

HERRICKS SCHOOL DISTRICT



Future Ready Technology Handbook



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Introduction

The Herricks School District believes through the integration of technology into the business, teaching/learning environment, students and staff will continue to develop as collaborators, critical creative thinkers, informed digital citizens and effective communicators in order to succeed in an ever changing technology based world. This handbook provides detailed information regarding the District's policies, an overview of instructional technology goals, important forms and information, as well as resources that will help guide Herricks students in their appropriate use of District approved hardware and learning tools. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with our District approved policies and regulations that have been established for technology use in the District.

In order to ensure Herricks students are equipped with current and appropriate learning tools, the District continues to investigate applications, online subscriptions, and digital resources that support student learning as the District continues to prepare students for lifelong learning. The District's focus is centered on teaching and learning. With ongoing access to the most current information available through the Internet and to other cloud based environments, students' learning will be personalized. As a Google for Education Plus school district, students are able to work collaboratively on documents, hand in assignments electronically, receive in-depth assistance throughout the learning process, conduct research electronically, enhance their reading lives, and build their skills in all content areas.

Curriculum drives the Technology

Herricks Goals for Future Ready: 21st Century Skills

- Increase student engagement in and out of classroom
- Digital equity in access, device and platform for students across the district
- Shift curriculum, instructions and assessment practices towards meaningful and relevant learning experiences
- Increase student achievement through a variety of authentic measures
- Increase communication between students, teachers, parents, experts in their field and the community
- Foster 21st century skills to prepare our students for their futures in a globally connected world
- Increase opportunities for individualized and personalized learning for every student

Vision Statement

At Herricks Public Schools, technology will be integrated as “best practice” into the educational environment. Students and staff will continue to learn and utilize emerging technologies to support district and academic needs, to enhance content standards, achieve technological proficiency and inspire lifelong inquiry.

Our classrooms will be labs of inquiry, providing instant access to information resources at the building, district, county, state, national and global levels. This access will accelerate learning, assessment, thinking and problem solving in all curriculum areas.

As the means of accessing and transmitting information continue to change and require additional skills, our students, parents, teachers and administrators will be provided with appropriate support. The training and time to integrate technology into the teaching/learning environment will allow users to become lifelong learners in an information-rich world. Students utilizing 21st century skills will be able to have far reaching partnerships with local businesses, colleges and universities to master information, embed knowledge and understanding of advanced technology in society.

With teachers serving as coaches and facilitators, students will devote more time to higher-level thinking and problem solving in all curriculum areas. Our teachers will continue to accommodate the needs, interests and different learning styles of individual students while fostering student centered work through collaboration across digital platforms.

RECEIVING/RETURNING YOUR CHROMEBOOK

Distribution of Chromebooks: Chromebooks will be distributed prior to the start of school or during the first few days of a new school year depending on the needs of the school building. Initial rollout of Chromebooks will be for students in grades 6-8, then branching out to grades 5 & 9, 4 & 11, 3 & 12 and then grade 2. Students in grades K-2 will have access to iPad on a 4:1 ratio as well as access to Chromebooks in carts. (Subject to change depending on device availability).

Return of Chromebooks: If a student transfers out of the Herricks School District during the school year, the student must return his/her Chromebook before leaving the District. If a student does not return his/her Chromebook upon leaving the District, the student will be responsible for the full replacement cost of the device and accessories, and be subject to criminal prosecution or civil liability. If a student returns his/her Chromebook damaged, costs for repairs are the student's responsibility. The district will charge for any needed repairs, not to exceed the replacement cost of the Chromebook. Please refer to the warranty/insurance information in this document.

During the summer, district staff will be available to service Chromebooks. A schedule of dates and times when staff will be available will be shared in June.

Identification of Chromebooks: Students' Chromebooks will be labeled in the manner specified by the District. Chromebooks can be identified by record of Serial Number and user ID.

CHROMEBOOK CARE

Students' Chromebooks are District property. All users will follow these guidelines and the Herricks School District Acceptable Use Policy for technology. Students are responsible for the general care of their school-issued device. Chromebook protective cases furnished by the school district must be returned with only normal wear and no alterations to avoid a case replacement fee.

