

Student 1:1 Chromebook Guidebook 2021-2022

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General Information

The Greenbrier School District is committed to preparing our students for the ever-changing world. Students' ability to consistently access devices and digital sources is a priority. Appropriate use of technology is essential for learning in all content areas and to be literate in our digital world. The District began using G Suite for Education in 2010 and over the last several years has laid a foundation implementing these tools into a technology rich education environment. Chromebooks, which are tightly integrated with G Suite, have been the device of choice for a number of years due to their lightweight, portability, long battery life and simplicity for use and management. Beginning in the 2021-2022 school year the District will be able to create a 1:1 ratio of Chromebooks to students so that every student K-12 will be issued their own Chromebook.

Official policies on the use of all technology, Internet access and Chromebook devices can be found in the [Student Handbook](#). There is not a separate contract or agreement for student Chromebooks. All policies are located in the student handbook. The purpose of this document is to provide more information on the Chromebook 1:1 implementation and answer frequently asked questions. A copy of the [Device Responsible Use Agreement](#) section from the Student Handbook is included in this document for reference.

Distribution

Distribution of Chromebooks will differ based on the student's school and grade level. In general, middle school, junior high and high school students will be able to pick up their Chromebooks during back to school registration days. These days are typically held a few weeks prior to the start of school and will be communicated to parents and students beforehand. Students that are unable to make it to registration days will be issued their Chromebook during the first week of school.

Elementary students in grades 3-5 will likely be issued Chromebooks in their homeroom classroom during the first few weeks of school. Students in grades K-2 will have Chromebooks available in the classroom and will be issued to individual students on a schedule determined by the school principal and individual teachers as appropriate for their grade.

Repairs

If a student has problems with their Chromebook each school will have designated locations where they can take it to be assessed and then issued a loaner device if needed. Damage or malfunctioning Chromebooks should be reported to a teacher or appropriate school personnel immediately. If students are issued a loaner device, it could be anywhere from a few days to a

few weeks before their original device is returned to them depending on the repairs necessary. If repeated repairs are necessary or school personnel deem any damage to be malicious the school reserves the right to not return the original Chromebook and the student may be left to use the loaner device indefinitely.

Protections

Each Chromebook will be labeled with a school district asset tag sticker that should never be removed. Some Chromebooks may have other writing or markings on them depending on the funds used to purchase them or where they were assigned before the District was issuing them directly to students for 1:1. Remember, some Chromebooks (especially in the first few years of the 1:1 initiative) will be “used” Chromebooks that have been in service for 1-4 years. Students are still expected to care for these Chromebooks as if they were new. Eventually, all students will be issued their own Chromebook that will be brand new.

Chromebooks can be carried inside backpacks or personal sleeves or cases if desired or they can be carried without any additional cases or sleeves just like you would carry around a textbook or notebook. The school is not issuing carrying cases. Students should not remove their device from their backpack on the bus. Students are expected to be responsible for the safe care and transport of their Chromebook from class to class.

Best practices for Chromebook care:

- When Chromebooks are not in use, they should be stored in a safe location.
- Do not place heavy objects on top of the Chromebook.
- Do not store Chromebooks in a hot car where extreme temperatures could cause damage.
- When carrying the Chromebook use two hands and hold it by the base if carrying with the lid open.
- Ensure the keyboard area is clear of all foreign objects before closing the lid. The number one cause of screen cracks is an object sitting on the keyboard when the lid is closed.

Frequently Asked Questions

What grade levels will be going 1:1?

All grades K-12 will be going 1:1 and every student will be issued their own device. In grades K-2 the Chromebooks will likely predominantly stay in the classroom and be taken home only when needed.

What devices are being issued to students?

Dell Chromebooks are the device being issued to each student. Grades receiving brand new Chromebooks will be Dell 3100. Some other models are Dell 3120, 3180, and 5190. All Chromebooks have the same screen size and same memory and hard drive capacities.

Will every student receive a new Chromebook?

