



# Princeton School District Chromebook/Computer/iPad Handbook 2023-2024

The focus of the 1:1 Chromebook Adoption at Princeton School District is to prepare students for their future, a world of digital technology and information. Effective and Engaging Digital Learning with Chromebooks in the district is a plan to create a collaborative learning environment for all learners. As we move forward in the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tools of these twenty-first century students are the various electronic devices. This digital learning environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and life-long learners. Students will transition from consumers of information to creative producers and owners of knowledge.

The individual use of the Chromebook/Computer/iPad is a way to empower students to learn at their full potential and to prepare them for the real world of post secondary school and/or the workplace. The device your child is using is a "Next Generation" device that makes learning more engaging and accessible. They encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with these devices integrates technology into the curriculum anytime, anyplace.

Please read this handbook and student expectations thoroughly and carefully.

Sincerely,

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## **1. Receiving Your Device and Check-In**

### **1.1 Receiving Your Device**

Devices will be distributed each fall. Before receiving the device, students and parents/guardians must

1. Sign and return the One to One Device Agreement Form
2. Pay a \$25 technology fee that will be used for support and maintenance of the device.

### **1.2 Device Check-in**

Students will return devices during the final weeks of school as part of the end-of-year student checkout process. If a student transfers out of PSD, the Chromebook/computer must be returned to the office at that time. Any device not returned will be considered stolen property and local law enforcement officers will be notified.

### **1.3 Check-in Fines**

Individual school devices and accessories must be returned to the Princeton School District at the end of each school year. Students who withdraw, are suspended, expelled, or terminate enrollment at Princeton School District for any other reason must return their device on the date of withdrawal. The student will pay for the cost of the device if not returned and/or any damages relative to the fee schedule. Failure to return the device or pay the scheduled fine by the date set by Princeton School District Administration will result in a report being filed with the Princeton Police Department.

## **2. Taking Care of Your Device**

Students are responsible for the general care of the device they are issued. If a device fails to work properly or breaks, the device must be brought to the office. District owned devices cannot be taken to an outside computer service center for any type of repairs or maintenance.

### **2.1 General Precautions**

- The electronic device is property of the Princeton School District. All users will follow board policies for technology and acceptable use of the internet and technology.
- Keep food and drink away from the device at all times.
- Cords, cables and removable storage devices must be inserted and removed carefully to prevent damage to those ports.

- Devices should never be carried or stored with cords or removable storage devices plugged in.
- Devices must remain free of any writing, drawing, stickers or labels that are not property of PSD, unless it is protected by a removable case. Vents cannot be covered.
- Devices should never be left unsupervised or in a car. Extreme heat and extreme cold will damage the device.
- Students are responsible for bringing a fully charged device to school each day.

## **2.2 Carrying Devices**

- Transport devices with care. **DO NOT KEEP IN YOUR SCHOOL BINDER.**
- Chromebook/Computer covers should always be closed and tightly secured when being carried.
- Do not carry other items on top of the device.
- Chromebooks/computers should never be lifted by the screen or lid.
- PSD recommends purchasing a sleeve for transporting the Chromebook/computer between classes and to home and back.
- Do not place other items in the sleeve along with the Chromebook/computer.

## **2.3 Screen Care**

Device screens can be easily damaged and are particularly sensitive to pressure applied to them.

- Do not lean on the Chromebook/computer when it is open or closed.
- Do not place objects on the device.
- Do not place items on the keyboard before closing the cover (pens, markers, disks, etc)
- Do not touch the Chromebook/computer screen with fingers.
- Do not poke the screen with items that can scratch or damage it.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

# **3. Using Your Device at School**

The device is intended for use at school each day. In addition to teacher expectations for use of the device, school calendars, messages and announcements may be accessed by using the device. Middle and high school students are responsible for bringing their Chromebook/computer to all classes every day, unless specifically told not to do so by the teacher. The device is property of the Princeton School District. Therefore, school staff and administration have the right to check any material stored on a student's device at any time.

## **3.1 Devices Left at Home - HS/MS**

If students leave their Chromebook/computer at home they will first contact home to have someone bring in the device. If the device cannot be brought in, students will need to borrow a Chromebook from their teacher for that hour.. Repeated incidence of leaving a device at home may result in disciplinary action.

### **3.2 Devices Undergoing Repair**

Loaner Chromebooks can be checked out from the library when students leave their device with the library for repairs. Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student.

### **3.3 Charging your Chromebook/Computer - HS/MS**

Chromebooks/computers must be brought to school fully charged each day. Students need to charge their device each night. If a student is not able to use their device because it is dead, they will need to borrow a Chromebook from their teacher for that hour. When the Chromebook/computer is in sleep mode, entered by closing the cover without powering off, the battery continues to drain. A Chromebook/computer with a closed cover **without powering off is not preserving battery usage and may end up with no battery life at next use.**

### **3.4 Backgrounds**

Inappropriate media may not be used as a background, screensaver or profile photo. The presence of guns, weapons, inappropriate language, pornographic materials, alcohol, drugs, gang related symbols, pictures, or anything deemed inappropriate by PSD administration will result in disciplinary actions.

