

STUDENT/PARENT HANDBOOK



LITTLE CHUTE
Area School District

FOSTERING A COMMUNITY OF DIGITAL LEARNERS

LCASD Mission

The Mission of the Little Chute Area School District is dedicated to fostering a community of learners where we meet the academic, social, and emotional needs of **ALL** students

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1. RECEIVING/RETURNING YOUR CHROMEBOOKS

1a. Chromebooks Issued by the Little Chute Area School District

- Chromebooks are a necessary requirement for access and completion of many learning activities. Their function as a digital textbook and information access tool is necessary for student success.
- Each year parents will need to acknowledge and sign the Technology section of our Release Agreement. This will be done electronically during the July/August data validation window of Registration.
- Chromebooks will be distributed at the beginning of the school year. Students will be provided a Chromebook orientation when he or she receives a device.
- The following items and accessories will be distributed and recorded in the district inventory system:
 - Chromebook
 - Charging cord with AC adapter and power cord
 - Protective Case with student name and barcode

When possible, students will be reissued their original Chromebook and accessories at the beginning of each school year.

1b. Returning Your Chromebook

- Students leaving the district must return their district issued Chromebook, case, and accessories to the school office prior to withdrawal from the Little Chute Area School District.
- Chromebooks, cases and accessories will be turned in within the last two weeks of each school year.
- If a Chromebook, case and/or accessory is lost, stolen, or not returned, the student/guardian will be charged the full replacement cost for the item and law enforcement agencies may be notified. If the device is not returned by the assigned due date, a replacement fee will be assessed to the student account.
- It is critical to use only manufacturer approved chargers when one is lost to avoid permanent damage to the device. Additional power cords may be available for purchase through the LC School Store.

1c. Cleaning Your Chromebook

- Returning an uncleaned Chromebook will be assessed a \$10.00 charge. Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Do not use window cleaner, household cleaners, or other sprays, as they may damage the Chromebook.
 - Base Enclosure
 - LCD Screen-
 - Keyboard
 - Palm Rest
- Chromebook Case Damage will be assessed a charge of \$15.00 up to replacement cost.
 - NO COLORING OR STICKERS ARE ALLOWED ON CHROMEBOOK OR CASE
 - Crumbs in case
 - Broken/Lost straps

- Missing any Chromebook keys will be assessed a charge of \$10 for a replacement keyboard.

2. TAKING CARE OF YOUR CHROMEBOOK

2a. General Care

- **Chromebooks are expected to remain in the case at all times, even during use.**
- Students are responsible for the general care and cleanliness of the Chromebook they have been issued by LCASD.
- Students are responsible for bringing a fully charged Chromebook to school each day.
- Students are encouraged to take their Chromebook home every night, regardless of whether it is needed or not. (At the very least, it will need to be charged.)
- All district labels and barcodes must remain on all equipment.
- Chromebooks must be kept clean and free of any personalization, such as: writing, drawing, stickers, etc.
- Be mindful of food, drink, etc. that may come in contact with the Chromebook when it is stored or in use.
- Report any damage or issues to your teacher/LMC staff immediately.
- Chromebooks should never be left unsupervised; they are in danger of being stolen.
 - If an unsupervised Chromebook is found, notify a staff member immediately.
 - Students who leave their Chromebooks unsupervised may face disciplinary action.
 - Students must immediately report stolen equipment to the building administration who will involve law enforcement as necessary.
- Chromebooks should not be stored in a vehicle (at home, school, or otherwise), for security and temperature control reasons.

2b. Carrying Chromebooks

- Transport Chromebooks with care. Chromebook lids should always be closed when moving.
- **Students must use only the case provided with their device.** The case should be zipped, when carrying.
- **Chromebooks must be kept in the case at all times.** At school, and at home.
- Cases must be kept clean and free of any personalizations, such as: writing, drawing, stickers, etc.
- All district labels and barcodes must remain on the case.