Students are responsible for any and all damage/s to their Chromebooks at home or in school. Stolen devices must be reported within 48 hours to the school as well as a report filed with the local Police Department.

General Precautions: Cords and cables must be carefully inserted into the Chromebook to prevent damage. Chromebooks must never be left in an unlocked locker, unlocked car, or unsupervised area. Students should never run with the Chromebooks or treat Chromebooks in a rough manner.

Carrying Chromebooks: The District will provide students with protective cases for their Chromebooks. These cases have sufficient padding for typical use. Students must keep their Chromebooks inside the protective cases at all times when not in use. Cases should not hold other objects. Folders, workbooks, etc. should be kept in a book bag or carried separately to avoid placing excessive pressure and weight on the Chromebook's screen.

Screen Care and Cleaning: Power off the device before cleaning. Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device when closed and/or placing objects on top of the device that would apply pressure to the screen.

The screen, as well as the rest of the device, should be cleaned regularly with a dry, soft, lint-free cloth, microfiber cloth, or anti-static cloth. Do not use paper-based products, like tissues or paper towels, as they can leave behind scratches and lint. Gently wipe the screen and device in a circular motion (do not scrub!).

DO NOT use cleansers on any part of the device. For stubborn dirt or grease, place two drops of a 50/50 mix of water and white vinegar on a soft, lint-free cloth and wipe gently. NEVER pour or spray any liquid directly on the device or screen.

Regularly check air vents, ports and other crevices for dust and foreign materials. Use a vacuum with a soft brush attachment to remove dust/foreign materials, or simply blow on these areas to free up and loosen the dust, then wipe away with a dry, soft, lint-free cloth.

Do not use pens, pencils, sharp fingernails, or other hard-tipped devices that may scratch or mark the screen. Use a soft tipped stylus or your fingertips to navigate a touch screen device.

USING YOUR CHROMEBOOK

Chromebooks are intended for use at school each day. Students are expected to bring their Chromebooks to all classes, unless specifically instructed otherwise by the teacher.

Chromebooks Left at Home: Students who leave their Chromebooks at home are still responsible for completing their daily coursework. When available, the District will provide loaner Chromebooks to students who forget their devices at home. There will be limited quantities of loaners.

Chromebooks Undergoing Repair: The school may issue a loaner Chromebook to a student while his/her Chromebook is being repaired. A student may not receive a loaner immediately, and will depend on the availability of a loaner Chromebook.

Charging Your Chromebook's Battery: Chromebooks must be brought to school each day in a fully charged condition and use the district-issued charger only. Students must charge their Chromebooks each evening.

Home Internet Access: Students may use the Chromebooks and connect with wifi at home. Students can access the Internet wherever possible. District provided Chromebooks will be filtered thru the school filter system based on district wide policies.

Camera Use: The Chromebook comes equipped with camera and video capabilities. The camera may be turned on for educational purposes. Please reinforce the appropriate use of this feature with your child. The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to the students' educational records including photographs. You can read more about FERPA in the Forms and Notices packet you received at the beginning of school and/or online at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>. For this reason, students must obtain permission to publish or make publicly available a photograph or video of any school-related activity.

The Herricks School District retains the rights to any recording and/or publishing of any student or staff member's work or image.

MANAGING YOUR FILES

Network Connectivity: The Herricks School District makes no assurance that the network will be operational at all times. In the rare instance that the network may not be operational, the District will not be responsible for lost or missing student work. The District maintains a 1GBPS (or higher) fiber ISP with a 1GBPS backup fiber line over 40 G WAN between each building.

Email: Students in grades 6-12 and teachers can exchange school-related information through their school supplied Google account. Students in Grades K-5 do not have email turned on for their school Google account. Students must use their school-issued Google account to use the Chromebooks.

Cloud-Based Resources: Students may have the option to utilize any number of free/district paid cloud-based resources. The District will allow the use of such services by students on their devices.

