



# Chromebook Distribution Night

August 2018

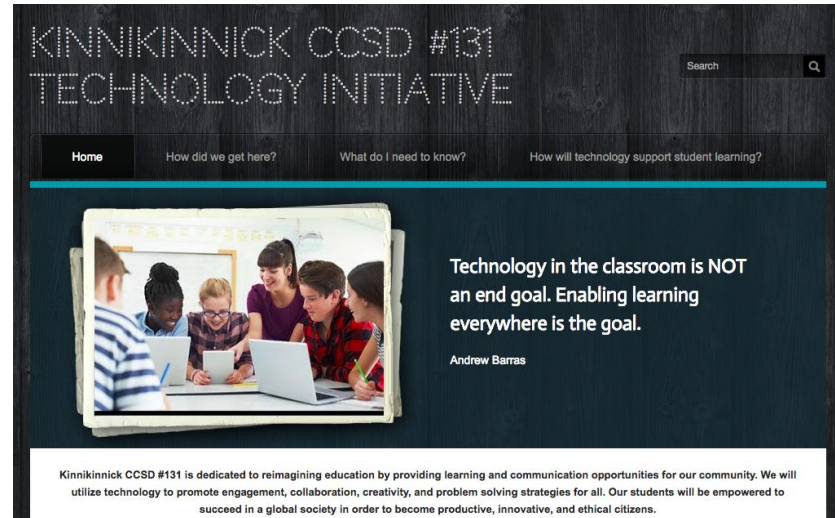


# Chromebook Handbook and Town Hall Meeting

These were sent to parents in an email.

We've also created a website that addresses our district's 1:1 initiative.

This can be found on the district website homepage: [kinn131.org](http://kinn131.org)



The screenshot shows the homepage of the Kinnikinnick CCSD #131 Technology Initiative website. The header features the title "KINNIKINNICK CCSD #131 TECHNOLOGY INITIATIVE" in a dotted font on a dark background. A search bar is located in the top right corner. Below the header is a navigation menu with four items: "Home", "How did we get here?", "What do I need to know?", and "How will technology support student learning?". The main content area features a large image of students collaborating around a table with laptops. To the right of the image is a quote: "Technology in the classroom is NOT an end goal. Enabling learning everywhere is the goal." attributed to Andrew Barras. At the bottom of the page, a white box contains the district's mission statement: "Kinnikinnick CCSD #131 is dedicated to reimagining education by providing learning and communication opportunities for our community. We will utilize technology to promote engagement, collaboration, creativity, and problem solving strategies for all. Our students will be empowered to succeed in a global society in order to become productive, innovative, and ethical citizens."

# How do I get my Chromebook?

## Parents

- Attend Chromebook Distribution Night Meeting
- Review the handbook with Student(s)
- Sign the Chromebook Agreement

## Students

- Review the handbook with parent
- Sign the Chromebook Agreement

# Daily Expectations

- Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes except PE and band.
- Students are expected to have earbuds or headphones daily.

# Content Filtering and GoGuardian

**GoGuardian** is installed on all Chromebooks and provides Chromebook management and web filtering which

- provides Chromebook filtering, monitoring, and management, as well as usage analytics, activity flagging, and theft recovery.
- works both at school and outside of school.
- offers filtering functionality for third-party tools such as YouTube. These services allow for the monitoring of student activity online, filtering potentially harmful or distracting content, and the recovery of lost or stolen devices.
- allows teachers to set up Chromebooks to access only a specific site(s) or can limit the number of tabs during class or testing sessions.

# What happens when my Chromebook isn't working?

Students are responsible for the general care of their Chromebook. Students are encouraged, but not required, to have a protective sleeve for their Chromebook.

- Chromebooks that are broken or fail to work properly should be reported to a teacher or Mrs. Evans in the library/media center.
- Students will be issued a loaner Chromebook from the media center when their Chromebook is out for repair.
- Chromebooks should NEVER be taken to an outside computer service for ANY type of repairs or maintenance.

# General Care

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into appropriate port on the Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Chromebooks should be transported in a protective sleeve.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be loaned to another student or individual during the school day or otherwise.

# What happens if my computer is lost, stolen or purposefully damaged?

- Loss or theft of the Chromebook is the student's responsibility and must be reported immediately to a teacher, administrator or the media center and may result in the student being charged and a police report being filed.
- All Chromebooks are covered by a District purchased warranty. The warranty covers the entire Chromebook except the screen. Intentional damage or neglect may result in a student being held responsible. The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the District, but will never exceed the full replacement value of the Chromebook.
  - Chromebook replacement \$265
  - Chromebook screen \$100
  - Power cord \$32



# Carrying Chromebooks

- Always transport Chromebooks with care.
- Students should hold the Chromebooks (cover closed) with two hands if they need to carry the Chromebook anywhere inside or outside of the classroom during instructional time.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

# Opening and closing Chromebooks

- Open the Chromebook only when it is resting on a flat surface such as a table or desk.
- Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device. Obstacles on the keyboard could cause broken screens or damaged hinges.
- Close the screen only when the Chromebook is resting on a flat surface such as a table or desk.
- Close the screen gently.

# How will Chromebooks support learning?

- Chromebooks are viewed as another learning tool. They will never replace teachers, books, writing utensils, etc.
- Students will NOT be on devices all day long, nor should students have hours of homework. This is a partnership; please monitor usage at home and limit any excessive screen time.
- The District will continue to research best practice in learning and provide professional development to staff whenever necessary.
- Parents will be invited to attend a Parent University session that will provide opportunities to learn about apps, add-ons, social media usage, etc.

# What happens next?

- Tables are set up in the cafeteria, back gym and main gym.
- Bring your signed Chromebook agreement to the table that corresponds with your last name.
- Be sure you leave with the Chromebook that has your child's name on the back sticker and a 2-part charging cord ("brick").
- Earbuds are available for \$1.00 at a separate table in each distribution area. \*\*More will be ordered
- Technology Committee members will be available to answer any questions you have tonight, or you can call or email me any time.
- Thanks Staff and NJHS members for helping out tonight