

*2022-2023
Chromebook
Handbook*



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Knoch High School
Grades 9-12

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Knoch Intermediate Elementary
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What is a Chromebook?

Chromebooks are laptop digital devices which run Chrome OS by Google as their operating system (OS). They are 'thin client' devices and have virtually no hard drive storage. By utilizing the same Chrome web browser you use on your phone or PC, they are designed to be used to connect to the Internet. Chromebooks require most applications and data to be accessed in the Cloud or on remote web servers. Because of the reduced hardware, they are relatively inexpensive in comparison to other laptops and PCs. To store or access files with a Chromebook, a user must have access to cloud-based storage, like Google Drive, or attach a removable flash drive.



1:1 Technology Integration

In preparing students for 21st century learning, the Knoch School District (KSD) is expanding our 1:1 integration of technology, where every student has access to their own Chromebook for educational learning. This initiative will help ensure we graduate students who can work digitally, collaborate meaningfully, and communicate in connected, real-world ways.

KSD has a Google management license for education that connects our learning community via Google Drive and its productivity suite. This license affords our students the full array of Google Apps for Education and their features. Google offers educational apps that teachers and students can utilize to personalize their learning experience. When students sign into Google Chrome with their Knoch School District-provided account, these apps are instantly available wherever internet is available, making a smooth transition between home and school, on any device they utilize.

The most powerful app on the device is the web browser, which brings the world within students' reach at the touch of a keystroke. Chromebooks are built with this in mind. Chromebooks run on the Chrome OS (operating system) and provide the web via the Chrome browser and accompanying apps. Chromebooks are secure. Without a hard drive, they are virus-free and store everything in secure cloud-based apps like Google Drive. Chromebooks automatically update their OS, ensuring they remain up-to-date with the latest innovations and security patches.

Students are protected at school and at home when browsing the internet through GoGuardian, a cloud based web filter that monitors and blocks objectionable content.

This Handbook outlines the District's expectations for proper handling of Chromebooks. It describes the students' responsibilities and the ways they can best take care of the device. Agreement for both the Parent/Guardian and Student is electronically signed via internet, including an option for a KSD Technology Protection Plan. Understanding and abiding by this agreement is necessary in order to provide the best use of Chromebooks to our students. Its regulations, along with the District Policy on Internet Acceptable Use and our Student Handbooks, provide safeguards to ensure students have a positive experience as we provide a 1:1 integration of educational technology for all.

As technology advances, we are excited about the possibilities. We know our teachers and students will find new apps, lessons, and discoveries as they prepare for tomorrow's opportunities and personalize their students' learning experience within the Knoch Schools.



Chromebook Loan Agreement

A Chromebook and accessories in good working order are being loaned to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

This equipment remains at all times the property of KSD and is loaned to the student for educational purposes only. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her privilege to the use of the Chromebook. The equipment will be returned when requested by KSD or sooner, if the student's enrollment changes or he/she withdraws from the District prior to the end of the school year.

This equipment may be used by the student only for noncommercial purposes, in accordance with District policies and rules, the District's Internet Acceptable Use Policy, as well as local, state and federal laws.

Students may install Chrome apps from the District-approved app store. Personal apps, videos, and photos may be deleted if required to free up space for District apps and documents.

Asset tags have been placed on the Chromebooks for quick reference identification. These labels are not to be removed or modified. If they become damaged or missing, contact the IT support staff at techstaff@knochsd.net for replacement.

A District-provided and school-licensed Gmail account (username@knochstudent.net) will be available for each student to use for appropriate academic communication with other students and staff members within the School District and approved senders.

The student agrees to use best efforts to assure that the District property is not damaged or rendered inoperable by any electronic malware while in the student's possession.

