



2018-2019

Frederick County Public Schools

1:1 Chromebook Take Home

Procedures & Information

The purpose of the 1-to-1 Chromebook program in Frederick County Public Schools is to provide a collaborative and creative environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content.

Our goal is to help students develop the necessary skills to live and work successfully in an increasingly technology advanced world. These skills are expanding and redefining how they live, learn, work, and play. We want to leverage the technology to provide engaging and powerful learning experiences for all students across all curricular areas.

Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The 1-to-1 Chromebook initiative will provide opportunities to integrate technology into the curriculum anytime and anyplace. These learning opportunities will promote continuous dynamic interaction among students, educators, parents, and the extended community.

Device Purpose

Frederick County Public Schools is providing students with a Chromebook. This device is the property of the school division. The purpose of the Chromebook will be to provide each student access to required educational materials needed to promote and enhance learning. The device allows student access to G Suite for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for non-instructional gaming and personal social networking.

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1. RECEIVING YOUR CHROMEBOOK:

1a: District Owned/Issued Chromebooks

- Parents/Guardians and students **MUST** sign and submit the FCPS MOBILE DEVICE TAKE HOME USAGE AGREEMENT document before the Chromebook can be taken home. This Chromebook Handbook outlines the procedures and policies for families to protect the Chromebook investment for Frederick County Public Schools. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each school year while enrolled in Frederick County Public Schools until the device is replaced.
- To protect the assets of Frederick County Public Schools, identified students may be required to turn in the assigned Chromebook to the Help Desk or otherwise specified location at the end of each school day. The device will be secured and the student will be allowed to check out the device the following school day.
- Students leaving Frederick County Public Schools during the school year will be required to return the Chromebook to the school.

2a: Student Owned Chromebooks

- Student owned Chromebooks will be allowed, however these devices may not connect to the wireless network during testing windows. Student owned devices are considered those purchased outside of FCPS instead of the district supplied device.
 - Frederick County Public Schools is not responsible for damage, loss, theft or IT repairs of student owned Chromebooks.
 - Students who choose to bring their own personal Chromebook do not rescind the District's right to inspect the Chromebook at any time while on school district property.

2. RETURNING YOUR CHROMEBOOK:

All district owned Chromebooks must be returned following the guidelines determined in respective school buildings.

- Students leaving the district must return district owned Chromebooks to the Help Desk or otherwise specified location at their school.
- Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.

3. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the designated Help Desk at their respective school as soon as possible in order to begin the repair process.

Chromebooks owned by the district should not be taken to any outside computer service for any type of repairs or maintenance. Students or parents should not attempt to complete any repairs to a Chromebook. Doing so may cause damage to the device.

3a: General Precautions

- No food or drinks are allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be carefully inserted into and carefully removed from the Chromebook.
- Never transport your Chromebook with the power cord plugged into the device.
- Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with a plastic cover or removable skin. Vents **CANNOT** be covered.
- Chromebooks are labeled with a Frederick County Public Schools property tag. This tag must not be removed or altered in any way. Removal of the tag may result in disciplinary action.
- Chromebooks should never be left unsupervised or unsecured.
- Students are responsible for bringing a fully charged Chromebook and their AC adaptor for use each school day.

3b: Carrying Chromebooks

- Transport Chromebooks with care.
- Middle School: Chromebooks must be transported and stored in the case issued by Frederick County Public Schools. Student should never store a Chromebook in their carry case while plugged in.
- High School: Chromebooks must be transported with the Frederick County Public Schools

issued snap on shell installed if provided. Students should never store a Chromebook in a backpack or carrying case while plugged into the AC adapter.

- Chromebook lids should always be closed and tightly secured when the Chromebook is being moved.
- While the Chromebook is in a backpack or carrying case, do not place anything in the case or backpack that may cause damage to the Chromebook. Examples include but are not limited to: earbuds, pens, pencils, other school supplies, food or drinks.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its base with the lid closed.

3c: Screen Care

- **The Chromebook screens can be easily damaged.** The screens are particularly sensitive to damage from excessive pressure on the screen.
- The following actions may cause the Chromebook screen to become damaged:
 - Leaning on or putting pressure on the top of the Chromebook when it is closed.
 - Storing the Chromebook with the screen in the open position.
 - Placing anything near the Chromebook that could put pressure on the screen.
 - Poking the screen with anything that will mark or scratch the screen surface.
 - Drawing on the screen with any type of writing implement.
 - Leaving items on the keyboard before closing the lid (e.g. pens, pencils, or ear buds).
- Clean the screen with a soft, **dry** microfiber cloth or anti-static cloth.

4. USING YOUR CHROMEBOOK

4a: Chromebook Usage

- 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 are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks should be stored in the case or shell (if provided) and secured when not in use.

