



Cleveland County Schools 1:1 Handbook

Vision

Cleveland County Schools uses 21st Century teaching and learning environments to prepare College and Career Ready students for their future by engaging them through collaboration, creativity, critical thinking, and communication. Empowered learners' transition from consumers of information to creative producers, expanding resources in a blended classroom environment. The role of the teacher is constantly evolving to meet the needs of students in our ever-changing world. With teachers as leaders, facilitators, mentors, and partners, our students are preparing to live and work as responsible citizens and lifelong learners in a global society. Partnerships between school, home, and community provide support and equitable access to a variety of high quality resources and technical tools. Communication between stakeholders is essential to develop and continuously refine the 1:1 vision.

1. Receiving Your Chromebook

Chromebooks will be assigned to students upon receipt of the signed Student & Parent/Guardian Laptop Agreement and the yearly technology User Fee (\$20). A charger will be included and it will become the student's responsibility to bring the Chromebook, charged, to classes each day. In order to continue taking the device off campus, each student must complete the Chromebook 101 course in Canvas within the first 5 school days after receiving the device.

2. 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 reported to their school's designated contact or Tech Help Desk as soon as possible so it can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks in an unsecured location.

a. General Precautions

- No food or drink should be near Chromebooks.
- Cords, cables, and removable storage devices must be carefully inserted/removed into/from Chromebooks ports.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, labels and other decoration.
- Heavy objects should never be placed on top of Chromebooks.

b. Carrying Chromebooks

- Always transport open Chromebooks with care by carrying with two hands.
- Avoid transporting Chromebooks inside of a book bag unless it is equipped with a padded protective compartment.
- Never lift Chromebooks by the screen.

c. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, earbuds, etc.).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

d. Asset Tags

- All Chromebooks will be labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

3. Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

a. Charging Chromebooks.

- Students are expected to bring their **charged** Chromebook to school each day.
- There will be a limited number of unsupervised charging stations available to students on a first-come-first-served basis.

b. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- A staff member will contact students when their devices are repaired and available to be picked up.

c. Backgrounds and Themes

- Inappropriate media may not be used as any backgrounds or themes. The presence of such media will result in disciplinary action.

d. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- All student work should be stored in an Internet/cloud application. Students will not print directly from their Chromebooks. Printing stations will be available at specified locations within the school. These print stations will consist of a desktop computer and networked printer. Students may log into a print station to print their work.

e. Logging into a Chromebook

- Students will only log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others.

f. Managing and Saving Your Digital Work with a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

4. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection is required for much of Chromebook use; however, many applications can be used while not connected to the Internet. Students are to adhere to the CCS 1:1 Handbook, the CCS Chromebook Agreement, and all CCS Board of Education policies including but not limited to [Technology Responsible Use Policy 3225/4312/7320](#), during all use of the Chromebook .

5. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

a. Updates

- The Chromebook operating system, ChromeOS, updates itself automatically when the device is restarted. Students do not need to manually update their Chromebooks.

b. Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

6. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and logged by the district. If a website is blocked in school, then it will be blocked out of school.

*Attempting to reset the Chromebook or bypass the content filter in anyway for any reason is considered hacking. The student will be referred to the office for disciplinary action.

7. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets, Slides, Drawings, and Forms.
- All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Schools/Teachers may request educational/instructional applications through their ITF. The district instructional team will determine educational value before allowing access.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

8. Chromebook Identification

a. Records

- CCS will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

b. Users

- Each student will be assigned the same Chromebook for the duration of his/her time at each school. Take good care of it!

