



FINDLAY CITY SCHOOLS

**1:1 DEVICE HANDBOOK
For
STUDENTS and PARENTS**

This is an exciting time in Findlay City Schools (FCS). The district is implementing a 1:1 program, one Chromebook computer for each student, in grades 3 through 12 and is adopting Google's G Suite for Education for all grades. These changes will provide access to communication, resources, and learning tools like never before and are part of our journey to implement student centered learning. Students will be able to communicate, create and collaborate, as well as develop and apply their critical thinking skills in a new age of digital media that was not available to the world just a few years ago.

Findlay City Schools educators are dedicated to continuing to offer rigorous and engaging learning opportunities for students. We're excited about working with our students as they learn good digital citizenship in a safe and responsible atmosphere. We will continue to be amazed by what our students create and how they incorporate the tools of their generation into the learning that will shape their future. Tools like a Chromebook will allow them access to software that will encourage their artistic abilities, improve their reading and writing, and push them to think critically as they spark new interests and insights into their journey of being a lifelong learner.

This fall we will begin our implementation of the 1:1 program by issuing Chromebooks to students in grades 3, 6, and 9.

Ownership of the Chromebook

FCS retains sole right of ownership and possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes only for the academic year. Moreover, FCS administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to monitor student work or to alter, add or delete installed software or hardware.

Receiving Your Device

The Chromebook and all accompanying equipment, such as the charger (hereafter, collectively "Chromebook"), will be distributed to students at each building after the beginning of the school year. Building principals will determine the appropriate date and time for the Chromebooks to be distributed.

Bring Your Own Device Option (BYOD)

Parents who do not wish to participate in the district's 1:1 program have the option to provide their student/s with a device to bring to school to use instead of the district owned Chromebook. Parents choosing to opt out of the 1:1 program for BYOD will need to complete the following form: <http://www.fcs.org/byod/>. *(Please note that the district assumes no responsibility to ensure the fitness of the device/s for classroom use, nor for any loss, damage, or repair of BYOD devices.)*

Student's Responsibilities

The student and their parent(s)/guardian(s) are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the district's [Acceptable Use Policy](#)* and this 1:1 Device Handbook for Students and Parents when using their Chromebooks.
- Students must bring their Chromebooks, or BYOD device, to school every day and make sure it is fully charged. Failure to do so may result in loss of instruction.
 - Note: A fully charged Chromebook should last 8 - 10 hours.
- Students must treat their Chromebook with care and never leave it in an unsecured location.
- Students must report any problems with their Chromebook to the building library, or other designated location, as soon as possible.
- Students may not remove or obscure the device serial number or other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing. *(See page 6 **Personalizing Devices**, for acceptable ways to personalize your Chromebook for easy identification.)*
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.

Responsibility for Electronic Data

- The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the FCS Technology Department or classroom educator. *(Students should only install software that they would be happy with a teacher, administrator, or parent seeing.)*
- Students are responsible for backing up their data to protect from loss. *(The district will do its best to make sure your data is safe, but we cannot promise that data won't be accidentally lost. Please backup your important data.)*

*http://www.findlaycityschools.org/policies/9pol/9-21_Student_Acceptable_Use_Policy.pdf

- Users of district technology have no rights of ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, school-issued or third-party applications, and are given no guarantees that data will be retained or destroyed.

Devices Left at Home

If students leave their Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present. A loaner device **may** be made available at the discretion of the building principal. If a student repeatedly leaves his/her Chromebook at home, he/she will be subject to appropriate disciplinary action.

Protecting Your Data and Files

Students are responsible for the appropriateness of all files, data, and internet history on their Chromebook. Although these devices will be logged and filtered on and off campus, it is still the responsibility of the student to use good judgment when accessing or transmitting data.

Respect the Privacy of Others

Do not take photos or video of other students or staff without their permission. The possessing, forwarding or uploading of unauthorized data, photos, audio or video to any website, network storage area, or person is strictly forbidden and will be dealt with according to FCS discipline policy. Do not access another individual's materials, information, or files without their specifically granted permission. FCS staff will **not** remotely access the Chromebook's camera. *(If the camera light comes on unexpectedly bring the unit in for repair.)*

Audio & Sound

The sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds/headphones may be used in the classroom based only upon individual teacher approval.

Findlay City Schools Technology Protection Plan

FCS recognizes that with the implementation of the 1:1 program there is a need to protect the investment by both the district and the student/parent. This FCS Technology Protection Plan (FCS TPP) covers the Chromebook loaned to the student against accidental damage, up to the replacement parts cost of the Chromebook (\$250). The charger is NOT covered by this plan and is the sole responsibility of the student. Coverage is 24 hours per day, on or off school property. **Damage to the 1:1 Chromebook or need for its replacement due to intentional, reckless, willful, malicious and/or wanton misconduct is not covered.**

1. Plan coverage is effective from the date that the Chromebook is received and shall end on the last day for students of the academic year as published on our website, <http://www.fcs.org/calendar.htm> or
2. Where the student leaves the district prior to the end of the school year. (If a student ceases to be enrolled in the district, he or she is to return the Chromebook to the school in full working order, including all accessories and components.)
3. Where the student uses the device for inappropriate and/or offensive purposes as described in the Acceptable Use Policy.
4. At the district's written request to do so.

The FCS TPP premium cost of \$25** per Chromebook for the 2018-2019 school year will be assessed as part of each student's school fees.

