



# Havre Public School District Device Guidelines

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We want Havre Public School students to have the tools they need to succeed in learning. Every student in grades 2-12 will be provided a Chromebook.

## AGREEMENT

Students enrolled in selected grades will be provided and be required to have a chrome book for their classes. The school has purchased the chrome books for student use during the school year and are hereafter referred to as a “school owned device” (SOD). A student’s right of possession and use of any device is limited to and conditioned upon full and complete compliance with the schools District Network and Internet Conduct Agreement: Responsible Use & Electronic Communications Procedure, and any other applicable guidelines as outlined in the student handbook, any addendums or other school policies, procedures, or guidelines.

## DEVICE

Havre Public School District is supplying student’s grades 2-12 with a Chromebook device. This device is the property of the Havre Public School District. The supplied instructional device’s function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful resources. The supplied device is an educational tool not intended for personal use including gaming, social networking or high end computing.

## FEES

Families will be charged a replacement fee if the device is lost/stolen. Families may be charged a \$30 damage fee for damage to the Chromebook and/ or lost power cord.

### **1. RECEIVING YOUR CHROMEBOOK**

- Parents/Guardians and students MUST sign and return the Responsible Use Procedure (RUP) document before the Chromebook will be issued to their child.
- The Chromebooks will be distributed when they are available to students who need devices.
- All students will receive training on setting up their Chromebook and proper care of their Chromebook at the time of distribution.

### **2. RETURNING YOUR CHROMEBOOK**

All district owned Chromebooks must be returned when a student leaves the District or at the end of the school year.

- Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.
- Chromebooks will be collected at the end of each school year.
- Families will be charged the full replacement price of the Chromebook if the device is not returned by the designated date.

### 3. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. It is the student's responsibility to come to school each day with a fully charged device. Chromebooks that are broken or fail to work properly, must be reported to a staff member as soon as the student notices an issue so that the issue can be taken care of properly. *Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.*

#### 3a: General Care

- No food or drink is allowed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks must remain free of any writing, drawing, or stickers including removable skins. Do not tamper with the District provided identification labels on the Chromebooks.
- Vents should not be covered. This will cause the device to overheat.
- Chromebooks must have district barcodes on them at all times. These tags must not be removed or altered in any way. If a tag is removed or defaced, disciplinary action will result.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks to school for use each school day.
- Report damage/issues right away.

#### 3b: Carrying Chromebooks

- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your backpack while plugged in.
- Transport Chromebooks with care at all times.
- Chromebook lids should always be closed and tightly secured when moving.
- Always support a Chromebook from its bottom with the lid closed.

#### 3c: Screen Care

- The Chromebook screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.

- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Clean the keyboard and outer surface with a damp, soft microfiber cloth with a 50/50 mix of white vinegar and distilled water. Never spray any liquid directly on the Chromebook.

#### 3d: Cleaning Your Chromebook

- Clean the keyboard and outer surface with a damp, soft microfiber cloth. Never spray any liquid directly on the Chromebook.

### **4. USING YOUR CHROMEBOOK AT SCHOOL**

Chromebooks are intended for use at school each day and are required to be taken to all classes. Instructors shall have final authority as to the time and method of Chromebook use in the classroom. Failure to comply with instructor expectations will result in a referral to administration for possible disciplinary action. Chromebooks should be locked in lockers when not in use.

#### 4a. Chromebooks left at home

- If students leave their Chromebook at home, they will be allowed to contact their parent/guardian to bring it to school.
- The student will have the opportunity to check out a spare Chromebook from the district if one is available. The district will keep track of the number of times a Chromebook is borrowed.
- Repeated failure to bring the Chromebook to school will not only negatively impact the student's education, but will also result in a referral to administration for possible disciplinary action. (May include detention or other disciplinary action).

#### 4b. Chromebooks Out for Service/Repair

- Loaner Chromebooks may be issued to students when they submit their Chromebook for repair.
- Students using loaner Chromebooks will be responsible for any damages or loss of device incurred while in possession of the student.