Student Responsibilities

The Chromebook is an important learning tool and is to be used for educational purposes only. In order to take the Chromebook home each day, the student must be willing to accept the following responsibilities:

- When the student is using the Chromebook at home or anywhere else, the policies of the Knoch School District (particularly the Internet Acceptable Use Policy and the Student Handbook) and all local, state, and federal laws will be abided by.
- The student will treat the Chromebook with care and avoid extreme elements.
Chromebooks are sensitive to heat and liquids; therefore leaving them in automobiles, direct sunlight, outdoors, in an unsecured or unsupervised space where it could be damaged or stolen should be avoided. Clean only with a dry cloth.
- Avoid eating and drinking while using your Chromebook.
Doing so puts the Chromebook at risk to crumbs and spills that can do permanent damage to the function and life of the device.
- The student will charge the Chromebook nightly.
Be sure to have a full charge as you enter school each day.
- The student will bring the Chromebook to school every day.
Chromebooks are intended for use at school each day. Teachers will plan their lessons, assuming that all students will bring their Chromebooks with them with plenty of charge. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using Chromebooks. The student is responsible to bring the Chromebook to all classes, unless specifically instructed to do otherwise by a teacher or principal. If left at home for multiple consecutive days, the student might be called upon to bring in the device to verify possession and review the condition of the Chromebook.
- The student understands that if they leave the Chromebook at home or do not charge it, the student is still responsible for completing coursework.
If the Chromebook is left at school, or comes to class without a charge, the student is still responsible for all coursework. If the student leaves the Chromebook at home for multiple consecutive days, a teacher or principal may request you bring the device in to verify possession and condition of your Chromebook. Repeatedly not having the Chromebook at hand, or not having it charged for class, may be cause for disciplinary action.



Student Responsibilities (continued)

- The student will not remove District-owned programs or files from the Chromebook.
The student may not make or allow others to make any attempts to add, delete, access or modify District-owned information on any Chromebook or any school owned device. The student will not delete any District-loaded apps, folders, files, or file management software. Deletion of certain files or apps will interfere with the student's ability to complete course work. The student agrees to take no action that would interfere with the efficient, academic use of the school network.
- The student understands that all email or any electronic communication will be used only for appropriate, legitimate and responsible communication.
- The student understands that all personally assigned accounts and passwords will be kept secure and will not be shared with anyone.
- The student will not take images, video or audio without subject consent and school staff permission.
Taking pictures and recording audio or video without permission is inappropriate, and without consent is unlawful. Posting them to the Internet is a violation of our school policies.
- The student will only keep school-appropriate media on the Chromebook.
Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background image. The Chromebook should not be used to take photos unless as part of an assignment or instruction by school staff.
- The student will abide by media content expectations.
Parents should work in conjunction with teachers and administrators to set expectations for appropriate apps, content, music, videos, games, and e-texts on the student's Chromebook. The following are NOT allowed on the student's Chromebook: apps rated 17+ or ESRB M(ature), films rated R and NC-17, television shows with TV-MA-rated content, and media rated Explicit Content. Inappropriate content is not allowed, and any violation of this policy will result in disciplinary action.
- The student will obey copyright.
Individually purchased, legal, school-appropriate media is allowed on your Chromebook; however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offenses and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the District's Internet Acceptable Use Policy and leads to disciplinary action.
- Keep browsing safe and through the school filter.
The KSD network is provided for the academic use of all students and staff. The District's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the District's internet filter, in accordance with all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy and are in violation if they access sites through proxies or otherwise circumvent the school filter.
At home it is parents' and guardians' responsibility to monitor students' Internet access. For more information on Internet safety, apps, and ratings, please check the guides at commonsensemedia.org.
- The student will not attempt to repair the Chromebook.
If it is not working properly, the student will notify IT support staff, teachers or administrators. The student will bring the Chromebook to IT support staff or an administrator if it needs repair. The student's record will be checked and a loaner might be issued if the student is eligible and a device is available. Appropriate fees will be charged to the student.
- The student will notify IT support, teachers, or administration if the student's Chromebook has a problem.
If the Chromebook is not functioning properly, has suffered some damage, or is missing, it is the student's responsibility to let a school official know as soon as possible. Never try to repair your Chromebook yourself.
- The student will use their personal headphones at teacher discretion or keep the volume to an agreed-upon level unless the student is granted permission by the teacher for instructional purposes.
- The student will limit damage.
More than one occurrence of damage *within 30 school days* will be interpreted as neglect. More than two occurrences of damage *during the school calendar year* will be interpreted as neglect (refer to the Incident Assessment Chart).



