

Livermore Valley Joint Unified School District



Chromebook Policy, Procedures & Information Handbook

June, 2021

Livermore Valley Joint Unified School District
CHROMEBOOK PROGRAM

The focus of the Chromebook Program in LVJUSD has been designed to support the District's commitment to innovation, connecting students to a variety of technological resources, expanding and enhancing learning across all content areas and empowering students. This commitment not only expands student learning within the content areas but also ensures that students are technology users who have the skills needed to thrive in a changing world.

Technology is an essential component of ensuring students are learning 21st Century skills and must be structured so that all students are afforded equal access to the use of appropriate electronic and related equipment. Because technology plays an essential role in the workforce and in classrooms, all students must be able to use technology-based learning systems and develop information literacy skills. Textbook lessons and homework has given way to an electronic world in which vast knowledge and resources are available to those who have access, and the ability to analyze and utilize them effectively. This is reflected in the use of technology throughout the District and highlighted as a critical skill in the California State Standards.

TABLE OF CONTENTS

1. GENERAL INFORMATION	4
1.1 Originally Installed Software - G Suite for Education (GSFE)	4
1.2 Additional Software Apps and Extensions	4
1.3 Home Use	5
1.4 Receiving Your Chromebook	5
1.5 Returning Your Chromebook	5
2. CHROMEBOOK CARE: PROTECTING & STORING YOUR CHROMEBOOK	6
2.1 General Care and Precautions	6
2.2 Chromebook Screen Care	6
2.3 Carrying Chromebooks	7
2.4 Storing Your Chromebook	7
2.5 Asset Tags and Logos	7
3. USING YOUR CHROMEBOOK	8
3.1 Student Responsibilities and Legal Propriety	8
3.2 Managing Your Files and Saving Your Work	8
3.3 Chromebooks Left at Home	9
3.4 Chromebook Battery	9
3.5 Photos, Screensavers, and Background photos	9
3.6 Printing	9
4. SECURITY	10
4.1 Chromebook Security & Inspection	10
4.2 Network Security	10
4.3 Privacy	10
IMPORTANT REMINDER:	11
5.0 REPAIRS & FEES	12
5.1 Chromebook Repairs	12
5.2 Fees/Fines	12
Chromebook FAQs	13

1. GENERAL INFORMATION

To help students get started in effectively using their Chromebooks, in addition to this Handbook, there is a Google Apps for Education online [Chromebook Training Orientation](#). Chromebooks are intended for use each school day. Therefore, students are responsible for charging the Chromebook battery before the start of each school day, and bringing their Chromebooks to all of their classes, unless specifically instructed not to do so by their teacher. As a web-oriented device, Chromebooks can also access sites on the Internet to connect to all the resources and information available for student learning, online, anywhere, at any time. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.

1.1 Originally Installed Software - G Suite for Education (GSFE)

- All Chromebooks are supplied with the latest 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. There is no need for virus protection with the Chrome OS. Chrome provides multiple layers of protection against viruses and malware, including data encryption and verified boot.
- Chromebooks seamlessly integrate with the G Suite for Education (GSFE) suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Sites, Forms and Classroom. The District will provide GSFE accounts for all teachers, students, and support staff. Grade level software apps are installed remotely onto Chromebooks and managed by the District.
- Students will create and save their school-related files to Google Drive, which is stored in the cloud. Students can access their Google Drive not only from their Chromebook, but from any computer that has Internet access. Students will understand that the Google Drive can be monitored by the district administration and should not contain personal files.
- Students in grades TK-12 are assigned a district email through GSFE that is managed by LVJUSD. Students will be able to communicate with other students and staff within LVJUSD with the district issued email address.
- Email is monitored by the district and is subject to filtering of inappropriate content.

