

Jefferson Elementary School District Student and Family Chromebook Handbook



JEFFERSON
Elementary School District

Introduction

The Jefferson Elementary School District provides Chromebooks to all 6th through 8th grade students to improve access to high quality digital resources, develop student digital literacy, and foster trust, communication, and family involvement.

As part of the program, each participating student (and therefore her or his family) will receive a Chromebook to use both at school and at home during her or his study in the Jefferson Elementary School District (JESD). This handbook explains what is expected from students and families regarding proper Chromebook use and care.

School Contact Information

Franklin D. Roosevelt K-8 Grades K-8 1200 Skyline Dr Daly City 94015	(650) 991-1230	Benjamin Franklin Grades 6-8 700 Stewart Ave Daly City 94015	(650) 991-1200
Thomas R. Pollicita Grades 6-8 550 E. Market St Daly City 94014	(650) 991-1216	Fernando Rivera Grades 6-8 1255 Southgate Ave Daly City 94015	(650) 991-1225

Before the Chromebook Comes Home

Parent/Guardian Technology Workshop

It is mandatory that the student's parent/guardian/family member attend the family engagement workshop. This workshop will be held in one session and available both in-person or virtually. This training will cover basic technology skills and ways families can utilize district provided technology (websites, apps, and curriculum).

During the workshop, participants will learn how to contact teachers and administrators to talk about their child's education. The workshop will also explain how to access your child(ren)'s grades and standardized test scores online, and how to get technical support for your Chromebook. Educational and online safety tools in addition to community resources for further technology support and education will also be shared.

Parent/Guardian Expectations and Responsibilities

During the time their child participates in the 1:1 Chromebook program, parents/guardians/family members have a responsibility to supervise their child's use and care for the Chromebook. If there is any physical damage to the Chromebook caused as a result of misuse or lack of care, families may be held financially responsible for repair or replacement. Responsibility for always be assessed on a case by case basis by school site officials and/or the technology department.

Parents/guardians are also expected to use the Chromebook to monitor their child's academic performance and homework and to communicate with teachers and school staff.

In summary, all JESD 5th-8th grade parents/guardians/family members are expected to do the following:

- **Come to school events** – including the 1:1 Family Engagement Workshops, Back to School Night, Open House, etc.
- **Talk to school staff through email/phone/in person**
- **Know your child's academic status** – During the 1:1 Family Engagement Workshops, parents/guardians/family members will learn how to check their child's attendance and grades online.
- **Monitor your child's school/online habits** - This is important in order to make sure students are being safe, responsible, and learning. During 1:1 Family Engagement Workshops and individual school orientations, parents/guardians/families will learn how to communicate/advocate for their child(ren) should academic and emotional struggles arise.

When the Chromebook Comes Home

Student Expectations and Responsibilities

Students will use their Chromebook at school every day and will also have homework assignments that require the use of the Chromebook. Students are expected to:

- Charge the Chromebook overnight at home and **bring the Chromebook, fully charged, and its power adaptor to school every day**. Students who do not have access to a reliable power source at home should discuss other options with their teachers.
- **Carry the Chromebook, in its protective case**, in a backpack or bookbag that keeps the Chromebook out of plain sight and minimizes the risk of damage.

Caring for the Chromebook

A Chromebook is a big responsibility, but it is not difficult to care for. Students should bring their Chromebook to and from school in a backpack or bookbag with sturdy straps to minimize the risk of damage.

Nothing should be affixed (attached, glued, taped, stuck on) to the screen of the Chromebook. All stickers that come affixed on Chromebooks, including bar codes, must remain on the Chromebooks with care until families purchase the Chromebook after 8th grade promotion.

Below are some additional tips for taking care for your Chromebook:

