



West Baton Rouge Parish  
Chromebook Procedures &  
Information Handbook

July 2021

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### Background Information and Goals

#### Background Information

West Baton Rouge Parish Schools endeavors to prepare our students for an ever-changing world where technology advancements occur at a rapid pace. The purpose of our one-to-one (1:1) student Chromebook program is to continue to create a collaborative learning environment for all of our students. This program is designed to enable our students and teachers to implement transformative uses of technology to enhance and support the curriculum. We hope that this program will also promote the development of self-directed lifelong learners who are able to keep pace with the rapidly changing technological landscape.

#### Goals for Student Users

- To increase student productivity both in and out of the classroom by providing the opportunity to complete research, lessons, and activities assigned by their teacher(s).
- To capitalize on academic resources and technological features to enhance student learning.
- To facilitate mobile learning across all school campuses.
- To promote leadership in student learning by establishing access to a variety of educational resources and tools.
- To promote personalized learning for all students.

### 1. Receiving and Returning a Chromebook

#### 1.1 Receiving a Chromebook

1. Students will have an orientation session at the beginning of the school year to receive their equipment. Each student will receive a Chromebooks with a customized barcode label and an AC charger. The Chromebook will be covered in a WBR labeled cover. The cover is not to be removed by the students or guardian. All AC chargers will be labeled with a WBR property tag.
2. Parents/guardians and students must sign the Chromebook User Agreement before a Chromebook can be issued to a student.

3. The student will use their WBR “Chromebook” account to login to the device. The Chromebook and the account are the property of WBR Schools and as a result may be subject to inspection at any time. The student should have NO expectation of privacy or materials found on a Chromebook or a school supplied Chromebook account.

## **1.2 Returning a Chromebook**

1. Chromebooks and all WBR accessories (case and charger) will be returned during the final week of school in order to be checked for serviceability. The student will be reissued their same device during the following school year.
2. Chromebooks and all WBR accessories (case and charger) must be returned immediately when a student transfers out of WBR Schools, is expelled, or terminates enrollment for any reason.

## **1.3 Fines Related to a Chromebook**

1. Chromebooks, school-provided cases, and the AC charger will be turned in to the WBR Technology Department, when requested, in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The WBR Technology Department will make the final determination of any fees assessed.
2. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible.

## **1.4 Account Security**

1. Students are required to use their West Baton Rouge Parish account and password when using their Chromebooks.
2. Personal accounts CAN NOT be used on West Baton Rouge Parish devices.
3. Students must protect their accounts and are required to keep their login credentials confidential.
4. The West Baton Rouge Parish Technology Department has the authority and ability to monitor any and all activity on school district devices.
5. Students should not allow anyone else to use their Chromebook while the student is logged in.

## **2. Taking Care of a Chromebook**

Students are responsible for the general care of the Chromebook that has been issued by WBR Schools. Chromebooks that are broken or fail to work properly must be returned to the school library. The school librarian/media specialist will contact the WBR Technology Department for evaluation of any needed repairs to the device.

Chromebooks are the property of WBR Schools and users will follow these procedures and the policies outlined in the WBR Acceptable Use Policy for Students and the WBR 1;1 Chromebook Usage Policy.

### **2.1 General Precautions**

1. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The chromebook can be cleaned with a soft, lint free cloth. Avoid getting moisture in the openings. Do

not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.

2. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem immediately to your teacher.
3. Never throw or slide a Chromebook.
4. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
5. Chromebooks and district-provided cases must remain free of any writing, drawing, stickers, or labels that are not the property of WBR Schools or approved by the WBR Technology Department.
6. Chromebooks have the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
7. Chromebooks have a unique identification and at no time should the numbers or labels be modified or removed.
8. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
9. Chromebooks must be charged for school each day. This is the student's responsibility.
10. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebook to another person.

## **2.2 Carrying the Chromebook**

1. The WBR provided case must remain on the Chromebook at all times.
2. Transport Chromebooks with care.
3. Chromebooks should be closed any time you carry them.
4. Never move a Chromebook by lifting from the screen this is the most common type of damage.
5. Always support a Chromebook from its bottom with the lid closed.

