Wellington Exempted Village School District
Chromebook Device Handbook

The policies, procedures, and information within this document apply to all Chromebooks used at Wellington Exempted Village School District (WEVSD) 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.

Receiving the Chromebook:

Chromebooks will be distributed each fall during the first or second week of school. Parents and students must sign and return the Chromebook Student/Parent Signature Page before the Chromebooks can be issued.

Training:
- Students will be trained on how to use the Chromebooks by their homeroom and classroom teachers.

Return:
- Student Chromebooks and accessories (power cord and cases) will be collected at the end of each school year for maintenance over summer vacation.

Any student who transfers out of or graduates from WEVSD will be required to return his/her Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full.

Taking Care of the Chromebook:
Students are responsible for the general care of the Chromebooks which they have been issued by the school. Chromebooks that are broken or fail to work properly must be given to the technology coordinator for needed repair or replacement.

General Precautions and Best Practices:
- No food or drink is allowed next to a Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
- Students should never carry their Chromebooks while the screen is 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.
- A Chromebook should not be exposed to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.
- Chromebooks should always be brought to room temperature prior to turning on.
- Under no circumstances should a Chromebook be stored in an unsupervised area. Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, the library, gym, hallways, bathrooms, or any other area that is not securely locked or in which there is no supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.
- ***Under no circumstances should a student leave a chromebook on a floor - in the hallways, gym or classrooms. This is a leading cause for screen damage and will not be tolerated.***

Carrying the Chromebook:
The protective shell of a Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Students must always use extreme care when carrying a 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 a Chromebook.
- Do not place anything near a 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 a Chromebook. Individually packaged pre-moistened eyeglass lens cleaning tissues may be used 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, Google Classroom, Google Calendar, academic handbooks, and student handbooks may be accessed using the Chromebook. Students will be responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher.

At Home:
- All students are required to take their Chromebooks home each night throughout the school year for charging. *Chromebooks must be brought to school each day in a fully charged condition.* The battery life is 8.0 hours. Students need to charge their Chromebooks each evening. Students who regularly forget to bring their Chromebooks to school or repeatedly forget to charge them at night will be subject to disciplinary action.
- Chromebooks must **not** be used at home for any non-school related activity including, but not limited to, personal videos, photos, creation and distribution of videos, gaming, or personal social media (for example: Instagram, Twitter, Facebook, Pinterest, Tik-Tok, Snapchat.)
- The Chromebook is for the sole use of the student to whom it has been issued.

Sound:
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students must bring their own inexpensive earbuds to be used with the Chromebooks. The school will not allow expensive headphones such as Beat style or Air Pods.

Managing Files and Saving Work:

Students may save documents to their Google Drive. Saving to Google Drive will make the files 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 students to maintain the integrity of their files. 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 WEVSD. Spot checks for compliance may be done by teachers or administrators at any time.
Only photos and videos taken for academic purposes will be allowed.

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 Chromebooks must remain on the Chromebooks in usable condition and remain 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 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 Chromebooks due to the unique nature of their design.

Additional Software:
Students may NOT install additional software on their Chromebooks other than what has been approved by WEVSD.
Gaming - personal gaming is not permitted on the Chromebooks. Educational games may be used according to teacher guidelines.

Inspection:
Students may be selected at random to provide their Chromebooks for inspection. The purpose for inspection will be to check for proper care and maintenance as well as for

inappropriate materials.

Protecting and Storing the Chromebook:

Chromebook Identification:
Chromebooks will be labeled . Chromebooks may be identified in the following ways:

- Record of serial number and tag
- Individual name label (Must be visible on the outside of carrying case)

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

Storing the Chromebook:
NOTHING should be placed on top of a Chromebook. Students need to take their Chromebooks home with them every night. Chromebooks are not to be stored in lockers or anywhere else at school outside of school hours.

Damage to or Loss of a Chromebook and Accessories

Students and parents will be charged for Chromebook damage that occurs when a Chromebook is misused, handled in an inappropriate or abusive manner, or left unattended**.

Lost or Damaged Device and Accessories:
A Chromebook or any of its accessories that is lost or damaged is the responsibility of the student and parent. 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 the school.

- Replacement of the Chromebook $200
- AC Adapter & power cord - $50
- Screen - $50

Chromebook Usage Monitoring

The Technology Coordinator, teachers and administration reserve the right to use our monitoring system to look at individual student usage of the devices, including, but not limited to, web searches and page visits, all docs, sheets and any Google Drive files, and to limit student Internet access to general and specific websites and applications.

Chromebook Technical Support

Technology Support will be the first point of contact for repair of the Chromebooks.
Our ability to support technology at home may vary depending on many factors such as:
The number of people waiting for assistance from Technology Support Staff
Knowledge of the caller and their understanding of district Technology resources
Caller's technology knowledge and experience, including their understanding and access to their home network

District Technology staff will provide remote assistance and support. Our tech support team is not available to go offsite to address technology issues. Recommendations given by our Technology Support members are only available for district owned Chromebooks.

Questions concerning the use of applications and resources assigned by teachers should be directed back to the teacher or staff member who assigned the work.

For technical support fill out the [tech support request form](#) and someone will contact you as soon as possible.