

Frequently Asked Questions

What grade levels are doing the 1 to 1 for the 2017-2018 School Year?

The Edgerton Board of Education is pleased to announce that Edgerton Local Schools will be deploying a 1:1 Chromebook Initiative for grades 9 - 12 for the 2017-2018 school year. 8th Graders taking High School Classes will also be issued a Chromebook device.

What is a Chromebook?

Chromebooks are laptops engineered specifically for cloud computing. Chromebooks are designed to be ultra portable and have excellent battery life. They run a light and secure operating system called Chrome OS that runs apps similar to a Smartphone. They are best used with an Internet connection but also have limited offline capabilities. They can be used to surf the web, utilize productivity and collaboration tools within the Google Apps for Education Suite, create web content, edit audio/video/images, and do just about anything that you can do in a web browser on a traditional laptop.

What is Google Apps for Education?

Google Apps for Education is a suite of products which includes classroom, mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that will let you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud. With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.

My student already has a personal device, can they use it instead of a Chromebook at school?

No, students may not bring their own personally owned device to school. All students will be charged one \$25.00 fee. He/she will need to use their school issued device. We have very carefully tested and selected devices that meet our requirements for

- Battery Life
- Heat Tolerance
- Noise Tolerance
- Seamless WIFI compatibility (Certain non-enterprise WIFI cards can have quirks that cause unnecessary downtime)
- Speed and RAM so that we know all students can handle running the same amount of Apps simultaneously for class projects
- Continuity of Educational Apps will be pushed out to all devices

How is one student's Chromebook identified from another student?

1. All Chromebooks will have an asset tag on the back cover posting the serial number.
2. All Chromebooks are distributed through the HS Library circulation software.
3. The device will be checked out to the student and their ID.
3. A name tag with the student ID will be placed in the clear plastic pocket of the carrying case.
4. Students can add non-permanent identifying items to the case such as ribbon, key chains or other removable items to their Chromebook carrying case.

If a student must take it to another room, how will they carry their Chromebook?

Chromebooks should always be safely closed and placed in the travel case provided by the district before they are taken from one location to another. Students must use the travel case provided by the district; no other cases are allowed. The cases provided will have both a shoulder strap and a handle for easy carrying.

Will the Chromebooks ever leave the building?

Students can take home their Chromebook when they pay the \$25 fee and sign the Board approved Acceptable Use Policy and Lending Agreement. The fee covers one accident/repair per year according to the repair cost grid in the documentation below. The fee will be charged every year.

My child forgot to charge his/her Chromebook before school. Now what?

The Chromebook is a necessity to the district's teacher for the day to day instruction of each class.

1. Students are expected to charge their Chromebooks nightly at home and bring them to school fully charged.
2. Students who do not bring a charged Chromebook to school may be issued a loaner device for the day, which cannot be taken home or use additional OLD Chromebooks located in the back of the classroom.
3. Students are not to bring their AC chargers with them to school.
4. Each violation of the above will result in a detention.
5. After 3 violations, the student loses the take-home privileges for one week.
6. Habitual violations (5): the student will lose take home privileges for the remainder of the year. The \$25 will not be refunded.

Can the Chromebooks be used with another username?

No, students and staff cannot access a district-owned Chromebook with any other login other than their district-assigned email. For example, students will not be able log in to their personal Gmail account on a district-provided Chromebook. However, if a student logs into another device with his/her school username (a PC laptop, a school lab computer, a loaner Chromebook, etc.) all of their information (bookmarks, emails, documents, applications, etc.) will be available to him/her on that device when using a Chrome browser.

Will unsafe or inappropriate websites be filtered on the devices?

We do our best to ensure your child's online experience is safe. Before each Chromebook device connects to the Internet, it must pass through district network web filter. This happens whether the device is browsing on campus on school-owned networks or off campus. Because of security settings built into the device, it must first route its Internet connection back through our district security settings before any website or online resource is accessible. If your child is using the Chromebook at school, at home, or at a public library, it will always pass through our web filtering system before they can see or access web content. Our web filters are programmed to block inappropriate content as much as possible.

What happens if students have been visiting inappropriate websites?

1. Teachers and parents are encouraged to randomly check the browsing history of student Chromebooks on a regular basis.
2. Browsing histories cannot be deleted by the students. If you discover any inappropriate web activity, please contact your child's teacher, building principal, or associate principal.
3. Inappropriate web browsing is a violation of the district's Authorized Use Policy and may result in disciplinary action.
4. Random monitoring reports will be run by the district to check student browsing activity.
5. All online browsing is monitored through the district LightSpeed filter.
6. Violation of the Acceptable Use Policy will result in loss of take-home privileges.

Can students download apps?

No, students cannot download their own Chrome apps and extensions. The district will control the installation of all apps and extensions. Additional Apps and Extensions will be added at the requests of the instructing teachers.

Can you print from the devices?

Digital online file sharing between staff and students is one of the great advantages of the Chromebooks and is an easy and efficient way to distribute and turn in assignments without printing. It also saves on paper, ink, and toner use, saving the district money. There are ways to print from the Chromebooks, but it's not encouraged. Most printing of schoolwork should be done at school. However, we are encouraging staff to try and limit printing of assignments going forward.

What if a student is out of school for an extended period (illness, travel, family emergency, etc.)?