#### 4c. Charging your Chromebook

- Chromebooks must be brought to school each day fully charged

- Repeated failure to bring Chromebook fully charged to school will not only negatively impact the student's education, but will also result in a referral to administration for possible disciplinary action.

#### 4d. Backgrounds and Screensavers

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

#### 4e. Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

#### 4f. Account Access & Password

- Students will only be able to login to the Chromebook using their Havre School email account (@blueponyk12.com).
- Take care to protect your password. Do not share your password.

## **5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK**

Your digital work on the Chromebook will be saved to the cloud. This will provide you with access to your digital work from any device with the Internet or Wi-Fi access.

- All students will have unlimited free storage associated with their Google Apps for Education account for files for school purposes and needs. \*This storage is for Google Apps suite of products including email, calendar, web sites, word processing, presentations, drawings, spreadsheets, and forms. It can also be used to store videos and non-cloud based type files.
  - *\*Offline file storage is also available.*
- Students will be instructed on how to turn on "OFFLINE DRIVE" to store copies of their Google files on the device for use when not in a Wi-Fi enabled area. This works with Google Docs, Slides, and Sheets.
- It is each student's responsibility to ensure that his/her work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not acceptable excuses for failure to submit work.
- Prior to the end of the academic year, leaving the district, or graduating, students who want to save any work stored in their Havre Public Schools Google account will need to use a tool such as Google Takeout to transfer their work to a personal Gmail account.

## 6. CHROMEBOOK DEVICE UPDATES AND MAINTENANCE

### 6a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing.

### 6b: Virus, Malware and Security

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks. There is not any virus specific software installed on the device.

### 6c: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support, all support will be handled by district IT staff. You can report issues to any staff member and they will be able to contact IT or submit a request for IT to respond to concerns.
- If you have a technical problem contact HPS Tech Support at: [support@blueponyk12.com](mailto:support@blueponyk12.com)

## 7. RESPONSIBLE USE GUIDELINES

### 7a: General Guidelines

- Board Policy 3612
- Students and parents must read the Student Education Technology Responsible Use and Safety Procedure and sign the HPSD Technology Responsible Use Procedure (RUP) indicating acceptance of the policy.
- The Family Agreement form will be stored in each student's file for reference.
- Students are responsible for their ethical and educational use of the technology resources of the Havre Public School School District.
- Staff may randomly select students' devices for inspection

### 7b: Privacy and Safety

- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Havre Public School District.
- Report any suspicious or malicious activity i.e. email, files, etc. that contains inappropriate images, language or questionable subject matter to a teacher or school administrator.
- Staff may access a Chromebook in person or remotely at any time while the Chromebook is utilizing the district network.

### 7c: Legal Property

- Plagiarism is a violation of the student policy. Students should appropriately cite all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

### 7d: Email Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email & communications sent/received should be related to educational needs.
- Email & communications are subject to inspection by the school at any time and as applicable by law.

### 7e. Consequences

- Non-compliance with the policies of this document may result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to insure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are subject to applicable law.
- If a student continuously requests a loaner device, administration will take appropriate action to determine next steps and appropriate consequences.

### 7f. at Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.
- Take care in transporting your Chromebook.

## **8. PROTECTING & STORING YOUR CHROMEBOOK**

### 8a. Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
  - Record of serial number & asset tag
  - Individual user account name and password
  - Identification label on the device

- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at Havre Public Schools. *Take good care of it!*

#### 8b. Account Security

- Students are required to use their blueponyk12.com domain and user ID and password on their device.
- Students will not be able to use a personal Google account on the device.
- We can change a setting so students cannot log a personal account into the Chrome browser or YouTube to get around device restrictions.

#### 8c. Storing Your Chromebook

- When students are not using their Chromebook, they should store them in their locker.
- Nothing should be placed on top of the Chromebook or leaned up against the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed. Charge the Chromebook fully each night.
- Chromebooks should not be stored in a vehicle for security and temperature control reasons.