2c. Screen Care

- The Chromebook Screens can easily be damaged. The screens are particularly sensitive to damage from excessive pressure.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not place anything in the protective case that will apply additional pressure against the cover.
- 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, headphones, pencils, etc).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
 - Do not use window cleaner, household cleaners, or other sprays, as they may damage the Chromebook.
 - If you need assistance with cleaning your device, please go to the LMC

2d. Technical Support

- Chromebooks that are broken, or fail to work properly, must be taken to the Library Media Center (LMC) media center as soon as possible so that the issue can be properly resolved.
- Services that will be provided, depending upon staffing, may include:
 - Basic troubleshooting, repairs, and loaner devices.
 - Chromebook charging areas..
 - Assist students with questions about devices or online tools.
- ***DO NOT take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

3. USING YOUR CHROMEBOOK AT SCHOOL

3a. Chromebooks Left at Home

- Students are expected to have their Chromebooks present on a daily basis.
- There will be a limited number of device available for checkout through the LMC, and preference will be given to those whose device is out for repairs.
- Repeat violations may result in disciplinary action.

3b. Chromebooks Under Repair

- The LMC staff will issue a loaner Chromebook to students when their Chromebook needs to be sent out for repair.
- Students using loaner Chromebooks will be responsible for any damage incurred to the loaner while it is in their possession.

3c. Charging Your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students should not expect to charge their Chromebook in the classroom.

3d. Account Security

- Students are required to use their own LCASD Google Apps username and password, and keep this password confidential.
- Students should not log into any district provided equipment using personal gmail accounts.
- District provided equipment is for the assigned student's use ONLY.

3e. Backgrounds

- Students should not customize the background or screensaver on the Chromebook

3f. 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 and should NOT be left plugged into the Chromebook when not in use.

4. SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

4a. Saving to your Google Apps Account

- With a wireless Internet connection, Google documents and files can be accessed from any device, anywhere, at any time.
- All items will be stored online.
- Prior to leaving the district, or graduating, students are encouraged to transfer any documents to a personal account.

4b. Saving to Removable Storage Devices

- Chromebooks are equipped with a USB port so portable hard drives and USB drives can be used to transfer and/or save files.
- These types of USB storage devices should not be left connected to the Chromebook when not in use.
- LCASD is not to be held responsible for any lost or stolen external devices or for the recovery of data missing or deleted from a personal external device.

4c. Saving to your Chromebook

- It is not recommended to save documents/files to your Chromebook.
 - In the event that repairs need to be done, files saved to the Chromebook could be deleted.
 - Save all files to the Cloud (you have unlimited storage) to ensure you will have continued access.

5. OPERATING SYSTEM ON YOUR CHROMEBOOK

5a. Updating your Chromebook

- Chromebooks automatically update to the most recent version of the Chrome operating system thus eliminating time-consuming installs, updates, or re-imaging.
- Students must power down the Chromebook weekly for the update to take effect.

6. ACCEPTABLE USE GUIDELINES CHROMEBOOK

6a. General Guidelines

- [Acceptable, Safe and Responsible Use of Technology Resources, Policy 363.2](#)
- Students are responsible for ethical and educational use of technology.
- Access to LCASD is a privilege, not a right. Students are required to follow LCASD policies and rules.

6b. Privacy, Safety, and Digital Citizenship

- Teaching our students how to be productive, ethical, and successful digital citizens is a top priority. Digital Citizenship curriculum is provided to all students and the resources below are used.
 - [LCASD Digital Citizenship](#)
 - [Learning the Mustang Way](#)
 - [Common Sense Media Resources](#)
- As required by the Children's Internet Protection Act (CIPA), Internet access is filtered in our school district. This filtering system will filter all internet connections used by this device, **even when it is taken outside of the district and used on the public internet.**
- Filtering restricts access to inappropriate content, but the LCASD cannot guarantee that all inappropriate content will be blocked. No filter is as reliable as adult supervision. It is the responsibility of parents or guardians to help monitor a student's technology usage at home.
- Students must abide by Copyright and Plagiarism Laws.