### **3.5 Sound and Music**

Sound must be muted at all times unless permission is granted by the teacher for instructional purposes. Headphones may be used at the discretion of the teacher.

### **3.6 Printing**

Devices are not set up to print at this time. If a student should need something printed, they will need to share the document with a teacher or someone in the office.

### **3.7 Account Access and Passwords**

Students will only be able to login with their school issued Google accounts. Personal Google Chrome logins will not be allowed access on the Chromebooks.

Students should protect their passwords by not sharing them with anyone. Google Passwords that need to be changed in order to access an account need to be requested

from the Library Media Specialist at a time the LMS is not teaching . Skyward passwords are requested through the office secretary.

### **3.8 Home Internet Access and Filtering**

Students are allowed to connect to wireless networks on the Chromebooks/computers. The school's network filter will continue to monitor student access to websites and apps even on wireless networks outside of school. Device is expected to be used appropriately for school activities at all times. Inappropriate usage during school as well as any use outside of school hours will result in disciplinary action.

## **4. Managing and Saving Your Digital Work**

### **4.1 Managing Your Work**

The Chromebook/computer is designed for easy access to the Google Apps for Education collection of products. All students have a school issued Google account which allows them to use Google Apps that include email (Gmail), sites, calendar, word processing (Docs), presentations (Slides), drawings, spreadsheets, forms and more. This account is accessible anywhere a wireless internet connection is available. (accessible on any device - school issued google account always connects to the PSD filtering system, regardless of the device being used)

The Chromebook/computer has some space for downloading and saving files from the web. This space is identified as 'Files' in the apps launcher. Files saved here are not synced to Google Drive and need to be transferred there in order to be accessed anywhere other than on that specific Chromebook. Files here can also be lost if the Chromebook should stop working.

### **4.2 Saving Your Work**

All work done in the Google Apps for Education products is saved in the cloud. Most apps have automatic saving. Prior to leaving the district or graduating, students wanting to save any files from their Google account will need to use Google Takeout to transfer work to a personal Google account.

### **4.3 Working Offline on Chromebooks**

Google Docs, Calendar and Gmail can be used offline when there is no wireless connection available. When the Chromebook later connects to a wifi signal, the work created offline syncs with students' work in the cloud. Directions on how to work offline

can be found in the Apps folder in the bottom left corner of the Chromebook and going to 'Get Help - Using Your Chromebook Offline'.

## **5. Operating System and Software on Devices**

### **5.1 Operating System (OS) and Updates**

Chromebooks use the Chrome operating system created by Google. Updates to this operating system or on the computer's system will occur automatically when the device is powered off and back on again. If the device is just in sleep mode, the mode it enters when the cover is closed without powering off, updates will not occur. Users are notified that an update is available with an up arrow that will appear next to the time in the lower right hand corner of the device. It is good practice to power down the device at night so updates may occur when it is turned back on.

### **5.2 Virus Protection**

Chromebooks have several built-in layers of security to protect from viruses and malware. Keeping the Chrome OS updated should be sufficient for protecting the Chromebook.

### **5.3 Additional Software**

Additional software, such as iTunes and Microsoft Word, cannot be added to the device due to lack of hard drive space.

## **6. Acceptable Use Guidelines**

Students will have access to all the available forms of electronic media and communication that is in support of the educational goals and objectives of the Princeton School District. Students are responsible for their ethical and educational use of the technology resources of the Princeton School District. Access to these technology resources is a privilege and not a right. Each student and/or parent will be required to follow the District's Acceptable Use Policy and the One to One Device Agreement Form. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following:

- confidential information
- copyrighted material
- threatening or obscene material
- Chromebook/Computer viruses

Any attempt to alter data, the configuration of the device, or the files of another user, without consent of the individual, building administrator or technology administrator,

will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

### **6.1 Privacy and Safety**

All use of and data storage is not guaranteed to be private or confidential, as all device equipment and Google accounts are property of the Princeton School District. To provide personal privacy and safety, students should not do the following:

- enter chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- open, use or change files that do not belong to them.
- reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- access websites that contain obscene, pornographic or otherwise offensive material. If this type of website is accessed inadvertently, exit the site immediately and inform a staff member of the website so corrective action can be taken.

Talk to your children about values and the standards that your children should follow on the use of the internet just as you do on the use of all media information sources.

### **6.2 Legal Property**

Digital Information and media found online are property of those who created it.

Therefore, students need to follow laws and licenses for using digital work of others, including the following:

- trademark and copyright laws and all license agreements need to be complied with at all times.
- plagiarism is a violation of student policy and considered stealing. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Sources need to be cited.
- hacking software use or possession is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

Ignorance of these laws and license agreements is not immunity. If unsure if you are about to violate any of these, check with a teacher.

