com/support/home> as soon as possible. Rootstown Local Schools is committed to being CIPA (Child Internet Protection Act) compliant at all times.

Managing and Saving your Digital Work/Files

Saving to your Google Apps Account

- Students may save their work to their Google Drive accounts.
- Storage space will be available on the Chromebook but is very limited. Anything that is stored locally on the Chromebook may not be backed up and will be removed from the Chromebook in the case of resetting/re-imaging the Chromebook.
- It is the responsibility of the student to ensure that his/her work is backed up and therefore not lost due to mechanical failure or accidental deletion.

Network Connectivity

- Rootstown Local School District 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.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.
- If a wireless/internet connection is not available, students can still work on their Chromebooks in offline mode (with limited functionality), and when wireless/internet connection is found/restored, Google Drive will sync the work that was completed while offline.

Responsibilities and Expectations

Parents/Guardians are asked to

- Talk to your child about values and standards that he/she should follow regarding the use of the internet, just as you do on the use of all media information sources such as social media, television, telephones, movies, etc.
- Become active participants by asking your child to show you what sites he/she is navigating and/or what apps are being used and how they work. The following resources will assist in promoting conversations between you and your child regarding digital citizenship as it relates to internet safety, conduct and “Netiquette”.
 - NetSmartz: <http://www.netsmartz.org/Parents>
 - CommonSense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>
- Ensure that siblings and other family members are not using the device for personal use.

Rootstown Local Schools will

- Provide the Internet within school buildings.
- Provide Internet filtering and block inappropriate materials, as able.
- Treat the borrowing of the Chromebooks just as we do the borrowing of a school locker. Similar to the policy surrounding school lockers, Rootstown Local School district reserves the right to review, monitor, and restrict information stored on or transmitted via the Rootstown Local School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the **Network and Internet Acceptable Use of Technology Policy** (see [attachment B](#)).

Students are expected to

- Use computers/devices in a responsible and ethical manner, following the “TRUST” guidelines outlined below:
 - Think about privacy before posting; nothing you post online is private.
 - Recognise others’ work and ideas and treat them with respect.
 - Unleash learning with technology; technology should be an educational tool, not a distraction.
 - Stand up to inappropriate use. You know right from wrong; consider that before posting.
 - Treat myself and others with respect.

Technology Standards

- The Ohio Learning Standards Technology can be found at <http://education.ohio.gov/getattachment/Topics/Learning-in-Ohio/Technology/Ohios-Learning-Standards-for-Technology/The-2017-Ohio-Learning-Standards-in-Technology.pdf.aspx?lang=en-US>.

Tech Toolkit for Families and Guardians

- https://services.google.com/fh/files/misc/techtoolkit_familiesandguardians.pdf

Chromebook FAQ

What kind of software does a Chromebook run?

- A Chromebook is a device that utilizes online services that are accessible in the browser.

How are these web-based applications managed?

- Each Chromebook we provide to students will be a managed device. The Rootstown Local Schools Technology Director will maintain devices through our G Suite for Education account. As such, the school can pre-install web-applications as well as block specific web applications from a centralized management console.

Can the Chromebook be used anywhere at any time?

- 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 to the students' google account.

Will our Chromebook have 3G?

- No. The district Chromebooks will not have 3G broadband.

Is there antivirus software included with the Chromebooks?

- No, there is not. They do, however, come with web filtering.

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

- Chromebooks have a rated battery life of 7+ hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day without interruption of use.

Some ideas, formatting, and wording were used from the following districts with One2One initiatives: Perry Local Schools, Nardon Hills City School District, Exeter Township Schools, Jefferson Local Schools, Hudson City Schools, Lake Local Schools, Solon City Schools, Tusky Valley Local Schools, and Mayfield City Schools.

Attachment A: Student/Parent Chromebook Policy & Acceptance Receipt

(2022-2023 School Year)

I/we understand that this Chromebook and accessories is, and at all times remains, the property of Rootstown Local Schools and is herewith lent to the student for educational purposes only for the academic school year.

I/we understand that the Chromebook is intended primarily for educational use and that students are not permitted to download any applications/extensions that use unnecessary memory and compromise the ability of the Chromebook to handle educational needs.

I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook.

I/we understand the terms and conditions of the optional insurance coverage for the Chromebook offered to each student/parent. If I/we choose not to obtain the optional insurance, I/we understand that the responsibility for fixes and replacement is mine/ours.

I/we understand that students are required to take their Chromebook home in the evening for school related use; however, I/we understand that students must have Chromebooks charged and in school everyday.

I/we understand that students must return Chromebooks at the end of the school year in the condition it was received with the exception of normal wear. I/we understand that the Rootstown Local School District reserves the right to conduct unannounced inspections of student Chromebooks.

I/we understand that I must report any problem or damage to the Chromebook to the tech department.

I/we understand that the use of the Chromebooks will be governed by terms and conditions spelled out in the Acceptable Use Policy and Student/Parent Chromebook Handbook.

I/we understand that the technology device provided by Rootstown Local Schools may record or collect information on the student's activity or the student's use of the technology device. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. Reasons for collecting information include, but are not limited to: Tracking the theft or inappropriate use of the device; honoring a warrant from local, county, state, or federal law enforcement agency; or, at the request of the student/parent of the student to whom the device was issued.

Individual school laptop computers and accessories must be returned to Rootstown Local Schools at the end of each school year. Students who graduate early, withdraw, are expelled, or terminate enrollment at Rootstown Local Schools for any reason must return their Chromebook on the date of termination. Failure to return the Chromebook and charger under any of these circumstances may result in a theft report being filed with the law enforcement.

I/we agree to the stipulations set forth in the above document as well as the Student/Parent Chromebook Handbook.

Please Print Clearly:

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Attachment B: Network and Internet Acceptable Use of Technology Policy

Student's agreement (every student must read and sign):

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use Policy. Should I commit any violation or in any way misuse my access to Rootstown's computer network, the Internet, and distance learning classrooms. I understand and agree that my access privilege may be revoked and school disciplinary action shall be taken against me.

Student Name: _____

Student Signature: _____ Date: _____

Parent or Guardian Network Usage Agreement:

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of Rootstown's Acceptable Use Policy Agreement for the student's access to Rootstown's computer network, the Internet, and distance learning. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for Rootstown to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy and Agreement. I am therefore signing this Policy Agreement and agree to indemnify and hold Rootstown harmless against all claims, damages, losses, and costs, of whatever kind, that may result from my child's or ward's use of his or her access to Rootstown's computer network, Internet, and distance learning or his or her violation of the forgoing Policy and Agreement. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use their account to access Rootstown's computer network, Internet, and distance learning.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____