



The Core Knowledge STEAM School of Choice

Middle School Chromebook Policy and Handbook



**Through digital student engagement,
Ben Franklin Academy’s middle school will develop students who are
proficient in the 21st Century Skills needed for high school and
postsecondary education and to successfully enter the 21st century workplace.**

The policies, procedures, and information within this document apply to all Chromebooks used at Ben Franklin Academy (BFA) 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.

Chromebook Specifications:

- Chrome OS™
- Intel® Celeron® N3050 processor
- 4GB memory
- 16GB storage
- 11.6" HD widescreen LED-backlit display (1366 x 768)
- Stereo speakers
- HD audio - webcam - Chrome OS™ keyboard
- Wireless Standards: 802.11 ac, Bluetooth 4.0
- HDMI®
- USB 1X2.0, 1x3.0
- 10-hour battery
- Water resistant keyboard

Receiving Your Chromebook:

Chromebooks will be distributed each fall during the first week of school. ***Parents and the student must sign and return the Chromebook Policy Student Sign Off and Pledge before the Chromebook can be issued to the student.*** This document will need to be signed during student registration.

Training:

Training documents and videos will be available online for students to refer to when needed.

Return:

Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Students will receive the same Chromebook each year while they are in the BFA middle school.

Any student who transfers out of BFA will be required to return the Chromebook and accessories. If the Chromebook and its accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian may be turned over to a collection agency.

Any student who is continuously enrolled in the BFA middle school (grades 6-8) will be allowed to keep his/her assigned Chromebook when he/she graduates from BFA at no additional cost. Following graduation, the device will be reset so that it is no longer managed by BFA.

Taking Care of the Chromebook:

Students are responsible for the general care of the Chromebook that they have been issued by BFA. Chromebooks that are broken or fail to work properly must be returned to the school office. A limited number of loaner devices will be available at school. If a loaner Chromebook is needed and available, one may be issued to the student until the Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to the Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry Chromebooks while the screens are open unless directed to do so by a teacher.
- 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 the Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring the Chromebook to room temperature prior to turning it on.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded bookbag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if the Chromebook is inside.

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 in the carrying case that will press against the cover.
- Do not poke 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 any type of liquid or water on the Chromebook. You can purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using the 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 will be accessed using the Chromebook. Students must be responsible for bringing Chromebooks to all classes, unless specifically advised not to do so by their teacher.

At Home:

Students may begin taking Chromebooks home after training and implementation have been completed. Students who leave the Chromebooks at home may be loaned an alternative BFA-owned device for the day if a device is available. If no device is available, it shall be at the teacher's discretion as to the student consequences for each class period for which the device was missing. Repeated violations of this policy may result in referral to the administration and possible disciplinary action and/or loss of credit.

It is recommended that students **not** carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Teachers may permit student use of personal headphones.

Printing:

At School: Printing functionality will be available on a *limited* basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

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. A wireless home network is required for this. <http://google.com/cloudprint>

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 Google Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of his/her files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of BFA. Administration or teachers may do spot checks for compliance at any time.

Students may add appropriate music, photos, and videos to the Chromebooks. Personalized media are subject to inspection.

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.

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 shut down and restarted.

From time to time, BFA may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. BFA will automatically remove applications that are no longer needed.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design, and its inability to install third-party applications.

Additional Software:

Students are not permitted to install additional software on the Chromebooks other than what has been approved by BFA.

Inspection:

Any student may be selected at random to provide the Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the “10-minute” rule. If the problem cannot be fixed in 10 minutes, the Chromebook will have its local data wiped. In a one-to-one environment, it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Wiping all local data 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 unless the student requests that an attempt be made to salvage it before it is wiped.

Protecting & Storing the Chromebook:

Chromebook Identification:

Chromebooks will be labeled by bar code and checked out to students. Chromebooks can be identified in the following ways:

- Record of serial number and BFA asset tag
- Student's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels. Any identification labels deemed to be modified, removed, or destroyed may result in forfeiture of Chromebook privileges.

Storing the Chromebook:

When students are not monitoring the Chromebooks, the Chromebooks should be stored in the cart provided in each homeroom. Nothing should be placed on top of the Chromebook when stored. Students will eventually take the Chromebook home with them from time to time as units are assigned. From that time, Chromebooks are not to be stored in student lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in a vehicle.

Storing Chromebooks at Extracurricular Events:

Students are responsible for securely storing the Chromebooks during extra-curricular events both at BFA and away.