Parent/Guardian Responsibilities

Each student is issued a Chromebook to improve their education. It is essential that the following guidelines are followed to ensure the safe, efficient and ethical operation of this device:

- Parent/Guardian will supervise the student's use of the Chromebook at home.
- Parent/Guardian will discuss the expectations regarding the use of the Internet at home.
- Parent/Guardian will supervise the student's use of the Internet and email.
- Parent/Guardian will not attempt to repair the Chromebook, nor attempt to clean it with anything other than a dry cloth.
- Parent/Guardian will report to the school any problems with the Chromebook and will not delete any District software.
- Parent/Guardian will make sure the Chromebook is charged nightly.
- Parent/Guardian will make sure the student brings the Chromebook to school every day.
- Parent/Guardian understands that if their student comes to school without the Chromebook, the Parent/Guardian might be called to bring it to school.
- Parent/Guardian agrees to make sure that the Chromebook is returned to school when requested or upon the student's withdrawal from the Knoch School District.

No Expectation of Privacy

No one should have any expectation of privacy or confidentiality with regard to any usage of a Chromebook issued by the District, regardless of whether the usage happens for school-related purposes or not. At any time, without prior notice of consent, the District may access, supervise, view, monitor, log, and record student use of Chromebooks for any reason related to the operation of the District. At any time, the District may inspect the contents and condition of Chromebooks. By using a Chromebook, the student agrees to such access, monitoring, and recording of their use.

- **Monitoring Software**
School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks at school.
- **Files Downloaded onto Chromebooks**
All images, documents, files, and apps downloaded onto the Chromebook become the property of Knoch School District as allowable by law.

Annual Chromebook Protection Plan

The Annual Chromebook Protection Plan can be purchased by logging into the Parent/Guardian's Family Access/Skyward account by selecting the title labeled 'Chromebook Protection' <https://skyward.iscorp.com/SouthButlerPAStuSTS>. Please note that the protection fee is discounted for economically disadvantaged students (free 100% and reduced 50%). Chromebook parts needed because of neglect or intentional damages will be charged at replacement cost, regardless of economically disadvantaged status.

Procedures for Damages Not Covered under the Annual Chromebook Protection Plan

1. Did not purchase the Annual Chromebook Protection Plan
 - a. Parent/student will complete damage report
 - b. Technology Department will assess damage and prepare cost to fix
 - c. Parent/Student will receive an invoice of cost and description of repair
 - d. Record of invoice sent and any payments received will be sent to the building for the student record
2. Chromebook Protection Plan was purchased but repair was not covered; Chromebook determined to be lost, stolen, vandalized, neglected, or have multiple accident claims.
 - a. Parent/student will complete damage report
 - b. Technology Department will assess damage and prepare cost to fix
 - c. Technology Department will provide explanation of why the damage was deemed not to be covered by Technology Protection Plan
 - d. Parent/Student will receive an invoice of cost and description of repair through Family Access/Skyward
 - e. Record of any payments received will be sent to the Building for the student record.



