



**Redeemer Lutheran
Church and School**

**Parent / Student
Chromebook Handbook**

Contents

1. RECEIVING YOUR CHROMEBOOK:.....	3
School Provided Chromebooks.....	3
2. RETURNING YOUR CHROMEBOOK:.....	3
3. CHROMEBOOK CARE:.....	3
General Precautions	3
Carrying Chromebooks	4
Screen Care	4
4. USING YOUR CHROMEBOOK AT SCHOOL.....	4
Chromebooks left at home	5
Chromebooks Under Repair	5
Charging your Chromebook.....	5
Backgrounds	5
Accounts, Usage, and Passwords	5
Sound	6
Printing	6
5. MANAGING DIGITAL WORK WITH A CHROMEBOOK.....	6
6. OPERATING SYSTEM ON YOUR CHROMEBOOK.....	6
Updating your Chromebook	6
Virus Protections & Additional Software	6
7. ACCEPTABLE USE POLICY AND GUIDELINES	6
General Guidelines	7
Privacy and Safety	7
Legal Property	7
E-mail Electronic Communication	8
Consequences	8
Content Filter.....	8
8. PROTECTING AND STORING YOUR CHROMEBOOK.....	8
Chromebook Identification	8
Storing Your Chromebook.....	9
Chromebooks left in Unsupervised Areas.....	9
9. REPAIRING AND REPLACING YOUR CHROMEBOOK.....	9
Vendor Warranty:	9
Estimated Chromebook Repair Costs.....	10
Chromebook Theft or Loss.....	10
Fines.....	10
10. CHROMEBOOK TECHNICAL SUPPORT.....	10
Chromebook Agreement and Parent Release Form.....	11

1. RECEIVING YOUR CHROMEBOOK:

School Provided Chromebooks

- Chromebooks will be distributed within the first two weeks of the school year. Parents/Guardians and students MUST sign and return the RLCS Chromebook Agreement Document before the Chromebook can be issued to their child. The purpose of this Chromebook Handbook is to outline the procedures and policies for families to use to protect the Chromebook investment for RLCS.
- Each 5th – 8th grade student will be issued one Chromebook, one Chromebook charger and a carry case. Each Chromebook has been labeled with a RLCS barcode on the back. A RLCS barcode has also been placed on the bottom of the Chromebook that includes information indicating that the Chromebook has been issued to an individual student. Do not alter or remove any labels.

2. RETURNING YOUR CHROMEBOOK:

All School supplied Chromebooks, cases, and originally supplied power adapters must be returned to the Technology Director at the end of the school year or when a student withdraws from RLCS. If a student does not return the Chromebook, the family school account will be charged for the total cost of the device, the case, the power adapter and the licensing fees.

3. CHROMEBOOK CARE:

Students are responsible for the general care of the Chromebook they have been issued by the School. **Any Chromebook lost, stolen, displaying technical issues, or damaged must be reported to school authorities immediately.** Chromebooks that are damaged, or fail to work properly, must be taken to the Media Center as soon as possible. **Do not attempt to repair a malfunctioning Chromebook yourself. Additionally, do not take any school-provided Chromebook to an outside computer service for any type of repair or maintenance.**

General Precautions

- Do not allow food or drinks near your Chromebook while it is in use or in your backpack.
- Chromebook keyboard, screen, and casing must remain free of any writing, drawing, labeling, or etching. An identification label with the student's name is also in the sleeve on the outside of the Chromebook case and must remain there at all times.
- Chromebooks must have a RLCS tag on them at all times. Purposefully removing or altering the tag will result in disciplinary action. Should the asset tag come loose or come off, the device must be brought to the Media Center as soon as possible.
- Chromebooks should never be left unsupervised. Devices must not be left in the hallways.
- Chromebooks should not be left in a vehicle that could potentially reach extreme hot or cold temperatures.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Students are responsible for bringing their Chromebooks fully charged to school each day.