1. **Keep all liquids and food items away from your Chromebook.** Liquids and food crumbs will damage the Chromebook. It is a rule at school and it should be maintained at home.
2. **Always have clean hands before using your Chromebook.** Clean hands make it easier to use your Chromebook touchpad and there will be less risk of leaving dirt and other stains on the Chromebook. Dirty fingers can cause letters on keys to disappear and/or become "sticky keys."
3. **Keep your Chromebook clean.** This may seem like a simple topic, but computers require special cleaning even on the outside. Keeping your system free of dust, dirt, food crumbs, and liquids is the first step to Chromebook care. *Always turn off your Chromebook before cleaning!*
 - a. **LCD screen:** the screen should never be cleaned with glass cleaner, water, or any other liquid. To clean the screen, use ONLY a microfiber cloth or lint-free cloth to gently wipe away dust or smudges.
 - b. **Keyboard:** Canned air or small computer-specific vacuum cleaners are an excellent way to clean keyboards.
 - c. **When in doubt** about how to clean your computer system, consult one of your teachers.
4. **Protect the LCD display monitor.** It is VERY fragile. Keep sharp objects from the screen. Never put pens or pencils in your Chromebook carrying case. The screen can crack or break easily even if it is protected in a backpack or carrying case, so be very careful when handling them with a Chromebook inside. When you shut your Chromebook, make sure there are no small items, such as a pencil or small earphones, on the keyboard. Close the lid gently while holding from the middle.
5. **Hold and lift the Chromebook by its base,** not by its LCD screen. The Chromebook lid (screen) should be closed before lifting and should be lifted using both hands. If you lift it by the screen part alone, you could damage the display or the hinges attaching it to the base.
6. **Don't pull on the power cord.** Tugging your power cord out from the power socket rather than putting your hand directly on the plug in the socket and pulling can break the plug and/or damage the power socket.
7. **Be sure to store your Chromebook in your backpack.** You can trip or someone can knock into you causing you to drop and potentially break or damage your Chromebook. Remember where your Chromebook is at all times. Do not sit, throw, or step on your backpack with your Chromebook in it. Ultimately, you are responsible for your Chromebook.
8. **Don't leave your Chromebook in a car.** Not only do the insides of cars experience large temperature swings that could damage a Chromebook, but a Chromebook (or Chromebook bag) is an inviting target for someone to break into your car and steal it.
9. **Keep the Chromebook on a flat surface.** This prevents damage to the Chromebook.

Terms of Use

Ownership and Management

Chromebooks are property of JESD and are loaned out to students for the duration of each school year. Chromebooks should only be used by students and their families and not lent to others. Chromebooks will be distributed directly to parents/guardians and students at a time designated by the school they are attending.

Returning the Chromebook

If a student **leaves school** prior to graduation, he or she must return the Chromebook he or she has been loaned from the school. Behavioral problems may also result in a loss of privileges or losing the Chromebook. If, upon request, the Chromebook is not returned in a timely manner a district employee and/or Law enforcement officer will be in contact to retrieve the Chromebook.

Responsible Use/Internet Safety

Students are prohibited from accessing, sharing, or creating inappropriate or graphic content, including images or language depicting violence, nudity, pornography, obscenity or any unsuitable content. JESD filters all Internet access, at school and at home, to restrict access to inappropriate online content; however, no filtering program is entirely effective, and ultimate responsibility lies with the student and his/her family.

Students are further prohibited from using chat and instant messaging services and social networking sites during school hours, unless instructed by a teacher. Finally, students must comply with the Acceptable Use Policy for Jefferson Elementary School District as established by Jefferson Elementary School District Board of Education.

Privacy

The Chromebook and the school network are property of JESD. Any information that is accessed or transmitted through the school network on a Chromebook belonging to JESD may be monitored, viewed, cataloged, or deleted by the school. JESD further reserves the right to investigate suspected inappropriate Chromebook conduct by students and their families and will fully cooperate with local, state, and federal law enforcement officials in the event of unlawful misconduct or suspicion of misconduct.

Chromebook Software

Students and their families are prohibited from downloading additional software onto their Chromebook. Students who are found to have violated this term will be asked to remove the downloaded software.

Desktop Backgrounds

Students are permitted to choose their own Chromebook backgrounds, provided they are appropriate for school. Images and photos should not depict violence, nudity, pornography, graphic language, offensive material, illegal activity, or gang activity.

Email Etiquette

All electronic communication is subject to monitoring and should not be considered confidential. Students are expected to use proper grammar, spelling, and punctuation in all electronic communication and should use professional, respectful language. Students are not to use inappropriate content, including text or images depicting violence, nudity, pornography, graphic language, or illegal activity.

Loss or Theft

Lost or stolen Chromebook must be reported immediately to the main office. Following the report of theft of a Chromebook, the student will be asked to provide a statement describing the circumstance to the administration.

Summer Use

Chromebook will be collected at the end of the school year to receive maintenance, software updates, and safe storage. Students and their families can request to keep the devices over the summer, but will need to check the device out beforehand with their school.