APPLICATIONS ON CHROMEBOOKS

District Installed Applications: The applications installed by The Herricks School District must remain on the Chromebook and be readily accessible at all times. Staff will periodically check students' Chromebooks to ensure that students have not removed these required applications. Some licenses for applications require that the application be deleted from the Chromebook at the completion of a course.

Additional Applications: Students are only permitted to load District-approved applications and extensions on their Chromebooks. This list is available on www.herricks.org/software. The addition of non-approved extensions on a device may subject the user to vulnerabilities regarding security and can potentially compromise the functionality of the Chromebook. The district is not responsible for any effects resulting from the addition of unauthorized applications.

Music, Video, Images and Sound: Music, videos, images and non-educational apps loaded onto the devices may not be opened, accessed, displayed or played back at any time in class unless otherwise specified by the teacher for instructional purposes. The presence of guns, weapons, pornographic material, vulgar language, alcohol, drug, gang related symbols or other inappropriate elements found in a student's apps and other files will be treated as a violation of the AUP and result in the confiscation of the student's device and further disciplinary action may be taken.

Inspection: Staff may randomly select students and ask them to provide their Chromebook for inspection to ensure compliance and operability.

Jailbreaking: Jailbreaking (*modification of an electronic device*) to remove restrictions imposed by the manufacturer or operator) will be treated as a violation of the Mobile Device AUP and result in the confiscation of the student's device and further disciplinary action may be taken.

Procedure for Reloading Applications: If technical difficulties occur, or unauthorized applications are discovered, the Chromebook may be reverted ('wiped clean') to its original state. This may be done remotely or on site. The school does not accept responsibility for the loss of applications or documents deleted due to it being wiped clean.

Application Upgrades: The district will distribute upgraded versions of licensed applications from time to time through network processes or manually, by a Herricks staff member or technician. Chromebooks are automatically updated on the Google console, but on occasion, the student may need to manually click 'Update' on the Chrome browser.

DIGITAL CITIZENSHIP

Digital Citizenship is a concept that is essential to helping students achieve and understand digital literacy, as well as ensuring cyberbully prevention, online safety, digital responsibility, and digital health & wellness. In order for students to establish themselves as digital citizens, their understanding of the underlying concepts of citizenship is important. The district expects students to use technology appropriately and responsibly whether in electronic communication or in face to face engagement. The district has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting.

District Responsibilities: While the chromebook is being used in the school building, the district will provide wifi Internet access. Email access is also available to students in grades 6-12. School staff will help students conduct research and ensure student compliance with the [District's Acceptable Use Policy](#) (see Appendix B). Filtering/blocking of inappropriate Internet materials is done at the District level, building, or grade level whenever the user is logged in with his/her Herricksk12.org account. Students' devices are filtered at home using our District filtering system, iBoss and Go Guardian software. Go Guardian software enables the district to manage a device, view browser history, lock screens, and enable communication between teacher and student. This is done in order to "identify and correct off-task behavior, gain real-time views into student activity and communicate with easy-to-use digital tools." Although the District filters students' devices when not on school grounds, a parent/guardian's home Internet filtering procedures are recommended, as well as parental supervision. The Herricks District reserves the right to investigate the inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via Herricks School District owned equipment and resources.

Student Responsibilities:

- Students will abide by the district's Acceptable Use Policy (see Appendix C).
- Contact an administrator or staff member about any security issue they encounter.
- Monitor all activity on their personal account(s)
- Always, log off, shut down and secure their Chromebooks after use to protect their work and information.
- Report email containing inappropriate or abusive language or questionable subject matter to a staff member or administrator at school.

Parent/Guardian Responsibilities:

- Parents are asked to talk to their child/children about the values and standards they expect their children to follow as they use the Internet, similar to their use of all other media information sources such as television, telephone, movies, radio, etc.
- Even though Chromebooks are filtered through our district filtering system, parents are encouraged to monitor student activity at home, especially their Internet access (www.herricks.org/internetsafety).
- It is the parent/guardian's responsibility to return the Chromebook to the school if they are un-enroll from the district.