- Participation in the FCS TPP is mandatory for all district 1:1 device users. (Except BYOD users – a BYOD form will need to be on file and can be completed here:

[http://www.fcs.org/byod/.](http://www.fcs.org/byod/))

- The FCS TPP premium will not be prorated and is non-refundable.
- You will be issued one charger with your Chromebook. The FCS TPP does not cover the \$60 charger if lost or damaged.
- In the event of accidental damage there will be a \$10.00 per incident fee to cover labor. The FCS TPP will cover up to a total of \$250 in parts replacement over the school year, regardless of how many labor charges are incurred.

Vandalism and Theft

In cases of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent/guardian as soon as practicable but in no case more than 48 hours after the theft or vandalism is discovered. A copy of the police report must be presented to the building principal when the event is reported. Further, students/parents must contact their building principal ASAP after the Chromebook is determined to be stolen, lost, or vandalized.

***Note – If the \$25 per Chromebook premium presents a financial burden please see your building Principal.*

Technical Issues/Damage/Loss

Take your Chromebook to your school's library, or other designated area, if you experience any technical problems or damage. If the device cannot be repaired at that time, a loaner device may be issued to you, if available. All device policy agreements and technology protection plan will remain in effect for the loaner device.

Device Identification

Student devices will be labeled in a manner specified by the district. Devices can be identified based on serial number. Do not remove any identifying labels or markings.

Personalizing Devices

Students are permitted to place school appropriate stickers on the top of their Chromebooks. Stickers containing images of weapons, alcohol, drug or gang related symbols or pictures are not permitted per school/district policies. Stickers CANNOT cover the asset tag number or the indicator light. Stickers are not permitted on the sides or bottom of the Chromebook.

Students are permitted to install school appropriate personal apps on their Chromebooks. If storage on the Chromebook becomes an issue all school required applications have a priority over student downloads and may require the student to uninstall personal apps.

Check-In

Chromebooks must be returned to the building library, or other designated area, during the final weeks of the school year by the date announced each spring. Any student who withdraws, terminates enrollment, or is expelled must return their device and accessories immediately. If a student fails to return the device and/or accessories when requested, the student will be billed for the replacement cost of the Chromebook. Any device not returned or immediately paid for in full will be considered stolen property and law enforcement will be notified.

Care of the Device

The Chromebook is the property of Findlay City Schools and all users will follow these rules and the Acceptable Use Policy. Students are responsible at all times for the care of the device assigned to them.

- Use only a soft, lint-free microfiber cloth to clean the screen.
- Avoid getting moisture and liquids on the device/accessories.
- Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
- Devices must never be left in an unlocked or unsecured space such as a locker or car.
- Under no circumstances should devices be left in unsupervised areas including school grounds, athletic fields/areas, cafeterias, computer labs, classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated and disciplinary action may be taken.
- Students will not have the opportunity to charge their devices at school, devices are to come to school, each day, charged to 100%.
- Too much pressure may crack the screen, avoid placing anything on top of the device or in between the screen and keyboard.
- Ensure there is plenty of safe and protected space in your bag or locker in order to avoid accidental damage.
- Never place or consume food or drink near the device. Do not use your device at cafeteria tables when food or drink is present.
- Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.
- Never leave your device on the floor, a chair, or sofa. Stepping or sitting on the device could cause significant damage.
- Do not disassemble or attempt to repair the device, or take the device to a third-party for repair. All repairs must be made by the FCS Technology Department or designated third parties.

Transporting Devices

When transporting the device between classes or outside the building you are required to close the lid. NEVER walk with the device open. Students may be required to take their devices home every day after school, regardless of whether or not they are needed for homework.

Passwords

Students will be required to maintain an updated password on their device. Students may NEVER share, distribute, or otherwise allow other students access to their password. At any time, a parent, teacher, or school administrator may request and obtain the password and access to the device.

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 networks, the Chromebook is ideal for anytime, anywhere access to the web.

Q. What kind of software does a Chromebook run?

A. Chromebooks run thousands 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.

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of the FCS technology department will maintain devices through our Google G-Suite for Education account.

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a Wi-Fi signal to access the web. There is an offline option, as well, when using Google Drive, and when students enter a Wi-Fi connection, it syncs again to the student's Google account.

Q. Will our Chromebook be able to use a Cellular Service?

A. No. The district Chromebooks will not connect to 4G broadband or a cellular signal.

Q. Is there antivirus software included with the Chromebooks?

A. No, there is not. All of the data is stored in the cloud, therefore is no need for antivirus software. They do, however, come with web filtering.

Q. How long will the Chromebook run on a fully charged battery?

A. Chromebooks have a rated battery life of 8-10 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day without interruption of use.

Chromebook Care Reminders

- Take good care of your new Chromebook. You will use the same Chromebook for 3-4 years.
- Carry your Chromebook with both hands.
- It is highly recommended that a protective bag or cover be purchased to protect the Chromebook.
- Set your Chromebook on a flat surface to use it. An example of a flat surface is a desk or table.
- Keep food and drinks away from your Chromebook. In other words, do not eat or drink while you are using the Chromebook. Instead, take a study break away from your Chromebook.
- Never place a heavy object or a lot of objects on top of your Chromebook.

- Charge your Chromebook every night at home.
- If you close the lid of your Chromebook, you will help save the battery.
- You can use your Chromebook when the battery level is low. Just remember to charge when you get home.
- When you plug in your Chromebook to charge it, look for the charging light indicator. This will assure you that your Chromebook is being charged.
- Let the Chromebook completely charge to a full battery.
- Charging a Chromebook could take up to 4 hours. Therefore, plug it in to charge and go do something else.
- Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.