#### 8d. Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left unattended unless it is properly secured. Insecure areas include the school grounds and campus, the cafeteria, computer labs, locker rooms, Library, unlocked classrooms, dressing rooms, and hallways.
- If an unsupervised or unattended Chromebook is found, notify a staff member immediately.
- Unattended 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. Vendor Warranty

- The equipment vendor has a one year hardware warranty on the Chromebook.
- The vendor warrants the Chromebooks from defects in materials and workmanship.



- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse or abuse.
- Please report all Chromebook problems to a staff member. They will contact the IT department.

#### 9b. Chromebook Repair Costs

- Families are responsible for any lost or stolen equipment (including power cords) and intentional/malicious damage.

#### 9c. Lost/Stolen Device

- If the device is lost, the student needs to report it to a staff member, who will contact IT support. If the device is not found within 10 days, the student/family will be charged to replace the Chromebook.
- Students will be provided a loaner Chromebook until a permanent Chromebook can be assigned.
- If the device is found in good working order after the student/family has paid for the replacement, the District will work with the family to refund the appropriate amount.

### **10. CHROMEBOOK TECHNICAL SUPPORT**

Technical support will be available in the district by the IT staff.

Services provided include the following:

- Hardware maintenance and repairs
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks - Contact the District IT Department at: [support@blueponyk12.com](mailto:support@blueponyk12.com)

# FREQUENTLY ASKED QUESTIONS

## **Frequently Asked Questions**

*After reading the questions and answers below, if you still have a question regarding 1:1 implementation, please call the school.*

### **General Chromebook Questions FAQ's**

#### **Can any other applications be installed on a Chromebook?**

No, all applications are pushed through the technology department. Please discuss needs with teachers if there are applications needed to finish your school work.

#### **How do the Chromebooks connect to the Internet?**

The Chromebooks being purchased by the district will have built-in Wi-Fi, so they can connect to any available Wi-Fi network. There is an offline mode that will also be enabled for students to complete assignments without the internet.

#### **Can the District's wireless network handle all these devices?**

Yes. The Havre Public School District has a strong wireless network to increase speed and capacity. Students will be able to access the wireless network to use their Chromebooks.

#### **Will the battery last all day? What if my child needs to charge in the middle of the day?**

The Chromebook battery is estimated to last up to 10 hours. The expectation is that students charge the device nightly at home so the device is fully charged for the next day making it unnecessary for the device to be charged in the middle of the day.

#### **Will students be able to print from the Chromebooks while at school? At home?**

There is no plan at this time for students to print from the Chromebooks. However, with this access to technology, students will be able to share documents with teachers and collaborate with peers digitally, lessening the need to print hard copies.

#### **Do I need to have Internet service at home for this device to work?**

While the Chromebook can be equipped with offline apps that can be used when the device is not connected to the Internet, most projects and assignments will require Internet access. However, chrome books will allow for offline usage of most google files and will automatically sync and update the next time the chrome book accesses the internet.

#### **How do I log in at home?**

Students will use the home wireless internet, web browser and their Havre Public School District login to sign in.

**What if the Chromebook stops working at home (after school hours)?**

The student should bring their device to a district staff member or build IT support for assistance on the next school day.

**Will the Chromebook run all websites required for school?**

We are striving to only use resources that run correctly on a Chromebook. If your child requires specialized access to other software, please work with the IT staff in your child's school. All developers are working diligently to insure that all resources run on the Chromebook.

**Safety & Security FAQ's****When my child is accessing the Internet, will there be content filtering enabled?**

Any device that connects to the Internet while in any of the Havre Public School District buildings is filtered by our content filtering software. When the devices are off-campus (home, public library, etc.) the Internet will be filtered by the School District. Individual families are responsible for proper use of the device. It is very important to talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, Smartphones, electronic games, movies, and radio. Home discussions should take place on time length, access of the Chromebook while at home, location of use of Chromebook while at home, and storage of Chromebook at home when it is not in use.