4b: Chromebooks left at home

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student may have the opportunity to use a loaner Chromebook or similar device from the Help Desk if one is available.

- Repeat violations of this policy will result in disciplinary action.

4c: Chromebooks under repair

- Loaner Chromebooks (if available) or similar devices will be issued from the Help Desk to students when they leave Chromebooks for repair.
- Students issued a loaner Chromebook or similar device will be responsible for any damages incurred to that device while in that student's care.

4d: Charging your Chromebook

- AC adaptors must be brought to school each day.
- Students must charge their Chromebooks each evening.
- Repeat violations of this guideline will result in disciplinary action.

4e: Wallpaper and Backgrounds

- Inappropriate images or content shall not be used as a wallpaper, background or profile pictures.

4f: Sound

- Sound must be muted at all times during the school day unless permission is obtained from the teacher for instructional purposes.
- Students are encouraged to provide their own headphones or earbuds, which may be used at the discretion of the teacher.

4g: Account Access and Password

- Students will only be able to login using their fcpsk12.net managed account on FCPS issued Chromebooks.
- Personal or private accounts shall not be used by students on school owned devices.
- Students are required to keep passwords confidential.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- With a wireless Internet connection, all Google Suite items will be stored online in the Google Cloud environment.
- If a wireless Internet connection is not available, all Google Suite items can be made available offline prior to the loss of Internet connectivity. Once connected to the Internet, offline documents will sync to the Google Cloud environment, allowing students to work offline.
- If a FCPS student Chromebook needs repair, it may require a reload of the operating system

which will delete all locally stored files on the device.

- Students should store all files in Google Drive.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

6a: Updating your Chromebook

- When a Chromebook is powered on, updates occur automatically. There is no need for time-consuming installs or re-imaging.

6b: Virus Protections & Additional Software

- The Chromebook is built with protection against malware and security attacks.
- All files should be stored in Google Drive.

6c: Procedures for Restoring your Chromebook

- If the Chromebook needs technical support for the operating system, all support will be handled by the school's on site Help Desk.

7. ACCEPTABLE USE GUIDELINES

7a: General Guidelines

- Students will have access to all available forms of electronic media and communication that support the educational goals and objectives of Frederick County Public Schools.
- Students are responsible for their ethical and educational use of the technology resources provided by Frederick County Public Schools and are expected to exhibit responsible digital citizenship.
- Access to Frederick County Public Schools technology resources is a privilege and not a right. Each student and/or parent will be required to follow the Acceptable Use Policy ([323R - Computer Network and Internet Use](#)).

7b: Legal Property

- Students must comply with copyright laws as indicated in U.S. Copyright Law ([Title 17, U.S. Code, Sect. 101, et seq.](#)) and the School Board Copyright Policy ([322P-Copyright Infringement and Plagiarism](#)).
- Plagiarism is a violation of the [Student Code of Conduct \(402R\)](#). Credit should be given to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, video, audio, and text.

7c: Consequences

- Students will be responsible at all times for the appropriate use of the Chromebook and the account issued in their name.
- Non-compliance with the guidelines of this document or school division regulations will result in disciplinary action.
- As outlined in [323R - Computer Network and Internet Use](#), electronic mail, network usage, and all stored files shall not be considered confidential and, to ensure appropriate use, may be monitored at any time by designated district staff.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

7d: At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as it is in school. Please refer to section three of this document.
- By applying policies configured by FCPS, remote filtering gives designated district staff the ability to filter content on the Chromebook in school and while at home.

8. PROTECTING & STORING YOUR CHROMEBOOK

8a: Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school.

8b: Account Security

- Students are required to use their fcpsk12.net domain user ID and password to protect their accounts.

8c: Storing Your Chromebook

- Students should not leave their Chromebook unattended.
- Chromebooks not in use should be securely stored.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home everyday after school as needed.

8d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.

- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, gymnasium, locker rooms, library, unlocked classrooms, restrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being damaged or stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

9. REPAIRING/REPLACING YOUR CHROMEBOOK

9a: Accidental damage

- There will be no fee for accidental damage to a Chromebook. The definition of accidental damage will be defined by each school's administration. A letter may be sent to the parent/guardian if deemed necessary. Repeated accidental or careless damage to a Chromebook will be addressed by school administration.

9b: Repairing Damaged Chromebook

- Repair to a Chromebook irresponsibly or intentionally damaged will be charged at the actual cost of repair parts and labor.
- Chromebooks irresponsibly or intentionally damaged beyond repair will be treated as a lost Chromebook.

Note: The school administration will determine if the Chromebook has been irresponsibly or intentionally damaged.

9c: Lost or stolen Chromebook

- New Chromebook - A Chromebook that has been in use 24 months or less will be charged full replacement cost.
- Old Chromebook - A Chromebook that has been used more than 24 months will be charged half price of the replacement cost.