Incident Assessment Chart

Incident	Action(s) Necessary	Cost
Accidental Damage (1st Instance) of Chromebook, adapter or power cord	A report must be made immediately to administration or IT support staff, who will be responsible to record the incident. The device must be returned to school so that a new or spare device may be issued.	With the Annual Chromebook Protection Plan, no cost for accidental damage. Without the Annual Chromebook Protection Plan, cost of replacement will be assessed.
Accidental Damage (2nd Instance) More than one (1) occurrence of damage in 30 school days will be interpreted as neglect.	A report must be made immediately to administration or IT staff, who will be responsible to record the incident. The device must be returned to school so that a new device or spare device may be issued; however, a spare device may not be issued for a 2nd break. The student may be required to wait until the original device is returned from service before having use of a Chromebook.	With the Annual Chromebook Protection Plan, \$25 fee for accidental damage or replacement cost (if less). Without the Annual Chromebook Protection Plan, \$25 fee or replacement cost, whichever is greater, will be assessed. Please refer to the Chromebook Replacement Parts Cost List. The Annual Chromebook Protection Plan can be purchased by logging into the Parent/Guardian's Family Access/Skyward account by selecting the title labeled 'Chromebook Protection'
Accidental Damage (3rd and additional instances) More than two (2) occurrences of damage during the school calendar year will be interpreted as neglect.	A report must be made immediately to administration. The device must be returned to school so that a new device or spare device may be issued; however, a spare device may not be issued. The student may be required to wait until the original device is returned from service before having use of a Chromebook. Some loss of privileges of using the Chromebook may occur such as the following: -limiting participation in the Chromebook program -may not be permitted to take the device home This may also result in a referral for disciplinary action.	With or without the Annual Chromebook Protection Plan, \$25 fee or replacement cost, whichever is greater, will be assessed. Please refer to the Chromebook Replacement Parts Cost List. The Annual Chromebook Protection Plan can be purchased by logging into the Parent/Guardian's Family Access/Skyward account by selecting the title labeled 'Chromebook Protection'
Intentional Damage / Neglect	Upon notification or administration's knowledge of an incident of intentional damage or neglect, the device must be returned to school in order that a new or spare device may be issued if a spare device is available. Deliberate damage will be referred to the administration. Applicable board policies and/or school building policies will be followed with regard to appropriate discipline for damage to school property.	Replacement cost The Annual Chromebook Protection Plan can be purchased by logging into the Parent/Guardian's Family Access/Skyward account by selecting the title labeled 'Chromebook Protection'
Loss / Theft Unless person(s) responsible for a theft are identified, the incident will be considered a loss.	A report must be made immediately to administration. In the event of theft, a police report is to be filed.	Replacement cost The Annual Chromebook Protection Plan can be purchased by logging into the Parent/Guardian's Family Access/Skyward account by selecting the title labeled 'Chromebook Protection'



2022-2023 Chromebook Replacement Parts Cost List

Replacement costs will be assessed based on the market price at the time of the damage report, but will not exceed the price range listed on the cost list

Part	Cost 2022-2023
LCD Hinges	\$12.00 - \$20.00
LCD Bezel	\$15.00 - \$20.00
Plastic LCD Cover	\$25.00 - \$43.00
Touchpad and Cable	\$17.00 - \$30.00
AC Adapter/Charger	\$20.00 - \$33.00
LCD Video Cable	\$13.00 - \$27.00
Wireless Network Card	\$9.00 - \$10.00
USB Board	\$8.00 - \$30.00
Power Jack	\$5.00 - \$10.00
Keyboard	\$40.00 - \$67.00
Battery	\$40.00 - \$60.00
LCD Screen	\$33.00 - \$60.00
Bottom Plastics	\$20.00 - \$35.00
Camera	\$15.00 - \$35.00
Speakers	\$7.00 - \$20.00
Motherboard	\$100.00 - \$150.00
Entire Replacement (Chromebook + Charger)	\$255.00 (Device only--\$235.00)



Knoch School District Device Damage Report

Student Name: _____ Asset Tag # _____

School/Building: _____ Grade: _____ Date: _____

Description of Damage (*include how the damage occurred*):

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Phone # _____

Technology Dept. Signature: _____ Date: _____

Principal Signature: _____ Date: _____
(*necessary for disciplinary action*)

School Use Only:

Protection Plan Purchased: YES NO

Damaged Covered: YES NO

If NO, rationale: _____

Resolution / Action: _____

Signature of School Official: _____ Date: _____