**What do I do with my Chromebook during PE or athletics practice?**

Students should keep their Chromebook safe just as they do their own textbooks, purse, wallet, cell phone, or other items. If students have practice after school or any extracurricular activity, they are advised to lock their Chromebook at home when it is not in use.

**What do I do with my Chromebook while I am at lunch?**

Students will need to lock it in their locker before lunch. Students should NOT take their Chromebook to lunch.

**What is the best way to keep the Chromebook secure from being stolen?**

At school, the student should always have the Chromebook with him/her in a class or locked up in a secure locker. Students should be diligent about not sharing locker combinations with other students. When the students have the device off-site, the same care should be followed. A device should never be left in a car or other unsecured location.

**Responsible Use FAQ's**

**What if the Chromebook is stolen?**

If the device is lost, stolen, or damaged beyond repair, parents will be responsible for the replacement cost of the same device (Amazon price), just as families are responsible for lost or stolen textbooks.

**What if a student Chromebook has technical issues due to normal wear and tear?**

The student will take his/her Chromebook to a staff member to take care of getting the device repaired. The student can report any issues to any staff member. Staff will be able to contact IT support. The insurance will cover the cost of repairs to a device that is considered normal wear & tear by the vendor.

**What if the Chromebook becomes damaged beyond “normal wear & tear”?**

The District IT Department will assess the issue and handle support. Fees may be assigned for malicious damage.

**May I decorate my Chromebook?**

No. The Chromebook is the property of the District just like textbooks. Students may **not** add stickers, etc. or deface it.

**May I use my own protective case?**

If you would like to put a protective case on your chrome book please make sure that you have a case that fits your chrome book model.

**What if the student forgets his/her device at home or arrives at school and it is not fully charged?**

The student will be allowed to use their personal cell phone (if available) after getting teacher permission to call/text their parent/guardian to bring it to school. The student will also have the opportunity to check out a spare Chromebook for the day if one is available.

**General Use FAQ's****Will there be any initial cost to the family for the Chromebook?**

No. The district will be providing the chrome book.

**Will students be able to take the Chromebook home?**

Yes. The device will be checked out to the student at the beginning of the school year and will be collected at the end of the school year. It is expected that students take their Chromebook home every night to use for school work and to fully charge it for the next day. Chromebooks will be collected at the end of the school year.

**Will students keep the Chromebooks over summer break?**

No. Each student will return his or her Chromebook and power cord at the end of each school year.

**If I transfer, may I keep or buy my Chromebook?**

No. The Chromebook remains District property. Students must return the Chromebook and power cord before they transfer to another school.

**When students graduate from high school, can families buy the Chromebook that was issued?**

If the school offers a purchase program they will have the option to purchase the device at the District's determined price.

**What will happen to the old Chromebooks once they are upgraded?**

The District will repurpose them for use elsewhere in the school system.

**When will students get their Chromebooks?**

HPS students will get their device during the first days of school along with training on using the device including the organization of their device and proven workflows.

**I don't want my student to have a Chromebook. Can I opt out?**

No. These devices will be an integral part of classroom instruction, and without a device, students would be unable to participate in classroom activities and assignments.

**I have recently purchased a device (laptop computer, Chromebook, etc.) for my child. Can I opt out of having to participate in the schools 1:1 initiative and send my child to school with their own device instead?**

There is no opt out for students/parents regarding 1:1 at HPSD.

If the school-issued Chromebook breaks, we are able to repair and/or replace the Chromebook in a timely fashion. Students will be issued a replacement device during the repair process, which will eliminate a loss of instruction. Our school district's network system is able to monitor student use during the school day to ensure devices are being used appropriately for education purposes. Apps and Extensions needed for state and local testing are installed on school-issued Chromebooks. Personal devices can still be used for educational purposes at home; however, students are to utilize their school issued Chromebook at school. If there are financial hardships, the district is willing to set up a payment plan with families on a case-by-case basis.

**May I use Social Media?**

The device must be used for educational purposes and must be in compliance with all applicable policies including, but not limited to, Board Policies 3612, and individual social media site policies.