6c. Legal Property

- The Chromebooks that are issued to students are property of the Little Chute Area School District. All LCASD Board Policies apply.
- Use or possession of hacking tools or methods is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

6d. Email Electronic Communication

- Email, data files, and electronic communications sent/received should be related to the student's education needs
- Email, data files, and electronic communications are not to be considered private and are subject to monitoring and/or inspection by the district at any time.

6e. Consequences

- Students will be held responsible for the appropriate use of the user account and/or hardware they are issued. Do not share your username and password with anyone, and do not loan your Chromebook to any other individual..
- 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 governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.
- Students who violate board policy or this handbook face disciplinary action and/or financial responsibility.

7. LCASD COOPERATIVE LOSS PROGRAM

7a. Chromebook Warranty

- All District provided Chromebooks are covered by a limited warranty against manufacturer defect and equipment failure. The warranty covers the 1st broken screen. Students will be charged \$50 for the 2nd broken screen and \$100 for the 3rd. Students requiring a 2nd or 3rd screen replacement may face disciplinary action.
- Manufacturer defects and component failures are covered under warranty will not be subject to the damage claims listed below.

7b. Damage Claims

Claims for damages that were within the student's control and not covered by warranty

- First Claim: Cost of the repair up to \$100.00
- Second Claim: Cost of repair up to \$150.00
- Third Claim: Full cost of repair/replacement and /or disciplinary action taken.
- The district reserves the right to charge for the entire replacement cost if negligence is determined. Examples of negligence include, but are not limited to defacing, losing or destroying your Chromebook.

7c. Replacement Costs

- Students will be responsible for covering the cost of lost or stolen items:
 - Chromebook - \$200.00
 - Charger/Power Cord - \$40.00
 - Case - \$30.00

7d. Misc Costs

- Chromebook is not properly cleaned - \$10.00
- Damaged or defaced case - \$15 up to the replacement cost of \$30.00
- Missing keys - \$10.00 to replace the keyboard

CHROMEBOOK FAQs

What is a Chromebook?

Chromebooks are mobile computing devices that run Google's Chrome operating system. Chromebooks have a fully functioning internet browser so students will be able to utilize email, access the internet, and complete work online.

Do you need Internet access to use a Chromebook?

Chromebooks work best when connected to the internet. District survey results have indicated that the vast majority of students have internet access at home. If a student does not have internet access at home several local businesses provide free wifi such as the public library.

Some Chromebook functions are able to be performed offline (e.g. Gmail, Google Drive, apps). It is important to understand though that after completing work offline on a Chromebook it needs to be connected to wifi to sync the work to the cloud.

Does a Chromebook need virus protection?

Chromebooks are designed so that they do not require virus protection.

What if students want to bring their own device?

No, we are no longer running a BYOD program. The only exception allowed will be for the Little Chute Career Pathways Academy 11-12th graders who currently have their own device.

Can I opt my student out of receiving a Chromebook?

The Chromebook is a necessary tool to be used in the instructional process and also required for state testing. Students cannot opt out of a district issued Chromebook and may be required to use it during any part of the school day.

What about insurance?

The Chromebooks are covered by a manufacture warranty. Refer to Section 7 - LCASD Cooperative Loss Program

Who else can use my child's device?

Your child will be held responsible for Chromebook usage. We do not authorize others to use a student's Chromebook.

What kind of technology support will we have outside of school hours?

No technology support will be provided outside of school hours. Informational resources can be found on our [Technology Resource Center](#) website.

Is there an option to buy the Chromebook?

No, Chromebooks issued by LCASD are not available for purchase at this time.

Can Students purchase apps for the Chromebook?

No, apps and extensions that students need in the classroom will be associated with their school user account and installed and managed by the School. Students should only log into the device with their school assigned Google account.