1.2 Additional Software Apps and Extensions

- Chrome Web Apps are advanced websites that are similar to other types of programs that are installed on a computer. The main difference from other types of programs is that apps can be used within the web browser rather than being installed on the Chromebook. Some Web Apps (for example, Google Docs) will be available to use when the Chromebook is not connected to the Internet.
- Extensions and Add-Ons are custom features that you can add to Google Chrome to enhance the functionality of apps. The district will install additional apps, extensions and add-ons as they are recommended and approved by teachers and site administrators for a particular course.

1.3 Home Use

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to successfully complete, retrieve, and access educational content used in classes with the Chromebook.
- 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.
- The District provides content filtering both on and off campus, however, parents are encouraged to provide a safe environment for students to use their Chromebooks at home for school assignments.

IMPORTANT REMINDER:

- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- All activity on the Chromebook and district- issued email account, whether conducted at school or off site, is subject to search as District property.

1.4 Receiving Your Chromebook

Chromebooks will be distributed during selected dates at the beginning of the school year . Each student will receive an AC charger with their Chromebook.

- Damages that result from abuse or neglect are the responsibility of the student and subject to fees. In the event of theft, vandalism, or other criminal acts, the student/parent/guardian MUST file a report with the local police department, submit a copy to the school. The fee for a lost Chromebook will be the full replacement cost of the device. A replacement device will not be issued until documentation is complete and fees are paid in full. [See Section 5: Repairs & Fees](#)

1.5 Returning Your Chromebook

- Students withdrawing from LVJUSD, by either promotion, graduation, or relocation, must return their Chromebook and all district-purchased accessories to their school's Library Media Center on their last day of attendance, or a date, place and time determined by school administration.
- If upon inspection of the device, there is evidence of abuse, neglect or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook.
- Failure to turn in the Chromebook and accessories will result in the student/parent/guardian being charged the full replacement cost. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.

2. CHROMEBOOK CARE: PROTECTING & STORING YOUR CHROMEBOOK

Students are responsible for the general care of the district-owned Chromebook. Chromebooks that are broken, or fail to work properly, must be reported to the school's Library Media Center, in accordance with school procedures, as soon as possible. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired (subject to availability). **DO NOT TAKE DISTRICT-OWNED CHROMEBOOKS TO AN OUTSIDE COMPUTER SERVICE FOR ANY TYPE OF REPAIRS.** Students may be selected at random by teachers or administrators to provide their Chromebook for inspection for damages or misuse.

2.1 General Care and Precautions

- The Chromebook battery must be fully charged before the start of each school day.
- Do not remove the identification tag or barcode from the Chromebook.
- Vents should not be covered.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks and chargers should be kept away from food and drinks, small children, and pets.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the LVJUSD District.
- Chromebooks must never be left in an unlocked car or any unsupervised area in or outside of school. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. If a Chromebook is found in an unsupervised area, it should be immediately reported to the Library Media Center at your school.

2.2 Chromebook Screen Care

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure. Protect the Chromebook screen by following the rules below.

- Do not lift Chromebooks by the screen. When moving a Chromebook, support it from the bottom with the lid closed.
- Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.
- Do not lean or place anything on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not wedge the Chromebook into a book bag or place anything in the carrying case that will press against the cover as this will damage the screen.
- Do not poke the screen.
- For screen adjustment do not grasp the screen by wrapping your hand around it.

2.3 Carrying Chromebooks

- Carry your Chromebook in a secured carrying case for extra protection, i.e., padded sleeve section of your backpack.
- Never carry the Chromebook while the screen is open.
- Do not transport Chromebook with the power cord inserted.

2.4 Storing Your Chromebook

- Chromebooks should never be left in vehicles or a location that is not temperature controlled.
- Chromebooks should be stored safely at all times, especially during extra-curricular events.
- Chromebooks should never be shoved into a locker, placed on the bottom of a pile or wedged into a book bag as this may break the screen.
- Never store your Chromebook in your carry case or backpack with the power cord inserted.

2.5 Asset Tags and Logos

- All Chromebooks will be labeled with a school asset tag. Chromebook asset tags are recorded and associated with student accounts. Chromebooks must have an LVJUSD asset tag on them at all times.
- Asset tags may not be modified or tampered with in any way. Students may be charged for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag.