Every student will be issued a Chromebook, but not every Chromebook will be brand new. In the 2021-2022 school year students in 3rd, 8th, 9th, and 10th grades will be issued brand new Chromebooks. For 8-10th graders these Chromebooks will be their device to use until graduation. For 3rd graders, they will keep the same device until they move to middle school in 6th grade. In 2021-2022 all other grades will receive Chromebooks that are currently in inventory (slightly used). Every year each 8th grade class will receive new Chromebooks that they will keep until graduation. Chromebooks will be purchased new for other grades on a rotating basis.

Will there be any fees for the Chromebooks?

No. The district is providing a Chromebook and charging adapter. Unless the Chromebook or adapter are damaged or lost, no fees will be assessed.

Who owns the Chromebooks, the student or the school?

Chromebooks that are issued to students are the property of the Greenbrier School District. However, each student issued a Chromebook is encouraged to “take ownership” of the device by treating it like it was their own and keeping it damage free so it can be a valuable tool for them to use for several years.

Will students use the same Chromebook from year to year?

Yes and no. Students in the 8th grade will receive a new Chromebook that they will use until they graduate. Even though they will return them to the school for the summer, they will be issued the same Chromebook each year. Likewise, students in middle school will be issued a Chromebook in the 6th grade and they will use it for 6th and 7th grade. Elementary students will use the same Chromebook from 3rd grade through 5th grade, but this may differ for some years depending upon the life cycle of Chromebooks and when they will be replaced. For grades K-2 Chromebooks will generally stay with each homeroom teacher so students will use the same Chromebook for the entire school year and then be issued a different one in each grade.

Will Chromebooks go home with students at the end of the school day?

Yes and no. This answer will depend on grade level and other factors. Students in grades 6-12 will be expected to be fully in charge of their Chromebook and take it to and from school each

day. Students should bring the Chromebook charged to school ready for class each day. Students in grades K-2 will have Chromebooks available in the classroom. They will be issued to individual students on a schedule determined by the school principal and individual teachers as appropriate for their grade. K-2 students will not be required to take their Chromebook home each day, but may need to at certain times. Students in grades 3-5 will have a little more flexibility and may be asked to take their Chromebooks to and from school more frequently.

Are cases being issued with the Chromebooks?

No. The district has chosen not to issue a case or sleeve with each Chromebook. Chromebooks can be stored and carried in backpacks and safely transported to and from school as necessary and carried to and from classes just like a book or notebook. If families choose to purchase a sleeve or case, this is completely optional and allowed.

Will Chromebooks go home with students over the summer?

No. Chromebooks will be returned to the District at the end of each school year. If a student has special circumstances they may request from their principal to keep their Chromebook and these requests will be up to the discretion of the principal.

Can my student refuse the District-provided Chromebook?

No. Providing all students equal access to the same type of device creates a level of equity in the education provided by the District. Ensuring that all students are using the same device allows teachers and school personnel to plan lessons and use applications and tools that are guaranteed to be compatible. If parents refuse to allow the device to be brought home, they should discuss options with the building principal.

What if students do not have access to the Internet at home?

Students will save work in their Google Drive which will be accessible online or offline. Each Chromebook has space for saving documents while offline, and students are able to create or edit documents while offline. It does take some additional preparation work to mark certain files to be available offline while you are online, but this can be done before taking the Chromebook home for the night.

What if a student Chromebook is stolen?

Lost or stolen devices should be immediately reported to a teacher or other school official.

Will Chromebooks have internet filtering?

Yes. All Chromebooks will be subject to the same filtering rules both on and off campus. Although no web content filtering system is ever 100% effective, the software used by the District provides protection against inappropriate web content that meets federal Children's Internet Protection Act (CIPA) requirements.

Can students bring personal chromebooks or laptops to use at school instead of using the school-issued Chromebook?

No. All students will be expected to use the school provided device while on campus. This ensures that every student has similar connectivity, filtering and access to applications that allow teachers to monitor use in the classroom and share content and instruction through the device. Personal devices can be allowed on campus in certain situations if approved by building administration and classroom teachers.

How can I learn more about supporting my student?