## **2.3 Screen Care**

1. The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
2. Be careful to not lean or put pressure on the top of the Chromebook when it is closed.
3. Always store the Chromebook with the screen in the closed position.
4. Be careful when placing your Chromebook in your backpack...if the bag is too full, the screen could get damaged.
5. Do not poke the screen with anything that will mark or scratch the screen surface.
6. Make sure nothing is on the keyboard before you close the lid (e.g. papers, pens, pencils, or disks).
7. Clean the screen with a soft, dry microfiber cloth or antistatic cloth.
8. Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use a water dampened towel or a cloth designed to clean computer LCD screens.

## **2.4 Stickers, labels, etc.**

1. Do not place any stickers or labels on your Chromebook or Chromebook cover.
2. Please note that you may not use markers, pens, paint, etc on the Chromebooks.

3. The District will maintains an inventory of all Chromebooks that includes the Chromebook serial number, along with the name of the student assigned to the device
4. Chromebooks must have a West Baton Rouge Parish Schools inventory barcode on the front of the device at all times as well as a West Baton Rouge Parish Property tag on the back of the device. These tags must not be removed or altered in any way.

## **2.5 Chromebooks Left in Unsupervised Locations**

1. Under no circumstances should Chromebooks be left in an unsupervised area.
2. Teachers are not responsible for students leaving an unsupervised Chromebook in their classroom.
3. If an unsupervised Chromebook is found, notify a staff member immediately or bring to the school librarian.

## **2.6 Chromebook Operating System**

Students may not use or install any custom operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district. Wiping/altering the operating system will result in disciplinary action. Students should not powerwash or factory reset their device.

## **2.7 Updating Your Chromebook**

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update Chromebooks. Google extensions and applications will be loaded to student Chromebooks through the school district based on educational need, district discretion and admin/teacher request.

# **3. Using Chromebooks at School**

Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes.

## **3.1 Chromebooks Left at Home**

1. If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present. If a student repeatedly (3 or more times as determined by any staff member) leaves the Chromebook at home, the student will be required to leave the Chromebook in their first period classroom each day.

## **3.2 Chromebook Undergoing Repair**

1. Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the district.
2. A limited number of "loaner" Chromebooks are available so having a "loaner" is not guaranteed.

## **3.3 Charging a Chromebook's Battery**

1. Chromebooks must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home.

2. Repeated violations (a minimum of 3 days) of this procedure will result in students being required to leave their Chromebook in their first period classroom.
3. In cases where the battery does "run out", students may be able to connect their Chromebook to a power outlet in class.

### **3.4 Inappropriate Usage**

1. Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action.

### **3.5 Printing**

No WBR Chromebooks will be allowed to print. All data should be stored in the cloud.

### **3.6 Home Internet Access**

Although the Chromebooks will be filtered at home as well as at school, parents/guardians, please take the necessary precautions for internet safety with your student! It is the family's responsibility to monitor the student's use of the internet outside of the school setting.

1. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with the Chromebook use while at home.
2. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
3. All activity on the Chromebook, whether conducted at school or off site, is subject to search as WBR Schools property.

### **3.7 Using the Chromebook Camera**

The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom.

### **3.8 Network Connectivity**

West Baton Rouge Parish Schools makes no guarantee that the school's network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). Any evidence of trying to get around the filter to inappropriate material will result in disciplinary action.

## **4. Repairing or Replacing a Chromebook**

### **4.1 WBR Chromebook Protection**

WBR Schools is purchasing and insuring all new Chromebooks and will generally assume the financial liability for Chromebook repairs or replacement due to normal and typical daily use.

#### 4.2 Damaged Chromebooks

1. Non-intentional damage to Chromebooks will be covered under the WBR Chromebook Protection Program.
2. The repair of intentional damage to a Chromebook is the responsibility of the student. Replacement costs for parts:

Chromebook Part	Cost
AC Charging Adaptor	\$35.00
Chromebook Screen	\$150.00
Chromebook Keyboard	\$80.00
Chromebook System Board	\$200.00
Entire Chromebook Device	\$275.00

#### 4.3 Lost or Stolen Devices

Lost or stolen devices should be reported to the school immediately. All WBR devices are enrolled in the WBR Google Management System. Once a device has been reported lost or stolen, that device will be locked down and can not be used by anyone outside of the WBR network.