9. Repairing/Replacing Your Chromebook

a. Where to repair

- All Chromebooks in need of repair must be reported to their schools designated contact or Tech Help Desk as soon as possible
- Cleveland County Technology Department will analyze and facilitate necessary repairs. Cost will be associated if the issue is caused by user negligence or intentional damage.

b. Technology User Fee - (For Grades 6-12 ONLY) - \$20.00

- The technology User Fee is an annual, non-refundable fee of \$20.00.
- The technology User Fee does not cover damaged/lost charger, damaged/lost case, device damage due to negligence, device damage due to intentional misuse/abuse/vandalism, theft or lost device.
- If a student or parent intentionally damages the Chromebook and/or accessories, Cleveland County Schools may file vandalism charges with local law enforcement.
- Collected fees are used to acquire and maintain technologies that enhance student-learning outcomes.

c. Estimated Costs of repairs

- Device failures due to manufacturing defect are covered at no cost.
- Cost per repair for accidental damage per incident are as follows (per year)
 - First incident: \$10.00
 - Second incident: \$20.00
 - Third incident: \$30.00
 - Fourth incident: Loss of device (Per school administration decision)
- Cost per repair for intentional damage or loss per incident are as follows (per year).
 - The actual cost of the repairs or replacement will be charged.

d. Other Costs

- Replacement charging unit cost is \$20 per incident. This includes lost or damaged power brick and/or power cord.
- If applicable, schools can assess fees for any case that is damaged, lost, or otherwise unusable. Each school's case fee schedule is set by that school.

10. Returning Your Chromebook

a. End of Year

- At the end of the school year, students will turn in their Chromebooks. Failure to turn in a Chromebook and accessories will result in the student being charged the full replacement cost. A report of stolen property may also be filed with the local law enforcement agency.

b. Transferring/Withdrawing Students

- Students that transfer out of or withdraw from Cleveland County Schools must turn in their Chromebooks to the ITF on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving CCS may be turned over to a collection agency. A report of stolen property may also be filed with the local law enforcement agency.

11. No Expectation of Privacy

No right of privacy exists in the use of technological resources. School system administrators or individuals designated by the superintendent may review files, monitor communications, and intercept email messages to maintain system integrity and to ensure compliance with board policies and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the internet via school owned computer.

12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the District's Technology Responsible Use Policy ([3225/4312/7320](#)), and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself.

I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. Protect Yourself.

I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. Respect Others.

I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people.

4. Protect Others.

I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual property.

I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules. I will act with integrity.

Student & Parent/Guardian Laptop Agreement

- 1) I understand the laptop is property of Cleveland County Schools and is assigned to me to use for educational purposes during my enrollment at this school.
- 2) I will use the laptop appropriately for school purposes.
- 3) I will care for the laptop assigned to me and not leave it unsupervised or in unsecured locations.
- 4) I will not loan the laptop to another individual.
- 5) I will bring the laptop to school, properly charged everyday.
- 6) I will not use the laptop near food or drinks.
- 7) I will not disassemble any part of the laptop or attempt any repairs.
- 8) I will take necessary precautions to protect the laptop while carrying between classes.
- 9) I will not place stickers, drawings, markers, etc. on the laptop. I will not deface the serial number sticker on the laptop.
- 10) I understand that the laptop and its contents may be inspected at any time because it is school property.
- 11) I agree to return the laptop, charger power brick and cord, and any other accessories assigned to me when requested in good working condition.
- 12) I will follow the policies, procedures, and guidelines outlined in the CCS Responsible Use of Technology and Internet Safety Agreement at all times.
- 13) I understand CCS owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.
- 14) I will always transport my Chromebook with care.
- 15) I understand the technology User Fee is an annual, non-refundable fee of \$20.
- 16) I understand that there will be a cost associated with any repairs required due to accidental damage per school year.
 - 1st incident: \$10.00 - 2nd incident: \$20.00
 - 3rd incident: \$30.00 - 4th incident: Loss of device (Per school administration)
- 17) I understand that replacement chargers cost \$20.00 per incident.
- 18) I understand intentional damage to or loss of the Chromebook may result in the actual repair/replacement cost and Cleveland County Schools filing vandalism charges with local law enforcement.
- 19) I understand that by signing this agreement, I am agreeing to all the above for the duration of my enrollment at this school.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Staff use only:

Student received device Date _____ by _____ (initial)
Chromebook asset # _____