We want the 1:1 technology initiative to be as easy as possible for parents and students. Each campus will host a parent night dedicated to providing parents with the tools you need to help your child. The district guidebook will provide an overview of 1:1 procedures. Additionally, administrators at your campus will be happy to answer questions about this initiative.

How can my student care for their device and equipment?

Students should not share their chromebooks with others, and should be aware of where it is at all times. Students can carry chromebooks in backpacks, but it will be important for students to handle their backpacks carefully when their chromebook is inside. We would also recommend that your student have a dedicated space in the home where the device can be used and stored above floor level and away from liquids.

Will my student be on technology all day?

Greenbrier will continue to provide a challenging curriculum that includes hands-on and digital learning. Chromebooks have been an instructional tool utilized by the district for many years, and our 1:1 initiative will not replace high-quality, evidenced-based instructional practices.

What happens if I don't bring my chromebook?

In the event that a student forgets to bring their device, the school will provide either a loaner device or an alternate learning tool.

Can I personalize my device with stickers, skins, or other adhesives?

All devices will come with a serial number tag as well as your student's name. Please do not put any additional labeling on the device assigned to you, as it can make care and maintenance more difficult.

Can I personalize my background and profile picture?

Devices will not have customizable backgrounds. Students may change their profile picture as long as the picture is school appropriate and does not cause a disruption of learning.

What can I use the chromebook for?

District devices are meant to support instructional activities and enrichment experiences. Devices are not meant to be used for personal entertainment. Internet content filtering will be active on the chromebook at all times and attempts to access inappropriate content will trigger alerts to school administrators.

What if there is a problem with the chromebook?

If there is an issue with your device please report this to your teacher before leaving school. If the issue occurs after school hours, please notify your teacher on the next school day.

Who can help me with technology during school? After school?

Each school has its own plan for providing support during the school day. For more information please visit your campus 1:1 page. At this time the district will not provide support outside of the school day.

What happens if my student misuses technology?

Each student will be expected to follow the student handbook policy regarding acceptable use of technology. This policy can be found on page 22 of the Student handbook.

Device Responsible Use Agreement (a copy of a portion of board policy 4.29)

The Greenbrier School District is committed to preparing our students for the ever-changing world. Students' ability to consistently access devices and digital sources is a priority. Appropriate use of technology is essential for learning in all content areas and to be literate in our digital world. In order for Greenbrier students to learn how to effectively manage and use a district-provided device for their learning, the district's 1:1 initiative includes student expectations for use of the devices provided. These expectations include, in student terms:

I understand that....

- The technology devices issued to me belong to the Greenbrier School District.
- My device is to be used for my school work and should never be loaned to anyone else including family members.
- My device is subject to collection and inspection at any time without notice.
- I am responsible for my documents and acknowledge that anything stored on the device can be lost or erased at any time.
- The security and care of the device and charger is my responsibility.
- If the device is lost, stolen, or damaged on or off school property, I must report the incident to the appropriate school personnel.
- All internet history and work done on this device will be monitored by the school District. Internet content filtering will be active at all times on this device regardless of where it is located. Attempts to access inappropriate content will trigger alerts to school administrators.
- I am required to turn my device(s) in at the end of the school year. If I do not, I will not receive a device the next school year.
- I may be responsible for damages to my device. Estimated costs (subject to change): Complete Chromebook Replacement \$255, Screen Replacement: \$80, Keyboard Replacement: \$50, Power Adapter \$35.
- The device issued to me is a valuable tool that I will be expected to use for school work at school and sometimes at home. If I refuse to take the device home, arrangements can be made with school administration to leave it in a safe location at the school.

I will....

- Use my device in ways that are appropriate for my education.
- Bring my device to class charged and ready to use each day I come to school.
- Protect my device from physical damage to the best of my ability including using it in areas free from food or liquids.
- Respect the privacy of others by limiting all photo, video and audio recording to educational use.
- Only allow school officials to perform repairs on my device.
- Keep the surface of my device clean and free of stickers or other markings and leave the district-issued stickers and asset tags intact.
- Return my device immediately upon no longer being enrolled in the District.