With the devices, it will become even easier for students to receive work from their teacher. Assignments, readings, and other resources can be placed online and shared with the student who is absent. The student can do the work online from home and share it back with the teacher.

Can the devices be used at home?

Yes, if your home has a WiFi network, the devices will have the same filtered web access as they would at school. If you don't have a WiFi network at home, then students can still use them, but in a limited capacity. Some applications like Google Docs, Slides, and Sheets will work offline, which allow you to write papers, create presentations, and use spreadsheets. You can also read PDFs while offline if they are stored in the device's local storage or usb drive.

Will devices be kept by students over summer?

1. No, devices will be turned in at the end of the school year so the district can do maintenance on them. Students will retain their original Chromebook each year while enrolled at Edgerton Local School District. Devices will be re-issued at the start of the school year to continuing students.
2. Devices issued to students who leave the district (move, graduate, etc.) will be reformatted and re-issued to other students on an as-needed basis.
3. Students leaving the district must return district owned Chromebooks to Edgerton Local School District's technology staff.
4. *Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.*

How long should Chromebooks last?

We are expecting that our devices will be in production for four years.

- The devices will automatically update themselves to the latest software and security features.
- Google has confirmed that they will support updates to Chromebook devices for five years, after the manufacture date.

Can the district track web history?

Yes. The district can track information on what sites students were on and when they were on them. Students should only visit sites that are not in violation of the Acceptable Use Policy. Violations of the policy can result in disciplinary action, including the student being suspended from using the school network and device.

Can my child opt out of having a Chromebook?

No, Chromebooks will become an integral part of the education process of all students at Edgerton Local School District. Cloud based Google Apps, Google Classroom, Discovery Education, Science Techbook are accessed through out a single day of instruction.

What about computer viruses getting onto the Chromebook?

Chromebooks are extremely secure. A boot feature which will automatically reinstall the operating system with a fresh secure version from Google when malware is detected. This will not affect any files on the student's Google Drive stored in the cloud.

Backgrounds and Passwords

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Protection of passwords is very important. Do not share your passwords.

Chromebook Technical Support

- Technical support and repairs will be handled through Edgerton Local School District's technology department
- Services provided include the following:
 - Hardware maintenance and repairs
 - User account support

What happens if the device is damaged?

Students are responsible for the general care of the Chromebook they have been assigned by the district.

- Chromebooks that are broken, or fail to work properly, must be reported to a classroom teacher or technology staff member as soon as possible so that they can be taken care of properly.
- Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance. This will violate the district and the factory warranty.
- Only Edgerton Local School District's IT Staff will maintain or repair all devices. Repairs performed outside the school district will violate the District's AUP and manufacturer's warranty.

Chromebook Insurance Option

- Chromebook fee: \$25 (non-refundable, non-prorated) per year, per device.
- Chromebook insurance program will cover a single repair/replace the device.
- Second repair will be at the expense of the student and parent (see the repair cost grid).

What if another student damages my student's device?

In such cases, circumstances will be investigated on a case-by-case basis. School administration may be involved if it is suspected to be an intentional act or act of vandalism.

Do repair fees need to be paid up front?

Paying for repairs is preferred to be done up front, but in certain situations, arrangements can be made for payment plans. If you would like to setup a payment plan, then please contact the high school secretary with your request.

Cleaning your Chromebook Keyboard

To clean your keyboard use a dry microfiber cloth to wipe it down. If your keyboard requires more cleaning than this, then please bring your device to the district's IT staff.

Screen, Trackpad, Outer Shell of Device

Only clean the screen, trackpad, and outer shell of the device with these steps. Do not clean the insides any of the ports or around the seams of the screen or trackpad. To clean the Chromebook, first shut down and unplug all cables and devices from the Chromebook. Then you can use a damp microfiber cloth with plain water. Most of the time water alone is sufficient, but if it isn't, then a gentle cleaning solution comprised of 50% water and 50% white vinegar can be used. **Never use any cleaning products containing bleach, alcohol, or ammonia.** To clean, apply a small amount of water or the cleaning solution directly to a microfiber cloth so that it is damp but not so wet that it would drip liquid onto the device while cleaning. Make sure to ring out the microfiber cloth well and do not allow liquid to drop into the device while cleaning. Do not spray liquids directly onto the device. Also, if a device needs blown out then, bring the device to the district's technology staff. You can turn the device back on after everything is completely dry.

List of "Don't" for Cleaning Chromebooks

- Don't use a vacuum on a Chromebook. It creates static electricity which would damage the device
- Don't soak, pour, or spray liquid on the device
- Don't clean the ports of the device

Storing Your Chromebook

- Students should carry their Chromebook with them to class in the district designated carrying case.
- During school hours when the device is not being used in class, the Chromebook should be secured in the student's locker or with them.
- Chromebooks should never be left unattended.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Chromebooks should not be stored in a vehicle for security and temperature reasons.
- If the Chromebook has been exposed to extreme temperature, once inside let the device cool off or warm up for 2 hours before starting the devices.

General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook
- Never transport your Chromebook while the screen is open or when the power cord plugged in.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Vents CANNOT be covered. Allow proper ventilation to flow under the Chromebook.
- Chromebooks should never be left in a vehicle or any unsupervised area.
- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, headphones, or disks).

Do not pickup the Chromebook by the screen, always by the base.