Creative Commons Copyright: At a teacher's discretion, student work may be uploaded to the Internet. The student owns the copyright to his/her original work(s). Students will be encouraged to select one of the Creative Commons Copyright licenses to include with their work. This license will state how the work can be used by others (for more information go the [Herricks Code of Character, Conduct and Support Policy](#)).

DEVICE ACCOUNTABILITY

CHROMEBOOK REPAIR/REPLACEMENT POLICY

Cost of Repairs or Replacements: All Chromebooks are covered for one breakage or one loss over the (3) years for which a student will be assigned a device. Should more than one breakage occur over the three year period, or more than one loss occur over the three year period, the student's family will be billed to repair or replace the device.

Students will be held responsible for all damage to their Chromebooks including, but not limited to: broken or scratched screens, missing keyboard keys, trackpad damage, cracked plastic pieces, inability to be operated due to jailbreaking, dented bezels, stuck volume buttons, inoperable home buttons, etc.

The student is responsible for damage incurred at home or in school.

Should the cost to repair exceed the cost of purchasing a new device, the student will be responsible for the full replacement value at market value. Lost items, such as sleeves, stylus, and cables will be charged the replacement cost.

Chromebook Damage (Additional info in Appendix E): If a student **damages** his/her Chromebook (cracked screen/glass, missing keys, broken buttons, etc.), it must be delivered with the District-issued protective case to his/her building's Computer Lab for evaluation of damage.

- It is important that **any cracked glass be reported** due to the danger of the glass breaking into small shards.
- Please allow for **24 hours** between the Chromebook delivery and evaluation of the damage.

Chromebook Loss: If a student **loses** his/her Chromebook, the following steps must be taken **within 24 hours of the loss:**

- The student or parent/guardian must report the loss to the building's Technology Office, and agree to spend a period of **24 hours backtracking** to locations visited with the Chromebook during the previous day's activities.
- If the Chromebook is still missing after this search, the parent/guardian must file a police report with the local police precinct that documents the loss.
- A copy of the completed police report must be submitted to the Technology Office for review.
- Please allow for **24-48 hours** between delivery of the police report to the building's Technology Office and initial contact to the parents/guardians of the student.

Business Office Notification

If a damaged Chromebook is found to require repairs or a Chromebook is still reported as lost after 24 hours of search, the building's Technology Office will notify the Business Office of the incident:

- The Business Office will mail paperwork to the student's home address for completion and attempt to directly notify the parents via email and phone.
- If this is a **first replacement Chromebook**, a new Chromebook will be issued.
- If this is a **second replacement Chromebook**, the Business Office will contact the parents to discuss payment and liability options for a new Chromebook.
- Please allow for **24-48 hours** between the notification of replacement to the Business Office and initial contact to the parents of the student.

Paperwork/Payment: Paperwork received by parents must be completed and submitted in full with payment to the following address by regular mail or in-person delivery:

**Herricks UFSD
Attn: Business Office
999B Herricks Road
New Hyde Park, NY 11040**

- Payments must be made payable to **Herricks UFSD** and may be either personal check, certified check, or money order only.
- Upon receipt of the paperwork and payments, the Business Office will review and ensure that all submissions are verified as accurate and complete.
- Please allow **24-48 hours** between receipt of the submission by the Business Office and verification of accurate paperwork and payment.

New Chromebook Pickup: Once payment is verified, the Business Office will notify the building's Technology Office that the student is cleared to receive a replacement Chromebook.

- A replacement Chromebook will be provisioned and restored from the student's originally damaged Chromebook.
- The new Chromebook will be available for pick-up from the building's Technology Office.
- Please allow for **24 hours** between the setup of the new Chromebook and pickup.

Accessories: Requests for replacement accessories must be made in-person with the building's Technology Office by the student or parents and will be fulfilled the same day if inventory permits.

User Misuse Not Covered by District Protection Plan: Students are responsible for the entire cost of repairs to Chromebooks they intentionally misuse, neglect or damage at the current market value.

