

# Tea Area School District



## Chromebook Handbook

2020-2021

[www.teaschools.k12.sd.us](http://www.teaschools.k12.sd.us)

*~ To educate and empower each student for success in a global society ~*

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# Chromebook Handbook 2020-2021

The policies and information within this document apply to all Chromebooks used in the Tea Area School District, including any other device considered by the principal to come under this policy. Teachers may set additional requirements for Chromebook use in their classroom.

## 1. Receiving Your Chromebook

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Chromebooks will be distributed to the student each fall. **Parents and students must agree, sign and return the T ASD Student Registration form and have paid the yearly \$30 setup fee for 7th-12th grade and \$10 for 6th grade before the Chromebook can be issued to the student.** The Chromebook Protection Plan outlines a plan for families to protect the Chromebook investment for the Tea Area School District. Please review the Chromebook Protection Plan included in this handbook.

Chromebooks will be collected at the end of each school year for maintenance, cleaning, and software u. Every effort will be made for students to retain their original Chromebook each year while enrolled at T ASD.

\*\*\* All Chromebooks are the property of T ASD and are subject to the same guidelines as other school property.

## 2. Taking Care of Your Chromebook

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Students are responsible at all times for their Chromebook both on and off campus. Chromebooks that are broken or fail to work properly must be taken to the main office or IT office.

### 2.1 General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must never be left in a car or any unsupervised area.
- Chromebooks are sensitive to extreme temperatures; do not leave in cold or hot temperatures.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Tea Area School District.
- Students are responsible for keeping their Chromebook battery charged for school each day.
- Students are responsible for their power cords.
- The school will NOT check out spare power cords to students if theirs are left at home.

### 2.2 Screen Care

The Chromebook screens 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 the top of the Chromebook when it is closed.
- Do not place anything on top or near the Chromebook that could put pressure on the screen.
- Do not place anything in the bag, backpack or other carrying device that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g., pens pencils, paper....)
- Clean the screen with a soft, dry cloth, or anti-static cloth.

### 3. Using Your Chromebook at School

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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 must bring their Chromebooks to all classes, unless specifically advised not to do so by their teacher.

#### 3.1 Chromebook Left at Home

If students leave their Chromebook at home, they may phone parents to bring them to school. Until the Chromebook is brought to school, students will participate in classes without their Chromebook.

#### 3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair at the Technology Department.

#### 3.3 Charging Your Chromebook's Battery

Chromebooks must be brought to school each day in a fully-charged condition. Students need to charge their Chromebook each evening.

In cases where use of the Chromebook has caused batteries to become discharged, students will be able to connect their Chromebook to a power outlet in class.

#### 3.4 Chromebook Themes and Background Pictures

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or distracting pictures or media will result in disciplinary actions.

#### 3.5 Sound

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

#### 3.6 Printing

Students can share file(s) with a staff member to print materials if needed. Students who want to print on a home printer will need to save to an external location (e.g., flash drive, cloud...) which can be accessed by a computer to be printed.

#### 3.7 Deleting Files

Do not delete any files that you did not create. Deletion of certain files can affect your Chromebook's performance.

#### 3.8 Music and Programs

Music is not allowed to be played on the Chromebook during school hours without permission from the teacher. Students must use headphones to listen to music when permission is granted from the teacher and when listening to music in the commons.

#### 3.9 Games and Obscene Material

Games are not allowed to be played on the Chromebook during school hours unless the game is educational in nature and permission is granted by the teacher. Disciplinary action for playing non-academic games in the classroom will be handled according to the policy stated in the Student Handbook.

Violent games and computer images containing obscene or pornographic material are strictly prohibited at any time and will result in disciplinary action.

## 4. Managing Your Files, and Saving Your Work

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Students may only log-in under their assigned username. Students may not share their password with other students.

### 4.1 Saving to Google Drive

Students will be logging onto the TASD network. Students will have their own user account and Google Drive account with ample space to save school-related work.

The Chromebook will be setup with Google Drive accessed through Google Chrome which students should save their work. When a student adds a document to Google Drive, he/she will have access to the files anywhere there is an Internet connection.

**It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.**

## 5. Chrome Extensions

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From time to time the school may add chrome extensions or apps for use in a particular course.

