



# **Freedom Area School District**

## **Device Handbook**



# TABLE OF CONTENTS

<b>1. Receiving Your Chromebook</b>	<b>2</b>
<b>2. Returning Your Chromebook</b>	<b>2</b>
<b>3. Taking Care of Your Chromebook</b>	<b>2</b>
3a. General Precautions	2
3b. Carrying Chromebooks	3
3c. Screen Care	3
<b>4. Using Your Chromebook at School</b>	<b>3</b>
4a. Chromebooks left at home	3
4b. Chromebooks under repair	4
4c. Device Security	4
4d. Sound	4
4e. Printing	4
4f. Account Access	4
<b>5. Managing and Saving Work</b>	<b>4</b>
<b>6. Operating System on Your Chromebook</b>	<b>5</b>
6a. Updating Your Chromebook	5
6b. Virus Protection	5
<b>7. Acceptable Use Policy</b>	<b>5</b>
<b>8. Repairing/Replacing Your Chromebook</b>	<b>6</b>
8a. Accidental Damage	6
8b. Intentional Damage/Loss	6
8c. Parts Replacement	6
<b>9. Device Expectations During Remote Learning</b>	<b>6</b>
9a. Damage	6
<b>10. Chromebook FAQs</b>	<b>7</b>
<b>Appendix A: Freedom's Device Loan Agreement</b>	<b>9</b>
<b>Appendix B: Acceptable Use Policy Summary</b>	<b>10</b>

# 1. Receiving Your Chromebook

Chromebooks will be distributed to students at the beginning of each school year for 6th-12th grade students. Students in grades one through five will have carts in their homeroom. When a family completes their beginning-of-year paperwork, they will be asked to read the Handbook, including the FASD Acceptable Use Policy. This agreement is to help you understand how to use and protect your Chromebook. Pick-up/drop-off procedures will be communicated by each school's office.

The following items and accessories will be distributed and recorded in the district inventory system:

- Chromebook (with name and barcode affixed to the device)
- Charging cord with AC Adapter power cord
- Protective case (with student name, student number, and "Property of the School District of Freedom" on a tag)

Identification and inventory tags/labels cannot be removed or modified. If they become damaged or missing, notify the Library Media Center immediately.

# 2. Returning Your Chromebook

Elementary students' computers will remain in the homeroom teachers' room and be collected at the end of the year. At the Middle School and High School, all Chromebooks will be returned at the end of each school year. Students will retain the same Chromebook from grades 6-12. Students will receive a new one at the beginning of 6th grade. Chromebooks will be collected from grade 12 students before they graduate. If the Chromebook issued to the student is not returned at the end of the school year, when directed, or when a student leaves the district, law enforcement will be notified and the Chromebook will be considered stolen property.

# 3. Taking Care of Your Chromebook

Care of the Chromebook is the responsibility of the student. Refer to section 8a for information regarding damage and repairs.

## 3a. General Precautions

- a. Do not use food or drink near your Chromebook.
- b. Be careful when inserting and removing all cords, cables, and accessories. ( ie - mice and headphones)
- c. Do not leave the power cord plugged in when transporting your Chromebook.
- d. While walking in the hallways, your Chromebook should be in your closed and in a case (for grades 6-12). Closed for elementary school students.
- e. Do not carry your Chromebook by the screen or with the screen open.
- f. Do not write or draw on the Chromebook.
- g. Do not place additional stickers, decals, or other adhesives on your Chromebook.

- h. Chromebooks will have Freedom Area School District identification. This SHOULD NOT be removed or altered.
- i. Do not leave your Chromebook in an area that could become very cold or very hot (such as in a car).
- j. Do not leave your Chromebook in an area that is unsupervised.
- k. When students are not using a Chromebook, they should be stored in a locked locker or in a safe place designated by a teacher (ie- a locked classroom).
- l. Students should not expect to charge their Chromebooks at school. (6-12 Students) Elementary are expected to plug them in every night in classroom cart.
  - o If your Chromebook runs out of battery, students will be required to check out a used Chromebook from the library. This device must be returned by the end of the school day.

### 3b. Carrying Chromebooks - Recommendations

- a. Always carry your Chromebook from the bottom with the screen closed.
- b. Do not use the screen to lift your Chromebook.
- c. Students are expected to use the issued case/bag whenever transporting their Chromebook in the hallways or outside of school for students in grades 6-12.
- d. Device cases are for devices and charging cords only. ***Nothing else should be stored in the case.***

### 3c. Screen Care

- a. Do not put pressure on the top of the Chromebook, even if the lid is closed.
- b. Close the screen when storing your Chromebook.
- c. Do not store the Chromebook in a case/backpack with items that will put pressure on the screen. Or with any liquids such as water bottles.
- d. Clean your screen with a damp cloth or microfiber cloth.