#### 4.4 Reporting a Chromebook Incident

1. Students will bring Chromebooks in need of repair to the library to be evaluated.
2. School librarians/media specialists will notify the WBR Technology Department through the Help Desk account to indicate needed repairs.
  - a. Complete the WBR Help Desk Reporting Form for School  
<https://forms.monday.com/forms/cee56b4b8e5e6d9c572ddea3b65fd812>
  - b. Email: [wbrhelpdesk@wbrschools.net](mailto:wbrhelpdesk@wbrschools.net)
3. Repairs MUST be reported by the school and not directly to the Help Desk via the student or parent/guardian.

#### 4.5 Temporary Issued Chromebooks to Students

1. Each step of the repair process will be logged and recorded by the WBR Technology Department.
2. If available, the student will receive a temporary Chromebook while a Chromebook is in the repair process.
3. Students using a temporary Chromebook will be responsible for any damage to or loss of the temporary device.
4. The school will contact the student when the device is repaired and available for use.

## 5. Digital Citizenship

School issued Chromebooks are to be used for educational purposes and students are to adhere to the Technology Acceptable Use Policy located in the District Student Handbook and its corresponding administrative procedures at all times.

Students will be working in a digital and collaborative environment and will be expected to conduct themselves as model digital citizens by adhering to the following:

1. Respect Yourself
2. Protect Yourself
3. Respect Others
4. Protect Others
5. Respect Intellectual Property
6. Protect Intellectual Property

## 6. Chromebook FAQ

### Q. What is a Chromebook?

- A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full size keyboard, large display and clickable trackpad, all day battery life, lightweight and built in ability to connect to WiFi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time consuming, often confusing, high level of maintenance required by typical computers." (Source: "Google")

### Q. What kind of software does a Chromebook run?

- A. "Chromebooks run millions of web based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." (Source: "Google")

### Q. When will my student receive their device?

- A. Devices will be distributed at the opening of school each year. At that time, students and parents will be asked to sign an agreement that acknowledges that maintaining possession of the device and keeping it in good working order is the responsibility of the student.

### Q. Are students required to have them at school each day?

- A. Yes. We do expect these devices at school each day as they are fundamental learning tools for the types of instructional experiences that are now being built at West Baton Rouge Parish Schools. Students will need to charge their devices overnight so that it is fully charged at the beginning of the day.

### Q. What is the device cost?

- A. There is no fee for Chromebook usage. The District reserves the right to pursue legal action against a student if he/she willfully, maliciously or unlawfully damages or destroys the District's property.

### Q. Can the Chromebook be used anywhere?

- A. Yes, as long as there is a WiFi signal to access the web.

### Q. Is there antivirus built into it?

- A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

**Q: How long does the battery last?**

- A. The normal life of the battery of the Chromebook is 8-10 hours. If a student fully charges his/her computer each night, it should last the entire day. There will be opportunities and options for charging at school if absolutely necessary.

**Q: Will students be able to access inappropriate sites when using their Chromebook?**

- A. The Chromebook Management Console and third-party software will provide filtering on the device. As much as WBR Schools works to filter and protect our students online, no filtering can be considered 100% perfect. Please monitor your child online.

**Q: How can a student access a device if their Chromebook is being repaired?**

- A. The District has purchased a number of loaner devices for distribution through the WBR Parish Technology Department.

**Q: Will Chromebooks take the place of all textbooks?**

- A. Teachers will still be using a variety of resources to support their instruction. The technology enhanced classroom will support innovative practices and probably new resources for students to showcase their learning. Textbooks will still play a role. The West Baton Rouge Parish School District views the Chromebooks as a vital tool to student learning but not the only tool.

**Q: How are these web based applications managed?**

- A. The West Baton Rouge Parish Technology Department will maintain and manage all devices through our Google Apps for Education account. The Technology Department can preinstall as well as block specific web applications from a centralized management console.

**Q: My student has a personal google account, can they use that account on their chromebook?**

- A. No. Students should only use their district assigned account on their Chromebook.