3. USING YOUR CHROMEBOOK

3.1 Student Responsibilities and Legal Propriety

- Bring fully charged Chromebooks to school every day.
- Bring your Chromebook to all of your classes, unless specifically instructed not to do so by your teacher.
- Follow each teacher's rules and expectations regarding Chromebook use in the classroom.
- Do not loan your Chromebook to anyone or leave it unattended.
- Do not change District settings, remove District identification tags or barcodes from District issued devices.
- Keep personal information and identity secure and private. Never reveal your full name, phone number, home address, Social Security number, credit card numbers, passwords, or those of other people.
- Obey general school rules concerning behavior and communication that apply to technology use. Do not send harmful, anonymous or misleading communications for any purpose.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, and text.
- Use LVJUSD network, services, devices or equipment in a manner that is not disruptive to others, such as disseminating inappropriate content, spam/viruses, transferring large amounts of data across the network, or attempting to hack into network/online systems. Do not attempt to bypass the LVJUSD web filter, attempt to gain access, or use/change other students' accounts, files, or data.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.
- Students must not use the school's Internet/email accounts for financial or commercial gain, or for any illegal activity including bullying, harassing, credit card fraud, electronic forgery or other forms of illegal behavior.

3.2 Managing Your Files and Saving Your Work

- Students will be logging into LVJUSD's G Suite for Education domain and saving documents to Google Drive via the Chromebook or any device that has Internet access.
- Storage space will be available on the Chromebook, but since the device has storage limitations, it is vital that the storage space be privileged for educational use only.
- Chromebooks will NOT be backed up by the district in cases of resetting or re- imaging. It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.

- If technical difficulties occur and cannot be repaired, the Chromebook may need to be restored to factory defaults. All student-created files stored on an external miniSD card, USB flash drive, or Google Drive will remain intact after the operating system is restored. However, all other data (documents, photos, music) stored on local internal memory of the Chromebook will not be restored.

3.3 Chromebooks Left at Home

- If students leave their Chromebook at home, they are responsible for completing their coursework as if they had their Chromebook present. There will be a limited number of Chromebooks available in the student's school Library Media Center to check out temporarily in the event that the student's device is unavailable.

3.4 Chromebook Battery

- Chromebooks must be charged each evening and brought to school each day in a fully charged condition. In cases where use of the Chromebook has caused batteries to drain, students may be able to connect their device to a power outlet in class or at designated charging stations within the school, such as the Library Media Center.

3.5 Photos, Screensavers, and Background photos

- Inappropriate media may not be used as a screensaver or background.
- Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

3.6 Printing

- Printing is only available on a limited basis and is not supported by LVJUSD. If printing is required an alternate computer may need to be used.

4. SECURITY

4.1 Chromebook Security & Inspection

The district uses a centralized Chromebook management system, which is utilized to change security settings, update software, add or remove applications, and monitor usage.

- Periodic checks of Chromebooks will be made to ensure that students have not removed required apps and extensions.
- Any attempt to change the configuration settings of the Chromebook will result in immediate disciplinary action.
- All activity on the Chromebook and district- issued email account, whether conducted at school or off site, is subject to search as District property.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and behavior.

4.2 Network Security

LVJUSD will be responsible for providing network access and content filtering at school.

- LVJUSD makes no guarantee that their network will be up and running 100% of the time. In the rare instances 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.
- The school 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 activity protected and monitored by the District. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.
- While the District provides Internet content filtering both on and off campus, parents/guardians are responsible for monitoring student internet use when off campus and at home.
- Attempting to disable or bypass District Internet content filters, including using or attempting to use proxies to access sites that would otherwise be restricted, is not permitted and will result in disciplinary action. Student use of the Internet is monitored on school issued devices.
- Restrictions on the network and computers will block certain functions. Any attempt to bypass these restrictions will be seen as a violation of the District [AUP](#) and appropriate disciplinary action will be taken.