## 4. Using Your Chromebook at School

***It is expected that Chromebooks will be brought to school at a full charge every day.***

### 4a. Chromebooks left at home- 6-12

- a. If your Chromebook is left at home, you will be issued a used Chromebook from the library if they are available.
  - i. The extra Chromebook will not be allowed to be taken home.
  - ii. These Chromebooks will be required to be returned each day to the library during Irish Hour.

### 4b. Chromebooks under repair

- a. When your Chromebook is in for repair, you will be issued a used Chromebook from the library to use until the repairs are completed.

- i. These Chromebooks may be checked out for home use on an as-needed basis and must be approved by library personnel.
- ii. The same expectations apply to the Chromebooks on loan during repair periods as for Chromebooks issued to students at the beginning of the year.

#### 4c. Device Security

- a. Out of school - keep the device secured (Ex: at home or other secure places where others do not have access)
- b. School and school-sponsored events - keep the device stored in a secure place (Ex: locked in a locker or other suitable place)
  - i. For example, during athletic events, games, practices, and trips, store the device in a secure place (school locker, gym locker, locked room).
  - ii. Devices left in bags and backpacks or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft.

#### 4d. Sound

- a. Students should keep their sound muted unless a teacher gives permission for it to be on for instructional purposes. **Students will be expected to have headphones or earbuds to use when sound is necessary.**

#### 4e. Printing

- a. Students will be able to digitally share documents with teachers.
- b. Printing is discouraged, but if necessary, printing will be available in each building.

#### 4f. Account Access

In order to gain access to the district network, students must log in with their Freedom Area School District Google account. Students will only be able to use their school account. Do not share your password. Use of another student’s account is prohibited under the District Acceptable Use Policy.

### 5. Managing and Saving Work

- Google Apps for Education is a suite of products that includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that allows individuals to create different kinds of online documents, collaborate in real-time with other people, and store documents, as well as other files, in the cloud.
- With a wireless internet connection, you can access your documents and files from any device, anywhere, at any time, no matter where you are.
- All items will be stored in the Google Cloud environment.
- Prior to leaving the district or graduating, students should save any work using Google Takeout to transfer files to a personal Gmail account. (<https://takeout.google.com>). This action must be completed using a personal device or a district desktop device.
- If your device needs repairs, it may require a reload of the operating system which will delete all

locally stored files on your Chromebook. Be sure to resave all files in Google Drive.

- Students will be able to access Google Drive offline anywhere, even when wifi is not available. Work will then sync the next time the device is connected to wifi. (<https://goo.gl/5TnGSq>)

## 6. Operating System on Your Chromebook

Chromebooks are mobile devices that run on “web apps,” rather than “programs” from a hard drive. As long as a Chromebook is connected to wifi, it provides a faster, more secure way to work in word processors, spreadsheets, presentations, etc. All files should be stored in Google Drive, so there’s no need to worry about lost homework.

### 6a. Updating Your Chromebook

When a Chromebook starts up, it checks for updates automatically, so it always has the most recent version of the Chrome operating system. If an update is needed, an arrow will appear in the bottom right corner of the screen. Click this arrow for the update to install. A restart will be required.

***Students need to restart their Chromebooks a minimum of once per week.***

### 6b. Virus Protection

At this point, the Chrome OS does not require antivirus; if that changes, our technology department will manage to distribute the software to all devices.

## 7. Acceptable Use Policy

- Freedom’s computer network and internet access are provided for the benefit of students and staff for academic purposes. Users are responsible for their behavior and communications while using District technology.
- For a summary of the policy, refer to [Appendix B](#)
- For complete policy, refer to [School Board Policy 6131\(R\)](#)

## 8. Chromebook Damage and Accessory Replacement

In the event that your Chromebook, charging cord, or carrying case gets broken or fails to work properly, please immediately bring it to the Library Media Center. Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance. If the student loses the case or cord, the student is required to pay for the replacement. If the student loses the device or suspects the device has been stolen, the student should notify the Library Media Center immediately so that the district can attempt to relocate/recover the device.

If a device is damaged students/parents will be required (at the discretion of their Principal) to reimburse the District for the cost of repair:

- Broken Screen - \$50 fee.
- Broken Keyboard - \$60 fee.
- Additional Damage - Up to 100% (\$250) of the replacement cost of the device.