Title: Legal title to the property is with the District and shall at all times remain with the District. The student is responsible at all times for the Chromebook's appropriate care and use.

Liability: The Herricks School District reserves the right at any time to demand the return of the Chromebook. Failure to return the Chromebook to the issuing principal or his/her designee on or before exiting the school district may result in criminal charges brought against the student and/or the person in possession of the Chromebook. In the event of theft, vandalism and other criminal acts, the student or parent/guardian **MUST** file a police report within 48 hours of the occurrence. Incidents occurring off-campus must be reported to the police by the parent/guardian and a copy of the report provided to the school.

Repossession: The Herricks School District reserves the right to repossess the Chromebook for failure to comply with all terms of this agreement.

APPENDIX A
HERRICKS SCHOOL DISTRICT
Parent/Student Computer Equipment Sign-out Form

Terms of Agreement: This form assigns primary responsibility for Herricks Public Schools equipment to the borrower. This equipment is for the borrower's use in connection with school-related work. The borrower will be responsible for taking the necessary precautions to protect the equipment and to store it in a manner that provides adequate protection when it is not in use, thus not subjecting the equipment to possible theft or damage. If it is determined that loss or damage is a result of negligence, the borrower may be held financially responsible for the repair or replacement of the equipment.

Student Use of the Equipment: Chromebooks are to be used solely for school-related work. All school apps must be on the Chromebook each day and any apps required by a teacher during the school year must be added as well. All school apps must remain loaded on the student's Chromebook each day. Students **MAY NOT** modify or delete files, applications, filters or system preferences on school equipment unless directed to do so by a District teacher or staff member. It is the responsibility of each student to ensure that any student-loaded files and applications do not consume disk space needed for instructional or educational requirements. Chromebooks must be brought to school, fully-charged, every day of the school week. The Student must comply with the District's Computer and Internet Acceptable Use Policy and Regulations when using the Chromebook. In addition, by signing this contract, the Parent agrees to reasonably supervise the Student's use of the Chromebook at home to ensure they do not visit inappropriate websites or engage in any other inappropriate conduct in violation of said Policy or Regulations. Specifically, the following uses are prohibited:

Student's and Parent's Responsibility for the Equipment:

1. It is the Student's responsibility to make sure that the equipment is taken care of properly, both at school and at home.
2. Screensavers and desktops images are expected to display appropriate content.
3. The borrower cannot modify the equipment in any way without written approval of the district.
4. Students are not to lend their Chromebook to friends under any circumstances. No student may take another student's Chromebook. Students are not to touch, use or alter another person's Chromebook in any manner.
5. Students must take responsibility for having their Chromebook prepared for class which includes a charged battery.
6. For those students who take the Chromebook home, the Parent will be responsible for reasonably supervising the use of the Chromebook at home in accordance with the District's Acceptable Use Policy and Regulations and the requirements contained in this contract.
7. Any damage, theft or loss of or to the Chromebook must be reported to the District immediately. The Student/Parent will be responsible for the full cost of repair or replacement, unless (a) a valid and substantiated claim for such damage, theft or loss is timely filed and (b) such damage, theft or loss is approved for coverage under said policy.
8. The Chromebook will be used only for school related work and activities.
9. The Student will use the equipment in a good and careful manner and only for the purpose for which it was designed.
10. The borrower will make the equipment available at any time as requested by the District.
11. The equipment may not be loaned, transferred or assigned by Student/Parent to a third party.
12. It is the Student/Parent's responsibility to return equipment on the specified date in the same condition issued, normal wear and tear accepted.
13. The full replacement cost of the equipment will be charged if the device is not returned within 30 days of the due date.
14. Breach of the above rules may result in removal of access to the Chromebook.
15. If a student is no longer enrolled in a school or a member of the Herricks District, the parent/guardian must return the Chromebook and all accessories to the school.

