

Cadott Jr/Sr High School
1:1 Technology Handbook
2020-2021 School Year



Failure to comply with the guidelines of this handbook will result in a fine up to the replacement cost of the device.

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WHO TO CONTACT:

If your Chromebook should need repairs or service, fill out a help ticket in your HS Library Destiny account and bring the device to the HS Library to receive repairs. Help tickets will be attended to on a first-come-first-served basis by HS Library staff or Krista Computers, the district's contracted technology support team. See "[Taking Care of Your Chromebook](#)" section of this document for more information.

Failure to comply with the guidelines of this handbook will result in a fine up to the replacement cost of the device.

1. RECEIVING YOUR CHROMEBOOK:

1a. District Owned/Issued Chromebook

Chromebooks will be distributed at registration for students in grade 7 and during the first two weeks of school for incoming new students. Registration for the Cadott Jr/Sr High School 1:1 technology initiative will be part of the school's registration process. This must be completed before a device will be issued.

1b: Probationary Student Privileges

To protect the assets of the School District of Cadott Community, and at the discretion of the jr/sr high school principal, students who violate the Acceptable Use Policy or the Cadott Jr/Sr High School 1:1 Chromebook Procedures and Information outlined in this document may be required to turn in their Chromebooks to the HS Library at the end of each day. The HS Library will secure and charge the equipment during the evening and the student will be allowed to check it back out on a daily basis.

2. RETURNING YOUR CHROMEBOOK:

All district-owned Chromebooks must be returned following these guidelines:

- **Students leaving the district must return district-owned Chromebooks to the HS Library prior to leaving.**
- Graduating seniors will have the option to purchase their district-owned Chromebook for \$20 upon completion of final exams. Once payment is received in the district office, the item will be removed from district inventory and given to the student.
- Graduating seniors who do not wish to purchase their district-owned Chromebooks will turn their assigned devices into the HS Library upon completion of final exams.
- Parents of students who fail to return their devices will be notified and may be fined for replacement cost of the Chromebook.
- Any Chromebook not returned will be considered stolen property and law enforcement agencies may be notified.

Failure to comply with the guidelines of this handbook will result in a fine up to the replacement cost of the device.

3. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must **have a support ticket for the device initiated in Destiny Resource Manager** and should be taken to the HS Library immediately so that they can be repaired.

- [Placing a Support Ticket Request in Destiny Tutorial Video](#)
- [Placing a Support Ticket Request in Destiny Handout](#)

Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance. Failure to comply with the guidelines of this handbook will result in a minimum fine of \$50.00 or up to the replacement cost of the device.

3a: General Precautions

- Food and/or drink should not be used next to your Chromebook.
- Cords, cables, and removable storage devices should be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in a carry case or backpack while plugged in.
- Chromebooks must remain free of writing, drawing, or stickers UNLESS the Chromebook is protected with a removable skin (removable skin is not issued or paid for by the district).
- Chromebooks must have a Cadott Jr/Sr High School asset tag on them at all times and this tag must not be removed or altered in any way. If the tag is removed, the student may face disciplinary action.
- Chromebook serial numbers and other factory-placed labels, stickers or decals should not be tampered with or altered in any way.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified by name label, district asset tag and factory serial number.

3b: Carrying Chromebooks

- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting it from the screen. Always support a Chromebook from the bottom with its lid closed.
- Use of a protective case or padded laptop backpack is encouraged to help protect the device and screens (The School District of Cadott Community does not provide protective cases or padded laptop backpacks for storage).

Failure to comply with the guidelines of this handbook will result in a fine up to the replacement cost of the device.

3c: Screen Care

The Chromebook screen can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen, such as pressure from objects or textbooks in the backpack.

- 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 on or 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, papers, discs, etc.).
- ONLY clean the screen with a slightly damp, soft, dry microfiber cloth or anti-static cloth.

4. Chromebooks Left at Home or Under Repair

- Students will have the opportunity to use a loaner Chromebook from the HS Library if one is available.
- Repeat violations of this policy may result in disciplinary action.
- Students using loaner Chromebooks will be responsible for any damages incurred while checked out to the student.
- Students must return loaner Chromebooks to the HS Library at the end of each school day.

5. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available through the HS Library. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks

6. CHROMEBOOK REPAIR AND FINES

The School District of Cadott Community will complete repairs in-house via our district-contracted technology support team, Krista Computers, and the HS Library. Your one time \$25 non-refundable insurance fee is included in the jr/sr high school registration fee and does not require an additional payment.

Failure to comply with the guidelines of this handbook will result in a fine up to the replacement cost of the device.

The School District of Cadott Community will repair or replace devices that malfunction due to warranty issues. **Up to two incidents of damage caused by accidental handling will be covered with this insurance fee. Damage beyond two incidents will incur a parts fee to the parent/student.**

- Insurance fee includes coverage for hardware failure, theft, repair and accidental damage. The coverage includes **up to two incidents**.
- Coverage does not include deliberate or negligent damage to the Chromebook (as determined by district staff).
- Coverage does not include the charger or cord.
- Coverage Examples:
 - **Accidental damage** caused by drops, cracked screens or other unintentional events (up to 2 incidents)
 - **Theft** of device (requires a police report to be filed within 48 hours of theft occurring)
 - Loss or damage to the device due to fire (requires official fire report from investigating authority)
 - **Electrical surge**
 - **Natural Disasters**
- Exclusions to coverage
 - Dishonest, fraudulent, intentional, negligent or criminal acts
 - Consumables (including but not limited to charger or software)
 - Cosmetic damage that does not hinder functionality of the device will not be repaired.

7. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

7a: Saving your work

- G Suite for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different types of online documents, collaborate in real time with other people, and store your documents, as well as other files in the cloud.
- With a wireless internet connection, you can access your documents and files from any Chromebook, desktop computer and some other devices, anywhere, at any time, no matter where you are.
- Without a wireless internet connection, you can still create and work on documents you have saved to your assigned Chromebook device and your device will sync the stored information with your Google Drive when connected to the internet again.
- Prior to leaving the district, or graduating, students should save any work by using the [Cadott Jr/Sr High School Technology Exit Guide](#) or manually transferring files to a personal Google account.
- Information may also be stored or backed up on a personal removable storage device such as a jump/thumb drive, SD card, etc.
- A limited amount of information may be saved to the local hard drive of the Chromebook in the "Downloads" folder.