If an accessory is lost or damaged, the student should request a replacement from the Library Media Center. Students/parents will be required to reimburse the District for the cost of replacement:

- Charging Cord - \$25.
- Carrying Case - \$20

## **9. Device Expectations During Remote Learning**

In the event of the district enacting a time of remote learning, any students K-12 who are issued a district device to take home would follow all guidelines and policies set forth in this handbook. Parents or guardians are financially responsible for any lost or stolen device that is not recovered in good working order by authorities. When filing an insurance claim, be sure to include the value of the device/accessories as part of the claim. Please contact the school office for the replacement cost.

## **10. Chromebook FAQs**

### **Q: What is 1:1? Why are we implementing 1:1?**

A: 1:1 (or “one to one”) is the ratio of devices to students. In a 1:1 plan, every Grade 1-12 student gets a device assigned to them. With the increasing use of technology in many schools’ curricula, 1:1 allows students to not only enhance their learning but also teaches them responsible use of the device and the internet. Students who are assigned their “own” device take more ownership of it, causing the rate of repairs in a district to decrease after implementation.

### **Q: What is “Digital Citizenship”?**

A: Digital Citizenship is the responsibility of every student and staff member in the district to understand how technology and the web should be safely and effectively used. Refer to section 7 for more information. Families can also access <https://dpi.wi.gov/internet-safety/digital-citizenship> for more information.

### **Q: Do you need internet access to use a Chromebook?**

A: Some offline functions are able to be used with a Chromebook, but it works best if you have a wifi signal. Refer to section 5 for more information.

### **Q: What can I do if I do not want my child to have a Chromebook?**

A: The Chromebook is a necessary tool to be used in the instructional process and is 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. Students can choose to take their device home or keep it at school.

### **Q: What fees are associated with this?**

A: Fees may be assessed due to damage (either accidental or intentional) or loss. Refer to section 8 for more information regarding repair/replacement fees.

### **Q: What if I want my child to bring their own device from home?**

A: Bringing your own device is will not work without a data service on it. Non-district devices, including cell phones, are not supported by the same network infrastructure and will not be able to join the district

wireless. Additionally, district staff are not able to troubleshoot or repair these devices. The district assumes no responsibility for damaged personal devices.

**Q: What if I have internet connectivity issues at home?**

A: The district does not provide tech support for home connectivity issues. Contact your internet service provider (AT&T, Spectrum, etc) if you have connectivity issues at home. Students with no internet access may qualify to check out a hotspot from their school's library.

**Q: What is the battery life of a Chromebook?**

A: When new, Chromebooks have a rated battery life of 8 hours, depending on use. Students are expected to charge the device every evening to ensure maximum performance during the school day. If a fully charged Chromebook is not sustaining the necessary charge for work throughout the full school day, contact the Library Media Center.

**Q: Is there an option to buy the Chromebook**

A: Chromebooks issued by the district will not be available for purchase.

**Q: Will students be allowed to take their Chromebooks home over the summer?**

A: No. Unless permission is granted by district staff.

**Q: Can students sign in to a personal account on their Chromebook?**

A: No. Students can only use their school Google account @freedomschools.k12.wi.us when using a school-issued Chromebook. If a student uses another account the district accounts and logins for content will not work.

**Q: Who do I contact if I still have questions?**

A: If you still have questions not addressed in this handbook, contact the Library Media Specialist at your child's building.

High School and Middle School - Nicki Zabel [nzabel@freedomschools.k12.wi.us](mailto:nzabel@freedomschools.k12.wi.us)

Elementary School - Korri Kersten [kkersten@freedomschools.k12.wi.us](mailto:kkersten@freedomschools.k12.wi.us)

## Appendix A: Freedom Device Loan Agreement

**This agreement was electronically signed and agreed to during the registration process.**

Students agree to abide by all guidelines outlined in the Device Handbook, the full Acceptable Use Policy (found in [School Board Policy](#)), and any additional guidelines outlined by the staff of the Freedom Area School District. The use of the computer network and the internet is a privilege, not a right. School officials may deny, revoke, or suspend access to the network to those who violate one or more of the terms and conditions.

District Adopted Technology Policies for students using district devices, email, social media, AI, curriculum, and district assigned links/ content - [po5136.01](#), [po7540](#), [po7540.01](#), [po7540.02](#), [po7540.03](#), [po7540.07](#), [po7540.08](#), [po7542](#), [po7544](#)



# Appendix B: Acceptable Use Policy Summary

This summary is not all-inclusive and addresses portions that are applicable to students. For complete policy, refer to [School Board Policy](#)

## **Guidelines for Using the Computer Network and the Internet in the Freedom Area School District**

Freedom's computer network and internet access are provided for the benefit of students and staff for academic purposes. Users are responsible for their behavior and communications while using District technology.

- a. Priority is given to school assignments.
- b. Respect others.
- c. Conserve resources.
- d. Use school-appropriate language.
- e. Do not make online purchases, unless they are for educational use and prior approval is received.
- f. The network should not be used for non-educational purposes.