HERRICKS SCHOOL DISTRICT

Future Ready Technology Handbook

Digital copy of our handbook located at www.herricks.org/futureready

Future Ready Program Parent Acknowledgement & Agreement

The Herricks Public School District encourages students to use a variety of technologies to enhance their learning. We ask parents and students to carefully read and understand the contents of the Future Ready Technology Handbook, the District's policy for Acceptable Use and the Internet Safety, these documents provide expectations and conditions for use of our mobile learning program so as to ensure the effective and efficient use of our technology services, guard the privacy and safety of our students, and to protect our data and our resources.

[4526 Policies for Computer, Network and Internet Use](#)

[4526.1 Internet Safety](#)

Parent/Guardian:

I acknowledge that I have received access to the Future Ready Technology Handbook and have read, understand and, with my child, accept responsibility to abide by its contents.

I understand that the Herricks School District has taken precautions to limit access to inappropriate and unauthorized material on the device, but also recognize that it is impossible to exclude every occurrence of this material. As such, I accept responsibility to supervise and monitor my child's use of the device outside of school hours. I further understand that my child and I are financially responsible for damage or loss of Herricks School District property, including any deductibles, for damage/theft/loss not covered by extended warranties and/or insurance coverage.

Parent/Guardian Copy

Please sign district copy on the last page of the document.

APPENDIX B

Herricks Public Schools

Board Policies

[4526 Policies for Computer, Network and Internet Use](#)

[4526.1 Internet Safety](#)

[8630 Computer Resource and Data Management](#)

[8635 Information Security Breach and Notification](#)

[Parents Bill of Rights for Data Privacy and Security](#)

APPENDIX C

FREQUENTLY ASKED QUESTIONS

What type of personal mobile computing device will students receive?

Students will receive a Chromebook with Wi-Fi capability, as well as a charger, stylus, and a case.

Is there a cost or fee associated with the Chromebook?

No. Fees will only be incurred if there is more than one breakage or loss over the device's warranty.

May family members use the Chromebook?

No. The Chromebook is intended to be used by the student to whom it is issued. No other user is authorized to use the Chromebook. The Chromebook is for student use solely and requires a Herricksk12.org account to log in with.

What filter(s) are in place to protect students from visiting harmful websites?

While in the district, the device will be configured to always stay connected to the District's filtered network to provide protection. Students' Chromebooks are filtered at home using a tool called Go Guardian and iBoss.

Will parents need to purchase additional items for the Chromebooks?

No. Necessary applications will be loaded on the Chromebook by the district.

What if the Chromebook stops working at home (after school hours)?

The student should bring the device to the Technology Department in the morning.

What are the consequences for misuse or inappropriate use of the Chromebook?

Chromebooks are part of the district's overall technology initiative. As such, the district's Acceptable Use Policy (www.herricks.org/AUP) and the school discipline policy apply just as they do for other technology use in the school.

Will students carry fewer textbooks once they have Chromebooks?

Yes, over time. Teachers will use more digital content for instruction and assignments. Textbook manufacturers will eventually produce more electronic versions of textbooks.

What if the student or parent doesn't want the device to come home?

K-5 devices may stay in school and 6-12 grades will be required to go home..

What if I need to print something at home?

Students will need but are not required to have a compatible printer for the Chromebook at home. Alternatively, students can email or share documents to their home computer to print them.

What should I do about the applications I need for individual courses?

District or school staff will load on your device any applications needed for instruction, or instruct you on how to install them in class. The student shall not load additional software or programs on the Chromebook itself unless otherwise instructed.

Will I need to bring my own Chromebook to school and access the district network?

No. Once assigned a district device, you will not need your personal Chromebook. The District provides a device loaded with licensed software specific to your instructional needs.

What do I do with my device during PE or football practice?

You should keep your device safe just as you do your own textbooks, purse, wallet, telephone or other items. If you have practice after school, it would be best to lock your Chromebook in your locker or another safe place. Your PE teacher will use the Chromebook in his/her instruction at times, so you will need to bring it to PE.

What happens to the information on my device if I have to get it repaired?

If the device needs to be wiped clean, students may lose local data. All other applications will be restored.

What happens when a new student comes in? Does he/she use a loaner?