Carrying Chromebooks

- Transport Chromebooks with care.
- Never transport or store your Chromebook in the carrying case or backpack while it is plugged in.
- Chromebook lids should always be closed and tightly secured when moving.
- Never transport a Chromebook by lifting it by its screen. Close the lid and hold the Chromebook with two hands from the bottom when transporting.
- Chromebooks must be in the case and in the student's backpack when moving from class to class and back and forth from home to school.
- **Negligence or improper care when carrying a Chromebook will result in disciplinary action.**

Screen Care

The Chromebook screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean, put pressure, or place anything on the top of the Chromebook when it is closed, even when it is in the case.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything in the carrying case except the Chromebook.
- Do not place the Chromebook near items that will place pressure against the Chromebook while it is stored in a backpack.
- Do not touch the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (pens, pencils, papers, folders, smartphones, etc.).
- Do not use any type of cleaner to wipe the Chromebook screen. Screens may be cleaned with a soft, dry microfiber cloth. If requested, teachers will provide students with proper cleaning supplies.

4. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for school use each day.
- Classroom information, announcements, calendars, assignments, 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.
- The use of student Chromebooks on campus before and after school hours is strictly prohibited unless specifically supervised by a teacher or responsible adult for educational purposes.
- **Failure to bring your Chromebook fully charged to class will result in disciplinary action.**

Chromebooks left at home

- If a teacher allows, students may be given permission to phone their parent/guardian to bring their Chromebook to school if they left their Chromebook at home.
- **Leaving your Chromebook at home will result in disciplinary action.**

Chromebooks Under Repair

- Loaner Chromebooks may be issued to students while their Chromebook is under repair.
- Students using loaner Chromebooks will be responsible for any damages incurred while the loaner Chromebook is in possession of the student.
- A student's parents will pay full replacement cost if the loaner Chromebook is lost or stolen.
- Students who have excessive Chromebook repairs may lose the Chromebook loaner privilege.

Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Chargers must be left at home during the school year and should never be stored in the case with the Chromebook.
- The Chromebook case should only hold the Chromebook. If the charger is kept in the case with the Chromebook the charger places pressure on the screen and may lead to damage.
- Students may be allowed to use available charging stations located in the Media Center or the classroom if the teacher allows.
- **Students who arrive at school without a fully charged Chromebook will receive disciplinary action.**

Backgrounds

- The preset background must remain unchanged. Inappropriate media may not be used as a profile picture or background. Your Google Chrome presets may not be altered in any way.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures are prohibited.
- **Infraction of any of the above stated rules will result in disciplinary action.**

Accounts, Usage, and Passwords

- Students should log into their Chromebooks using their Redeemer Google account.
- Take care to protect your password. DO NOT share your password. Remember, each student is responsible for the Chromebook he or she is issued.
- Under no circumstances should a student ever log on to another student's Chromebook or Google account.
- Do not use, share, hide, or relocate your or another student's Chromebook.
- No student should access or edit any other student's private assignments or work.
- Students must protect their accounts and are required to keep their login credentials confidential.
- **Infraction of any of the above stated rules and will result in disciplinary action.**

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.

Printing

- In an effort to remain an environmentally-conscious school, digital sharing of documents is encouraged and printing is discouraged, unless necessary for use in the classroom.
- When required, and with the teacher's permission, students may use printers connected to school desktop computers.

5. MANAGING DIGITAL WORK WITH A CHROMEBOOK

- Google Apps for Education is a suite of applications (word processing, slideshow presentations, spreadsheets, etc.) that allows a user to create different types of online documents. These documents are embedded with tools that allow users to collaborate in real time with other people. A user can store their documents, as well as other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook or device anywhere and at any time.
- All items will be stored online in the Google Cloud environment.
- All files are to be stored in Google Drive, so there's no need to worry about lost homework.
- If a Chromebook needs repairs, it may require a reload of the operating system. Students should save all files to their Google Drive.
- If any assistance is needed in file management, students may speak to their teacher or visit the Media Center for assistance.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

Updating your Chromebook

- Chromebooks update to the most recent version of Chrome automatically when they are restarted. You will not need to do anything to update your Chromebook.
- Chromebooks must be properly and fully powered down each night so that necessary updates install.