School computers interact with Freedom's computer network in invisible but carefully designed ways.

- a. Do not make alterations to computers or run programs from the media.
- b. Do not use non-education sites.
- c. Do not copy programs, tamper with hardware, or enter unauthorized areas of the network.
- d. Do not purchase software without permission.
- e. Do not download/upload/stream non-education files.
- f. No hacking or unlawful activities.
- g. No use of personal identification regarding minors.
- h. No material/activities that could be obscene or harmful to minors.
- i. No modifications to the website without prior permission.

### **Consequences of Misuse**

Any user in violation of this policy will be subject to disciplinary action (ie- restitution for damages, loss of privileges, suspension, expulsion, and referral to local authorities). Users denied access will be responsible for finding alternative resources.

### **Passwords**

Do not share passwords or attempt to log on to someone else's account. If you think someone else may know your password, change it.

### **Email/Instant Messaging/**

Use civility, care, and discretion when sending messages and using resources.

- a. Students in grades 3-12 are provided email accounts for educational use only.
- b. Your email account is the property of the school district and accounts can be accessed by district personnel at any time.
- c. Do not pass on chain mail, non-educational links, spam, etc.
- d. Do not use chat rooms or electronic messaging for non-educational purposes.
- e. The safety and security of minors must be considered when engaged in any of the above.

### **Privacy**

Privacy is valued and respected. However, Network and District administrators have the right to examine the contents of network accounts, internet usage, etc. ALL email, internal and external, both sent and received, is recorded on a read-only server accessible for administrative purposes.

In order to foster independent thought, creativity, and intellectual development, the school will only examine files when there is reason to suspect activity/material that violates the school's code of conduct or the law (ie- criminal activity, obscene, harmful content, etc).

## **Software**

- a. Do not install unauthorized software or files.
- b. Licensing agreements will be upheld for copyrighted software
- c. Do not use privately owned software

## **Cyber-bullying**

Do not use district-owned equipment to harass or cyber-bully (ie- teasing, intimidating, threatening, etc.). Students and community members who believe they have been the victims of such misuse of technology should print out a copy of the offending material and bring it to the attention of a staff member or principal.

## **Use of Web Tools (ie- social networking, blogs, wikis, podcasts, etc)**

The use of web tools is considered an extension of the classroom. Speech that is considered inappropriate in the classroom is also inappropriate in any web tools. When using these tools, students can not share ANY personal information (including username and password).

## **Copyright and Plagiarism**

Users must always document sources, in both formal and informal communications. Do not forward or quote an email without permission from the sender.

## **Internet Access**

Use internet resources wisely. Resources available on the internet outweigh the risks of accessing inappropriate material. Internet users must accept their responsibility for this freedom of access. Computer and internet usage will be randomly monitored for compliance.

## **Supervision and Monitoring**

It shall be the responsibility of all members of the Freedom Area School District staff to supervise and monitor the usage of the computer network and access to the internet at school in accordance with this policy and the Children's Internet Protection Act. In addition, content filtering will follow a device even offsite. Procedures for modifying any technology protection measures shall be the responsibility of the Technology Department.

## **Safety**

Parents, students, staff, and administration should be aware that:

The District has no control over the content residing on the internet or the actions of other internet users. Parents, students, and the adult community are advised that connected computers may contain material that is illegal, dangerous, inappropriate, etc. The District does not condone or permit the use/viewing of such material, and persons are prohibited from bringing such material into the school environment. The District will educate minors about appropriate online behavior.

## **Disclaimers**

- a. The District cannot guarantee network functionality or the accuracy of information.
- b. The District does not guarantee the effectiveness of internet filtering.

## **Student and Parent/Guardian Responsibilities**

Students must indicate that they and their parent or guardian understand the responsibilities of network usage by signing a user agreement, and that failure to follow it will result in consequences.

**The Acceptable Use Permission and Release Agreement form** for students is signed electronically by the student and their parent or guardian during the annual registration process.

## **CIPA (Child Information Protection Act) definitions of terms:**

**TECHNOLOGY PROTECTION MEASURE.** The term "technology protection measure" means a specific technology that blocks or filters internet access to visual depictions that are:

1. **OBSCENE**, AS THAT TERM IS DEFINED IN SECTION 1460 OF TITLE 18, United States Code;
2. **CHILD PORNOGRAPHY**, AS THAT TERM IS DEFINED I SECTION 2256 OF TITLE 18, United States Code; or
3. Harmful to minors.

**HARMFUL TO MINORS.** The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

**SEXUAL ACT; SEXUAL CONTACT.** The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.