### **6.3 Email Electronic Communication**

Student use of email and communication on their school Google account is restricted to sending and receiving communications with other users in our domain. All electronic communication sent and received should be related to educational purposes. Always use



appropriate and proper language in your communication. Students should not transmit language/material that may be considered bullying, threatening, profane, obscene, abusive or offensive to others. Students should also not send mass emails, chain letters or spam. Email and electronic communications are subject to inspection by the school at any time. PSD uses a filtering software specifically to identify electronic communications that may be in violation of PSD expectations.

#### **6.4 Consequences**

The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of this document or the Acceptable Use Policy will result in disciplinary action.

Electronic mail, network usage and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The district cooperates fully with local, state and federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communication are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

#### **6.5 At Home Use**

Use of the Chromebook/computer at home for school purposes is encouraged. Chromebook/computer care at home is as important as at school, refer to the care section. It is recommended that a sleeve or case be purchased to help protect the device.

Internet access is not provided for home use. Devices can be used offline or can connect to home and business wifis. School district supplied Internet or wifi filtering is built into the Chromebook/computer connections. The devices will be filtered according to school policies. Do not assume that filtering covers all issues/all sites. Home use should always be monitored by an adult. Home use history will be monitored and logged.

## **7. Protecting and Storing Your Device**

#### **7.1 Device Identification**

Devices will be labeled in the manner specified by the school. Devices can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password

Devices are the responsibility of the student. This device will be yours for the duration of the school year and the next three to five years. Take good care of it.

### **7.2 Account Security**

Students are required to use their @princeton.k12.wi.us domain user ID and password to protect their accounts and are required to keep that password confidential.

### **7.3 Storing Your Device - HS/MS**

When students are not using their device, they should store the device in their LOCKED locker. Nothing should be placed on top of the device when stored in the locker. Students are encouraged to take their devices home everyday after school, regardless of whether or not they are needed so the device can be charged. Devices should not be stored in vehicles at school or at home for security and temperature control measures.

### **7.4 Devices Left in Unsupervised Areas**

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include school grounds, lunchroom, computer lab, locker rooms, library, unlocked classrooms and lockers, dressing rooms, buses, commons area and hallways. Any devices left in these areas are in danger of being stolen or damaged.

## **8. Repairing/Replacing Devices**

Students are responsible for any damage to the Chromebook, Laptop, iPad, and/or charger (accidental or intentional) and will need to pay for repair or replacement if damaged.

If the Tech Fee has not been paid then the student/parent is responsible for the full cost of repair. (part/s + labor)

With the Tech Fee Paid:

First damage: Covered by district - up to \$60 (student pays remaining cost)

Second damage: Covered by district - up to \$40 (student pays remaining cost)

Third damage: Covered by district - up to \$20 (student pays remaining cost))

Fourth damage: Covered by district - up to \$10 (student pays remaining cost))

Any additional damages will not be covered by the district.

Power cord damage or replacement: \$25 (not covered by tech fee)

Lost or stolen devices: The student is responsible for the full cost of the device

\*\*Failure to return the device or pay the scheduled fine within two weeks of being billed by the Princeton School District, will result in a report being filed with the Princeton Police Department.

## 9. Technical Support

Technical support will be available by appointment. Please stop in the library to set that up. Services provided include the following:

- Hardware maintenance and repair
- Password resets
- User account support
- Distribution of loaner devices
- All Repairs MUST be made by the Princeton School District. Devices cannot be taken to other repair shops.

## 10. Device FAQ's

### **Q: What is a Chromebook?**

A: Chromebooks are lightweight mobile devices that allow users to access the web. They include a full size keyboard, trackpad, full screen, long battery life, and Wi-Fi accessibility. Chromebooks are ideal for anytime and place that wireless Internet is available. The low maintenance Chromebook provides a fast, safe and secure online presence for the user.

### **Q: What kind of software does a Chromebook run?**

A: A Chromebook uses web enabled extensions or “Apps.”

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

A: Each Chromebook we provide to students will be a managed device. Members of Princeton School District’s Information and Technology Department will maintain devices through our Google Apps for Education account. As such, the school can pre-install web applications as well as block specific web applications from a centralized management console.

### **Q: What devices can I connect to a Chromebook?**

A: Chromebooks/Computers can connect to:

- USB storage, mice and keyboards
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earbuds and microphones

### **Q: Can the Chromebook/Computers be used anywhere at any time?**

A: Yes, they can be used offline or with Wi-Fi to access the web.

**Q: Will our Chromebook/Computers have 3G/4G?**

A: No. The district Chromebooks/Computers will not have 3G/4G broadband.

**Q: Do Chromebooks/Computers come with Internet Filtering Software?**

A: Chromebooks/Computers do not automatically come with Internet filtering software. However, our district Chromebooks are programmed to always use our filters whether at school or at home or elsewhere.

**Q: Is there antivirus built into it?**

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

**Q: How long is the battery life?**

A: Chromebooks/Computers have a rated battery life of 6.5 hours. However, we do expect students to charge them each evening to ensure maximum performance during the school day.