The school will assign a device to a new student.

I only have a dial-up connection at home. Do these devices have jacks for modems?

This device model does not have an analog port to accommodate an ethernet connection and only works with Wi-Fi..

Do these devices have separate headphone and microphone jacks?

This device has a built-in microphone and a headphone combo jack.

Will the camera be functional?

The camera will be turned on for use when applicable. Students are to be mindful of taking, sending and receiving pictures and must adhere to the district's Acceptable Use Policy (www.herricks.org/AUP) at all times.

If I leave the district, may I keep my Chromebook?

No. You must return the Chromebook and charger before you transfer to your new school.

Will graduating seniors have the opportunity to purchase their devices?

No, not at this time.

How can I store work for my device?

Students will use Google Drive to store any work created on the device. Please keep in mind that upon graduation a student loses access to school assigned Google accounts. It is the student's responsibility to transfer data to a personal account. Sufficient time will be allowed for this process.

Can the District's wireless network handle all of these devices?

The Herricks School District has upgraded its wireless network to increase speed and capacity. Students will be able to access the wireless network to use their school devices.

Is a Chromebook mandatory for the student? Can we refuse a Chromebook for our student?

Your student will need the Chromebook during the school day just like he/she needs his/her textbooks, pens, and other tools.

Will all students get Chromebooks?

The Initial release of 1:1 Chromebooks will be for grades 6-8 (needs based devices will be available upon request) once paperwork is completed.

APPENDIX D

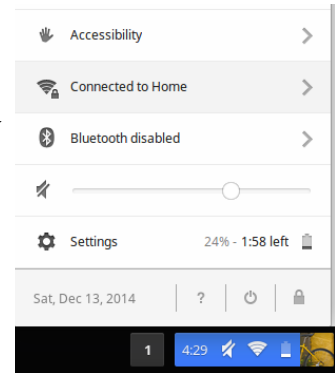
CHROMEBOOK BASICS

Connecting to a Wireless Network

District devices will automatically connect to the appropriate wireless network (Herricks_students) when within any Herricks school building. Do not attempt to connect to other wireless networks when within Herricks school buildings.

When outside of school buildings, users may connect to other wireless networks. Exercise caution when connecting to public wifi where security may be compromised. Please connect only to secure and trusted wireless networks, and be aware that any fees associated with wireless connections are the responsibility of the user.

To find and connect to available wireless networks, click on the system tray on the bottom-right of the screen and then on “wireless networks”. The device will list available networks to connect to. Choose the one you prefer by clicking on it. Enter passwords if necessary, and choose if you want the device to remember this network. “Remembering” a network will allow the device to automatically connect to it when available.



Basic Troubleshooting

Before notifying the Technology Department of any trouble with their assigned device, users should review and attempt the following troubleshooting steps:

Many basic system issues can be addressed by simply restarting the device. To restart, sign out and then click, “Shut down”, or hold down the power key for three seconds to shut the device off. Once powered off, press the power key to start up. Log in to the device as normal.

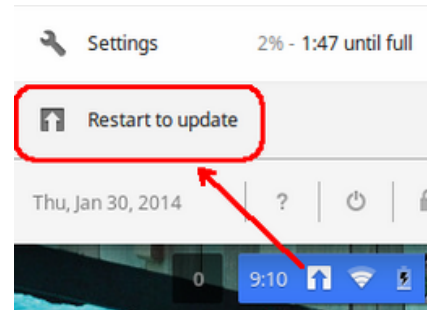
- Restart the device if you experience one of the following:
 - Device is having difficulty finding or maintaining a wireless connection
 - Device freezes or is unresponsive
 - Device seems to be running slowly
- Headphones or peripherals plugged into the device are not working
 - Make sure there is no dust or foreign debris inside the port by blowing into it. If that doesn't work, restart the device. If these steps don't work, report the issue to the Technology Department.

CHROMEBOOK BASICS

- Is the Chromebook ready for an update?