Virus Protections & Additional Software

- Chromebooks are built with layers of protection against malware and security attacks. There is no need for additional software.

7. ACCEPTABLE USE POLICY AND GUIDELINES

- The RLCS Acceptable Use Policy (AUP) outlines the guidelines and behaviors that users are expected to follow when using school technologies. This document can be found in the Parent/Student Handbook.
- Teachers will monitor Chromebook use and have the ability to view the student's current and all past browsing at all times.

General Guidelines

- Refer to the Redeemer Lutheran Church and School Acceptable Use Policy.
- Students will have access to all available forms of electronic media and communication which is in support of education, research, and the educational goals and objectives of RLCS.
- Students are responsible for their ethical and educational use of the technology resources.
- Access to RLCS technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to, the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Photographing or video recording on campus without the permission of a teacher for academic purposes or in support of a school program is prohibited.
- Students are not permitted to share devices or allow other users to log onto their devices.
- Students and/or parents are not allowed to load extra software/apps or extensions onto the school-provided Chromebooks.
- Under no circumstances will students be allowed to game on their Chromebook.
- Only under the specific direction of the teacher will students be able to use YouTube.
- Arbitrary Google searches are prohibited at all times, whether at home or at school.
- The Chromebook is intended to be used exclusively for educational purposes.
- **Any attempt to alter data, the configuration of a Chromebook, or the files of another user will be considered an act of vandalism and subject to disciplinary action in accordance with the Parent/Student Handbook and other applicable school policies.**

Privacy and Safety

- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords or those of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of RLCS.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify a teacher or the Technology Director immediately.

Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student code of conduct. Give credit to all sources used.
- Use, suspicion, or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the school.

E-mail Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language or material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails or spam.
- All e-mail & communications sent or received should be related to educational needs.
- All e-mail & communications are subject to inspection by designated school staff at any time.
- Management software is in place to scan the content of emails for explicit, obscene or offensive content.

Consequences

- Students are responsible for the appropriate use of the Chromebook issued to them and the RLCS Google Account used to log into the Chromebook or any other school technology.
- Non-compliance with the policies of this document or the Redeemer Lutheran Church and School Acceptable Use Policy will 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 school staff to ensure appropriate use.
- The school cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- **As Christian leaders we expect our entire student body to act as positive representatives of RLCS at all times so as not to require consequences for inappropriate actions. However, if consequences should be necessary these will be determined by designated school staff.**

Content Filter

- Chromebooks do not have additional content filtering software installed on them. While on campus, students will use the school's WiFi to access the internet which is filtered.
- While at home and connected to a home network, Chromebook use must be monitored by the student's parents or guardians.

8. PROTECTING AND STORING YOUR CHROMEBOOK

Chromebook Identification

Student Chromebooks can be identified in a few ways:

- The school barcode on the bottom of the device.
- The serial number and SSNID on the bottom of the device.
- Individual user account name and password
- Chromebooks are the responsibility of the student to whom the device was issued.
- **Removal of any identification tags will result in disciplinary action.**

Storing Your Chromebook

- When students are not using their Chromebook, they should be secured in a classroom.
- Nothing should be placed on top of the Chromebook when on the desk.
- Chromebooks should not be stored in a vehicle at school or at home for security and temperature control measures.

Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas may include, but are not limited to, the school grounds and campus, cafeteria, computer labs, gym, locker rooms, unlocked classrooms, playground and hallways.
- Teachers are not responsible for students leaving an unsupervised Chromebook in their classroom.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks will be confiscated by staff and will result in disciplinary action.**

9. REPAIRING AND REPLACING YOUR CHROMEBOOK

Vendor Warranty:

- Immediately report all Chromebook issues to the Media Center.
- The equipment vendor has a three-year hardware warranty on new Chromebooks. Warranty end dates vary by device.
- The vendor warranty will not warrant against damage caused by misuse, abuse, accidents, theft, loss, or neglect.
- Repairs are limited to one per student per year and two per student until a student graduates or ceases to be a registered student at RLCS. After that, all future repair fees will be charged in full to the family statement.
- Shipping fees apply to any and all repairs.
- Repairs are handled on a case by case basis and repair fees may not be similar.