Chromebooks Left in Unsupervised/Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunch room, unlocked classrooms, library, commons area, hallways, bathrooms, in a car, or any other entity that is not securely locked or in which there is not supervision.

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

Repairing or Replacing the Chromebook:

Chromebooks Undergoing Repair:

- Loaner Chromebooks, if available, may be issued to students when they leave Chromebooks for repair at the Technology Office.
- If repair is needed due to malicious damage, BFA may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to their 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.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for Lenovo or Samsung parts and handling.

Lenovo Warranty:

Lenovo warrants the Chromebook from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date BFA takes delivery of the Chromebook. This

limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or, if necessary, replace the Chromebook. The Lenovo warranty *DOES NOT* warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the Technology Office.

If a Chromebook becomes defective (at no fault of the student) after the Lenovo warranty expires, BFA will replace the Chromebook at no charge with a refurbished Chromebook of the same age or newer.

Accidental Damage or Loss Protection:

As detailed below, BFA requires the purchase of accidental damage insurance prior to the deployment of the Chromebook to your child. BFA is the sole provider of this insurance. Under this insurance policy, the Chromebooks are protected against accidental damage or loss due to an act of nature. BFA will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will be subject to disciplinary action.

The insurance policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse or abuse. BFA will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

Mandatory Chromebook Device Insurance:

BFA requires that insurance be purchased prior to the deployment of the Chromebook to your child. The insurance cost is \$25 annually for each Chromebook. Each claim covered by insurance will be assessed an incremental deductible within the current school year. The first claim deductible will be \$25.00 with the deductible increasing by \$25.00 each time a claim is made with the current school year. If a student withdraws from BFA and then re-enrolls later in the current school year, the coverage purchased at the student’s initial registration will be reinstated along with the number of claims made prior to withdrawal.

Insurance will cover the repair of any accidental damage to the Chromebook. For example, if a student accidentally drops the Chromebook and the screen is cracked, a new screen will be installed after the parent pays the \$25 deductible (for a first time insurance claim). Insurance DOES NOT cover the replacement of a lost, stolen, or intentionally damaged Chromebook.

Annual Premium Collected as a Student Fee	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
\$25 per device	\$25	\$50	\$75

Lost, Stolen, or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged are the responsibility of the student involved in the loss of property and his/her parents/guardians. The replacement costs are listed below. The user will not be given another device or accessory to use until the replacement cost

of the lost/damaged device or accessory is paid to BFA.

- Replacement of Chromebook - \$250
- Case - \$25
- AC Adapter & Power Cord - \$15
- Battery - \$45

Failure of the parent or legal guardian to pay any of the fees from an intentionally damaged or lost or stolen Chromebook will be turned over to a collection agency.

Chromebook Technical Support:

The BFA technology coordinator will be the first point of contact for repair of the Chromebooks. Services provided by the technology coordinator include:

- User account support/password identification
- Operating system or software configuration support
- Coordination of warranty repair
- Hardware maintenance and repair
- System software updates
- Restoring Chromebook to factory default



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Middles School Chromebook Policy and Handbook
Student Sign Off and Pledge**



I will take good care of the Chromebook and know that I will be issued the same Chromebook each year.

- I will never leave the Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out the Chromebook to other individuals and will know where the Chromebook is at all times.
- I will charge the Chromebook's battery to full capacity each night and bring it to school each day.
- I will keep food and beverages away from the Chromebook since they may cause damage to the device.
- I will not disassemble any part of the Chromebook or attempt any repairs.
- I will protect the Chromebook by always carrying it in a secure manner to avoid damage.
- I will not leave the Chromebook in a vehicle as the heat and cold can damage and/or ruin the device.
- I will use the Chromebook in ways that are appropriate for education.
- **I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.**
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of BFA.
- I will follow the policies and procedures outlined in the Middle School Chromebook Policy and Handbook while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to only bring my BFA-assigned Chromebook to school and understand that no other device, laptop, or tablet may be brought to school.
- I agree that I am responsible for missed homework, classwork, or tests if I forget to bring the Chromebook or it is not adequately charged.
- I agree to only use the Chromebook during class as teacher allows and directs and only use it for academic purposes.
- I agree to pay the full replacement cost of the Chromebook, power cord/charger and/or other BFA-issued accessories in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger, and all other BFA-issued accessories in good working condition at the end of each school year.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____