9d: Lost or stolen AC Adaptors

- A fee of \$25 will be charged for lost, stolen or damaged AC adaptors.

10. CHROMEBOOK TECHNICAL SUPPORT

ALL REPAIRS must be completed by FCPS technical staff.

Technical support will be available at each school through the on site Help Desk.

Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks (if available)

11. CHROMEBOOK FAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q. How are these web-based applications managed?

A. Each Chromebook FCPS provides will be a managed device. The Information Technology Department will maintain devices through our Google Suite domain. As such, FCPS can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB storage, mice and keyboards (see [supported file systems](#))
- SD cards
- External monitors and projectors
- Headsets, earbuds, external speakers and microphones
- Chromecast

Q. Can the Chromebook be used anywhere at anytime?

- A. Yes, however a WiFi signal is required to access the web.
- B. Chrome offers the ability through Apps to allow users to work in an "offline" mode.

Q. Will our Chromebook have broadband access?

- A. No. The district Chromebooks will not have broadband access. A WiFi signal is required to access the web.

Q. Do Chromebooks come with Internet Filtering Software?

- A. Yes. Once the student is logged into their Chromebook they will be filtered on the Internet using policies configured by FCPS.

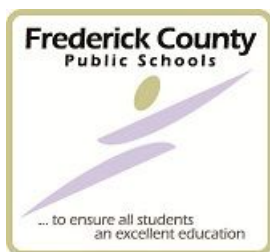
Q. Is there antivirus built into it?

- A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. Battery life?

- A. Chromebook batteries are designed to last a regular school day. However, students will be responsible for charging their Chromebook each evening to ensure maximum performance during the school day. Chromebooks should be fully charged and then removed from the AC adapter while in use. To prolong battery life, the Chromebook should be powered off between classes and when not being used.

FCPS MOBILE DEVICE TAKE HOME USAGE AGREEMENT



Dear Student and Parent(s)/Guardian(s):

Congratulations! You have been issued a Frederick County Public Schools mobile device. The mobile device is an important part of your school's curriculum and will be used in school to support your learning. The device can be taken home once you and your parent/guardian read and agree to the terms listed on this form. If you and your parent/guardian do not agree, you will use the device in school, but school building administrators reserve the right to deny permission to take the device home.

PLEASE READ AND REVIEW THE PROCEDURES AND REGULATIONS LISTED BELOW **[1:1 CHROMEBOOK TAKE HOME PROCEDURES & INFORMATION](#)**

- Students will abide by the [Student Code of Conduct 402R](#), [Regulation 439P](#), and [Regulation 323R - Computer Network and Internet Use](#).
- Students acknowledge that any issued device is the property of Frederick County Public Schools.
 - The device is to be used for instructional purposes. It must be returned to Frederick County Public Schools when a student withdraws from the school system, at the end of the school year, or immediately upon a request from a school division official.
- Students will make available for inspection by any school administrator or teacher any messages or files sent or received on their FCPS issued device.
- Students will report to school personnel any incidents of inappropriate communications received in any form using FCPS owned technology.
- Students agree to transport the issued device in the case if one is provided, by Frederick County Public Schools.
- Students will not deface the device or the case.
- Students will bring their issued device fully charged to school each day, along with their AC adaptor.
- Students will adhere to these terms each time the device is used, including when it is not on school property.

Lost, Stolen, or Damaged Devices:

- Repeated or irresponsible damage to a Chromebook will be addressed by school administration. A letter may be sent to the parent/guardian if deemed necessary and charges for repairs may be assessed.
- Repeated repair to a Chromebook or irresponsible damage will be charged at the actual cost of repair.
- Chromebooks damaged beyond repair will be treated as a lost Chromebook.
Note: The school administrator will determine if the Chromebook has been damaged beyond repair.
- Lost or Stolen Chromebook
 - New Chromebook - A Chromebook that has been in use 24 months or less will be charged full replacement cost.
 - Old Chromebook - A Chromebook that has been in use more than 24 months will be charged half price of the replacement cost.
- A fee of \$25 will be charged for lost, stolen, or-damaged AC adapters.
- Parents should notify law enforcement when an issued device is lost or stolen outside of school. A copy of an official report should be provided to the school administration. A student or parent/guardian must pay the replacement cost for a new mobile device before being issued a replacement. The student may be provided with a loaner to be used only on school property. Refunds will be granted for devices found and returned.
- If the device is reported lost or stolen, the device will be locked down and will be unusable.

Student: I have read, understand and agree that if I do not honor all the terms in this agreement my FCPS issued mobile device may be confiscated.

Student name (print) _____

Student signature _____

Date _____

Parent/Guardian: I have read and understand this agreement and give permission for the school to allow my child to use the FCPS issued mobile device under the terms and conditions set forth above.

Parent/Guardian name (print) _____

Parent/Guardian signature _____

Date _____