Estimated Chromebook Repair Costs

Loss, Damaged or Neglect	Estimated Repair / Replacement Costs
Lost Device	\$275-\$350 depending on replacement cost
Chromebook Screen	\$125-\$199 depending on the extent of the repair
Chromebook Charger	\$30 (replacement cost)
Chromebook Carrying Case	\$35 (replacement cost)
Shipping	\$25 to ship a Chromebook out for repair
Miscellaneous	Possible additional charges based on damage, manufacturer's repair charges, and Google licensing fees
Wear and Tear	Fines may be assessed for damage to Chromebooks returned in unacceptable condition

The school reserves the right to charge for the entire replacement cost if negligence is determined in the handling of the device.

Chromebook Theft or Loss

- If a Chromebook is stolen, a formal police report must be filed with the appropriate authorities within 24 hours. A copy of the report must also be submitted to the RLCS Staff.
- A fine of \$275-\$350 will be assessed to replace any Chromebook that is reported as lost.

Fines

- Fines surrounding Chromebooks are handled in the same fashion as a textbook or equipment fines. Chromebook damage and/or excessive wear will result in end-of-year charges to the student's family statement.
- Students will not receive records and /or report cards unless all outstanding fees are paid.

10. CHROMEBOOK TECHNICAL SUPPORT

All Chromebook technical support will be provided through the Media Center. Services provided include the following:

- Hardware maintenance and repairs and distribution of loaner Chromebooks
- Password resets and/or user account support
- Coordination and completion of warranty repairs
- **Do not attempt to repair a malfunctioning Chromebook yourself. Additionally, do not take any school-provided Chromebook to an outside computer service for any type of repair or maintenance. All repairs must be handled by Media Center Staff.**



Redeemer Lutheran Church and School

Chromebook Agreement and Parent Release Form

In consideration for receiving the Chromebook from RLCS, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Redeemer Lutheran Church and School (RLCS) and the Lutheran Church Missouri Synod, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use and possession of the Chromebook furnished by RLCS to the student.

This Chromebook Agreement applies to RLCS students at all times, whether or not the students are on campus, as RLCS students are school representatives at all times.

Individual school Chromebooks and accessories must be returned to the Media Center at the request of the school, at the end of each school year, or when a student graduates or ceases to be a registered student at RLCS.

The student/parent is responsible for all shipping and any repair/replacement service fee incurred at the time a claim is submitted. Only one incident per year per device is covered. Should your child's Chromebook need service more than once in a school year, the family will be financially responsible for any and all shipping, repair, and/or replacement charges related to the second or subsequent events in the same year.

The Chromebook assigned to the student is the student/parent's financial responsibility. Additionally, any damage to the provided Chromebook case or charger that requires replacement or repair will also be the financial responsibility of the student/parent.

As a user of the RLCS computer network and recipient of a Chromebook, I acknowledge receipt of and hereby agree to comply with RLCS Parent/Student Handbook, the RLCS Acceptable Use Policy contained in RLCS's Parent/Student Handbook, and the RLCS Chromebook Policy.

Student Name (PRINT) _____

Student Signature _____ Date _____

As the parent or legal guardian of the student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use setting and conveying the school's standards, procedures, and rules when selecting, sharing, or exploring information and media. I acknowledge receipt of and hereby agree to comply with RLCS Parent/Student Handbook, the RLCS Acceptable Use Policy contained in RLCS's Parent/Student Handbook, and the RLCS Chromebook Policy.

Parent/Guardian Name (PRINT) _____

Parent/Guardian Signature _____ Date _____