When updates are available for the Chromebook, they will automatically download and install the next time the Chromebook powers on. Keep in mind that when the user simply logs off or closes the screen, the Chromebook does not shut off - it goes into 'sleep' mode. Sometimes the Chromebook will not perform as users would expect if it needs to be updated.

If an update is available, an upward-pointing arrow will appear in the system tray on the bottom right of the screen. This signifies that the user should restart the Chromebook at the next opportunity so the update can be installed. In most cases, the user can continue to work as normal while the device is updating.



- Device is very warm
 - Make sure the air vents on the back and bottom of the device are clear of dust and debris. Also be mindful that placing the device on top of blankets and other soft material can block air vents and cause the device to overheat.

If none of these basic troubleshooting steps fix the issue, report it to the Technology Department for an evaluation.

APPENDIX E

DEVICE ACCOUNTABILITY

Students are responsible for the general care of the Mobile Device that they have been issued by the District.

Support and Repairs / Fines Related to Your Chromebook:

- All damage, loss, or theft of a Mobile Device must be reported by the student to the school administration immediately.
- Mobile Devices that are broken or fail to work properly must be taken to the Technology Department or Media Center in the student's school for an evaluation of the equipment. This includes but is not limited to: Operating system, battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Hardware/software repairs that are not due to misuse, carelessness or intentional damage will be covered under the device protection plan as delineated in the chart below; however any intentional damage to the device or damage due to misuse or carelessness will incur a cost.
- Support and Repairs will be defined in accordance with the below chart or as the circumstances may warrant at the discretion of the District and its administrators.
- All reports will be investigated and addressed on a case-by-case basis.
- Do not attempt to remove or change the physical structure of the computer, including the keys, ports, screen cover or plastic casing. Doing so will void the manufacturer's warranty, and families will be responsible for 100 percent of the repair or replacement cost.

A report must be made immediately to administration for any damage, loss, or theft of a Device	
Accidental Damage (1st instance)	The device and case must be returned to the school so that a new or spare device may be issued.
Accidental Damage (additional instances)	The device must be returned to the school. The student/parent may be charged for repair and/or replacement up to the full replacement cost of the device, if unrepairable.
Intentional Damage (any part of Chromebook)	The device must be returned to the school. Deliberate damage will be referred to the principal. This also may result in a referral and disciplinary action. The student/parent will be charged for repair and/or replacement up to full replacement cost of the device (or a higher amount depending on cost at time of repair/replacement).
Loss or Theft	Cost for a lost or stolen Chromebook is \$400 (or a higher amount depending on current cost) A police report MUST be filed with the appropriate police department
Power Cord	Cost for a lost power cord is \$40 (or a higher amount depending on cost at time of repair/replacement)

HERRICKS SCHOOL DISTRICT

Future Ready Technology Handbook

Digital copy of our handbook located at www.herricks.org/futureready

Future Ready Program Parent Acknowledgement & Agreement

The Herricks Public School District encourages students to use a variety of technologies to enhance their learning. We ask parents and students to carefully read and understand the contents of the Future Ready Technology Handbook, the District's policy for Acceptable Use and the Internet Safety, these documents provide expectations and conditions for use of our mobile learning program so as to ensure the effective and efficient use of our technology services, guard the privacy and safety of our students, and to protect our data and our resources.

[4526 Policies for Computer, Network and Internet Use](#)

[4526.1 Internet Safety](#)

Parent/Guardian:

I acknowledge that I have received access to the Future Ready Technology Handbook and have read, understand and, with my child, accept responsibility to abide by its contents.

I understand that the Herricks School District has taken precautions to limit access to inappropriate and unauthorized material on the device, but also recognize that it is impossible to exclude every occurrence of this material. As such, I accept responsibility to supervise and monitor my child's use of the device outside of school hours. I further understand that my child and I are financially responsible for damage or loss of Herricks School District property, including any deductibles, for damage/theft/loss not covered by extended warranties and/or insurance coverage.

Signature for Parents/Students

Print Student Name

Print Parent Name

Student ID # _____

Grade level: _____

Student Signature

Parent Signature

Date

This form will be emailed and submitted online.