



# COMMON GROUND HIGH SCHOOL

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## One-to-One Computer Device Program 2023-2024

### About the 1-to-1 Chromebook Program:

The focus of the 1-to-1 laptop program at Common Ground High School is to prepare students for a world of digital technology and information. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the chromebook computer. Excellence in education requires that technology be seamlessly integrated in the student's educational program. Individual use of laptops empowers students to learn at their full potential and prepares them for the real world of college and the workplace. Chromebooks encourage students to solve problems and think critically by stimulating analytical thinking, and learning results from the continuous dynamic interaction among students, educators, parents and the extended community. 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. Learning with chromebooks integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all chromebooks used at Common Ground High School, including any other device considered by the Administration to come under this policy.

**Teachers may set additional requirements for chromebook use in their classroom.** We realize that many students do own personal devices; however, we would like all of our students to be using Chromebooks within the school and at home as their school computing device.

### Insurance

Insurance will cost \$35 non-refundable fee per year on all Chromebooks. These fees cover the annual cost of the computer's operation, including extended warranty, software and hardware upgrades, and necessary maintenance. The annual insurance fee will cover the cost of a replacement device or repair at the school's discretion if the student's device is broken. **It does not cover repairs for water/liquids damage and/or lost/stolen devices.** The insurance fee needs to be paid to Common Ground no later than **September 1st, 2023.**

### Training:

The students will receive training on file management and maximizing available network bandwidth during Orientation. Training documents and videos will be available online for students to refer to when needed.

### Return:

***All leased student Chromebooks and accessories (charger and case) will be collected at the end of each school year.***

Any student who transfers out of Common Ground will be required to return his/her Chromebook and accessories. **If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full.** If payment is not received the parent/guardian will be turned over to a collection agency or law enforcement as appropriate.

**Common Ground may hold a student's diploma and/or transcripts for lack of payment or the return of equipment. The student may also not advance to the next grade.**

Student must immediately surrender any Chromebook upon request from the school, whether for routine maintenance, investigation of improper use, or any and all other reasons. There should be no expectation of privacy or network access while using this equipment. Pupils are responsible for following the policies in Student Handbook related to *Electronic Devices*, *Acceptable Internet Use* and all applicable State and Federal laws.

### **Personalization:**

**Common Ground-owned Chromebooks must remain free of any personal decorative writing, drawing, stickers, paint, tape, or labels**

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media is subject to inspection and must follow the Common Ground High School *Electronic Devices* and *Acceptable Internet Use* policies.

### **Care and Use:**

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Office. If a loaner Chromebook is needed, a limited number can be issued to the student until the Chromebook can be repaired or replaced.

### **General Precautions:**

Food and/or drink should not be placed next to the Chromebook while it is in use.

Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

Chromebooks should never be carried with open screens.

Chromebooks should be shut down when not in use to conserve battery life.

Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.

Chromebooks should not be exposed to extreme temperature or direct sunlight for extended periods of time.

Extreme heat or cold may cause damage to the device.

Chromebooks should always be brought to room temperature prior to being turned on.

### **Carrying the Chromebook:**

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage due to dropping or abusive handling. Carrying the Chromebook in a padded backpack or padded bookbag is acceptable provided the backpack or bookbag is handled with care. For example, bookbags should not be thrown or dropped with Chromebooks inside. Protective padded cases are provided and should be used when carrying a Chromebook in a bookbag.

**Screen Care:** The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. Individually packaged pre-moistened eyeglass lens cleaning tissues can be purchased to clean the screen. These are very convenient and

relatively inexpensive.

### **File Management:**

Students may save documents to their Google Drive, or they may save to an external memory device such as a SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

### **Software:**

#### **Originally Installed Software:**

Chromebook software is managed via a Management Console. These are web-based applications that do not require installation space on a hard drive and that are updated as needed when the computer is shut down and restarted. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times. Upon student graduation or transfer from CGHS software restrictions may be lifted and the Management Console removed upon request.

#### **Additional Software:**

Some web-based applications will be suggested for use by students across all computing platforms: Students using Chrome on Windows, mac or Linux computers will see these apps when they sign in with their Google Apps account on that device. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. The school needed will automatically remove applications that are no longer as well. Students are unable to install additional software on their Chromebook other than what has been approved by Common Ground High School.

### **Virus Protection:**

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

### **Inspection:**

Chromebooks may be selected at random for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

### **Data Protection:**

All student created files stored on an external SD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that have NOT been synced* will not be retained.

### **Chromebook Identification:**

Chromebooks will be labeled in a manner specified by the school and can be identified in the following ways:

- Record of serial number and NHEP asset tag
- Individual's Google Account username

***Under no circumstances are students to modify, remove, or destroy identification labels.***

## Storage:

When students are not using their Chromebooks during the school day, the devices should be stored in their lockers *with the lock securely fastened*. Nothing should be placed on top of a Chromebook stored in a locker.

**After school hours, students should take Chromebooks home and fully charge them. Chromebook should be charged fully each night at the student's home. On campus charging will not be allowed.** Chromebooks should *never* be stored in a vehicle and they cannot be left at school overnight.

## Chromebooks Left in Unsecured Areas:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, the farmhouse, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

## Repairing or Replacing Your Chromebook:

Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.

A \$10 charge will be assessed to replace the first broken. Each additional screen will be charged \$40. If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook. Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device. Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. ***The school is not responsible for damages due to liquid spills.***

## Return/Check-In of Chromebooks:

Chromebooks will be returned during final checkout on the last day of class.

If your Chromebook, case, and/or AC power adapter has been damaged or defaced, you will be fined respectively for the damage at the end of the year during student laptop check-in.

If a student Chromebook is not returned during year-end check-in, the administration will be in charge of seeing this equipment is returned in a timely manner. If the administration is not successful, this matter will be turned over to local law enforcement and the student's grade reports/ transcripts will be withheld.

Common Ground High School will cover most of the damages and malfunctions to the student laptops through the laptop's warranty and/or accidental damage protection. However, students might be charged a fee based on the cost of the parts needing replacement if the Technology Department and/or Administration upon inspection determines that there is intentional damage or being negligent with the use and care of the laptop. All student repair charges will be as listed below. Lost items such as carrying cases, cords and Chromebooks will be charged the actual replacement cost. Example costs are:

### Estimated Costs

Chromebook	\$200.00
Chromebook Screen (1 <sup>st</sup> time)	\$10.00
Chromebook Screen (each additional)	\$40.00
"Shell" of Chromebook (covered in stickers or defaced)	\$25.00
Damaged Keyboard	\$25.00
Charger	\$25.00



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## One-to-One Chromebook Program 2023-2024 Policy Handbook Sign-Off and Pledge

- I will take good care of my Chromebook and know that I will be issued a Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.**
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Common Ground High School.
- I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I understand that violations in Acceptable Use or any policy or law regarding computer usage will result in progressive limitations of network usage and parental notification
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- If leased I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

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Student Name (printed)

\_\_\_\_\_  
Parent Name (printed)

\_\_\_\_\_  
Student Name (signed)

\_\_\_\_\_  
Parent Name (signed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date