4.3 Privacy

- School issued electronic devices have the ability to record or collect information on a user's activity, both online and offline. LVJUSD will not use any of these capabilities in a manner that would violate the privacy rights of a student or individual residing with the student.

- All files stored on LVJUSD GSFE accounts or networks are the property of the District and are subject to regular review and monitoring for responsible use. Internet history and email checks may occur at the discretion of the District administration. Students have no expectation of confidentiality or privacy with respect to the usage or content of a District issued Chromebook, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law.

IMPORTANT REMINDER:

All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

5.0 REPAIRS & FEES

5.1 Chromebook Repairs

- Chromebooks that are broken or fail to work properly must be reported immediately to their teacher. This includes, but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- If deemed necessary, a replacement will be issued if there is one available.
- The Library Media Center will document the issue and collect the device for repair.
- A student borrowing a Chromebook from the Library Media Center will be responsible for caring for the loaner as if it were their own, and are subject to charges for damages, theft, or loss.
- The Library Media Center will notify students when repairs are complete and the device is ready for pick-up. Students must return loaner devices promptly after receiving notification. The loaner device will be disabled if not returned within three days.
- If repair is needed due to abuse or neglect, there will be a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The school may also refuse to provide a loaner or reissue a Chromebook for repeated or intentional damages, and may incur additional charges (see 5.2 Fees/Fines).

5.2 Fees/Fines

- Fines will be imposed as the circumstances may warrant at the discretion of the District.
- Estimated costs/fees are listed below and subject to change.
 - Charger/Adapter \$45
 - LCD/Screen \$75
 - Keyboard/Touchpad \$70
 - Plastic body parts (top/bottom cover, bezel etc.) \$40 each
 - Damages not to exceed \$325 or the current cost of a new Chromebook

Chromebook FAQs

What are the expectations for caring for the LVJUSD provided Chromebook?

- Students will bring the Chromebook fully charged to school each day.
- Damage determined to be intentional will be charged at current rate.
- Lost devices will be charged actual replacement cost of a new device, just as they are responsible for lost or stolen textbooks. Current replacement costs \$312.00
- Spare Chromebooks are given to students when their Chromebook is in for repair.

Will a case be provided with the Chromebook?

This year LVJUSD is not providing cases for the Chromebooks. Students/parents can choose to provide a case of their choice for additional protection. Students' personal cases will be given to students when their Chromebook is sent in for repair.

Will my student be using the same Chromebook each year?

Yes. Chromebooks will be assigned to the same student each year. Chromebooks have a six (6) year life cycle, therefore, students will have the same Chromebook for the next six years.

What happens if my student's Chromebook is not working? Will they be given a loaner to use for class?

If the Chromebook is not working, the student needs to check it in at the Library Media Center for repair and will be provided a loaner Chromebook until it is fixed. Any and all repairs due to abuse will be charged to the student/parent.

Can students charge devices at school?

The Chromebook has a battery capacity of 10 hours when fully charged. Students will need to routinely charge their Chromebooks overnight prior to coming to school the next day. Students should not charge their devices at school.

How can a Chromebook be identified?

All LVJUSD Chromebooks are labeled with an asset tag and serial number that is assigned to the student. Removal of ANY identifying labels or markings is strictly prohibited.

Can I print with my Chromebook?

At this time only certain models of printers are supported by Google Chrome and this is not supported by LVJUSD.

Will unsafe or inappropriate websites be filtered on the devices?

We do our best to ensure our children's online experience is safe. Each Chromebook is routed through an Internet filter. When Chromebook devices connect to the Internet at school, it must pass through district network firewalls and filters. Our web filters are programmed to block inappropriate content as much as possible.

Can students download apps?

No. Student access to the web store is limited. Apps and Extensions must be approved by LVJUSD. Please see the LVJUSD Website for More Information. <https://www.livermoreschools.org/>

A searchable digital copy of this policy is available online at www.livermoreschools.org