## 6. Student Acceptable Use of School Electronic Resources

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See Student Handbook

### 6.1 Repair Cost

	1st Repair	2nd Repair	3rd + Repair
<b>Accident</b>	100% school coverage	40% Family Coverage 60% School Coverage	100% Family Coverage
<b>Intentional</b>	100% Family Coverage	100% Family Coverage	100% Family Coverage
Charger replacement is 100% family coverage regardless of circumstances, including but not limited to accidental damage, intentional damage, or a lost or stolen charger.			

### 6.2 Unlawful Use

South Dakota state law describes unlawful uses of a computer system as the following:

A person is guilty of unlawful use of a computer system, software or data if the person:

- Knowingly obtains the use of, accesses or exceeds authorized access to a computer system or any part thereof, without the consent of the owner.
- Knowingly obtains the use of, accesses or exceeds authorized access to a computer system or any part thereof, without the consent of the owner, and the access or use includes access to confidential data or material.
- Knowingly copies or obtains information from a computer system, or compromises any security controls for the computer system, or uses or discloses to another or attempts to use or disclose to another, the numbers, codes, passwords, or other means of access to a computer system without the consent of the owner.

- Knowing disrupts, denies, or inhibits access to software or data without the consent of the owner.
- Knowing disrupts, denies, or inhibits access to a computer system, without the consent of the owner.
- Knowingly modifies, changes, or alters software or data without consent from the owner.
- Knowingly modifies, changes, or alters, accesses, or exceeds authorized access to destroys, disables, or inhibits access to a computer system, as part of a deception for the purpose of obtaining money, property, or services from the owner of a computer system or any third party.
- Knowingly destroys or disables a computer system, without the consent of the owner.
- Knowingly destroys or disables software or computer data without consent of the owner.

Source: South Dakota Codified Laws Chapter 43-43B-1

### 6.3 Parental Responsibility

- Parents will be responsible for monitoring student's use of the Chromebook at home.
- Parents will be responsible for reviewing the Student Acceptable Use of School Electronic Resources with their child(ren)/student(s) found within the Student Handbook.
- Parents are asked to monitor their student's activities on the Internet on a regular basis. Parents are responsible for overseeing their child's use of the Internet while at home. Log files showing Internet activity are available to parents upon request to the building Administrator.

## **7. Protecting and Storing Your Chromebook**

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### 7.1 Chromebook Identification

Student Chromebooks are labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number and asset tag
- Individual user account name and password

Manufacturer and school issued ID labels should not be removed or marked upon.

### 7.2 Password Protection

Students are expected to maintain their assigned username and password for their Chromebook. Keeping that password confidential is the student's responsibility.

### 7.3 Storing Your Chromebook

When students are not monitoring Chromebooks, they should be stored in a secured location. Students are encouraged to take their Chromebook home every day after school regardless of whether or not they are needed. Chromebooks should not be stored in a student's vehicle at school or at home.

### 7.4 Chromebook Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the commons, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised Chromebooks will be confiscated and taken to the office. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

## **8. Repairing or Replacing Your Chromebook**

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### 8.1 Chromebook Warranty

This coverage is purchased by the Tea Area School District as part of the purchase price of the equipment. Manufacturer warranties the Chromebook from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the Chromebook or Chromebook replacement. The manufacturer warranty does NOT cover damage caused by misuse, abuse, accidents, or computer viruses.

### 8.2 School District Accidental Protection

Refer to section 6.2 in regards to specific breakdown of student and school district costs.

### 8.3 Claims

All claims must be reported to the Principals' office. In the event of fire, theft, or vandalism, students or parents must file a police or fire report and bring a copy of the report to the principal's office before a Chromebook can be repaired or replaced.

Fraudulent reporting of theft, loss, vandalism or accidental damage by fire will be turned over to the police. A student making a false report will also be subject to disciplinary action.

The district will work with the Tea Police Department to alert pawnshops and police department in the area to be aware of this district owned equipment.

### 8.4 Technical Support

The Technology Department is located in room B17 and coordinates the repair work for Chromebook. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system of software configuration
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner Chromebook and batteries upon request from administration