

# **Benson Public Schools**

## **Chromebook Care & Usage Handbook**

### **2024-2025**

(Effective date:8/1/2023)

#### **Benson School District Vision**

***“Exceptional Opportunities for Every Student’s Success”***

#### **Benson School District Mission Statement**

The Benson Public School District is committed to innovative learning opportunities to achieve the potential of every student through exceptional academics, activities, and staff.

#### **Belief Statements of the Benson School District**

- We believe in ensuring a safe, welcoming, nurturing, and respectful learning environment.
- We believe in hiring, mentoring, and developing high-quality staff that puts the needs of every student first.
- We believe that academic excellence is accomplished through high expectations and continual improvement in curriculum, instruction, and technology.
- We believe that every student will have the opportunity to develop leadership and volunteer skills to enable them to be responsible, productive, and contributing members of their community.
- We believe that every student will graduate from Benson High School with a solid educational foundation and the life skills needed to experience success in their future endeavors.
- We believe in providing year-round diverse learning opportunities, both in and out of the classroom, where students participate and achieve excellence.
- We believe that school district leaders must be fiscally responsible, maximize district resources, and provide quality facilities for the benefit of students from birth through graduation.

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## Receiving Your Chromebook

### 1. Parent/Guardian Signatures

**All parents/guardians are required to sign the Benson Public Schools Chromebook Care & Usage Agreement and Acceptable Use Policy before a Chromebook can be issued to their student.** Links to these forms can be found on page 12 of this document or online: [www.benson.k12.mn.us](http://www.benson.k12.mn.us), JMC Parent Portal or the District page under the District Technology Link.

### 2. Distribution

Sixth through Twelfth graders attending Benson Public Schools at least 1/2 time will receive their Chromebook and related peripherals during Open House.

**Students and parents must sign the Benson Public Schools Chromebook Care & Usage Agreement form and Acceptable Use Policy prior to or at the time they receive their Chromebook.**

### 3. Transfer/New Student Distribution

All transfers/new students will be able to pick up their Chromebook from the IT Department. Both students and their parents/guardians must sign the Benson Public Schools Chromebook Agreement and Acceptable Use Policy prior to picking up a Chromebook.

## Returning Your Chromebook

### 1. End of Year

At the end of the school year, students will turn in their Chromebooks, chargers and cases. Failure to turn in a Chromebook will result in the student being charged the full \$320.00 replacement cost. The district may also file a report of stolen property with the Benson Police Department.

Failure to turn in assigned chargers will result in the student being charged \$35. Failure to turn in assigned carrying cases will result in students being charged \$35.

### 2. Transferring/Withdrawing Students

Students who transfer out of or withdraw from Benson Public Schools must turn in their Chromebooks, chargers and cases to the IT Department on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Benson Public Schools may be turned over to a collection agency. The district may also file a report of stolen property with the Benson Police Department.

## Insurance Option

Benson Public Schools strongly recommends that insurance be purchased prior to the distribution of the Chromebook to your student. The individual insurance cost is \$45 annually (About \$5.00/month) for each Chromebook. Each claim covered by insurance will be assessed an incremental deductible within the current school year. Claim deductibles are listed below. If a student withdraws from school and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Annual Premium	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
\$45 per device (\$20 if eligible for Free/Reduced Lunch Program)	\$0	\$45	\$100

### Insurance Notes:

- **Insurance will only be available to be purchased up to the end of the first week of school or within 1 week of the student starting**
- Insurance is non-refundable if student withdraws early
- Taking the unit apart or tampering with the unit will void insurance coverage and result in loss of insurance premium and deductibles as well as may incur a fee to repair the device.
- Intentional abuse will void all insurance coverage and student will be charged for full replacement costs
- **Insurance does not cover loss due to theft or misplacement.**
- **Insurance does not cover loss of chargers or cases.**
- All previous year charges must be paid prior to a student being issued a Chromebook

## Training

Students will receive regular training to address care and usage of the Chromebook as well as usage of Google Apps (bensonschools.us Accounts). Regular Digital Citizenship and Internet Safety training will also be provided during the school year to address respectful, responsible, and ethical use of the internet and digital tools.

## Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the IT Department. A **limited** number of loaner Chromebooks are available. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

### General Precautions

- No food or drink should be next to your Chromebook while it is in use.

- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- **Chromebooks should be shut down when not in use to conserve battery life.**
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

### Carrying Chromebooks

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

### Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or Flash drives, disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

## Using Your Chromebook

**Students are expected to bring a fully charged Chromebook to school every day** and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

### **If a student does not bring his/her Chromebook to school**

Just like pens & notebooks, Students are expected to bring their Chromebook to school every day. In the event a student forgets his/her Chromebook – Students should call home and have it brought to school.

If it cannot be brought to school, a **limited number of** devices may be available for the student to borrow for the class period from the IT Department. IT staff will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to administration for students who have excessive occurrences during the school year.

## Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- The IT Department staff will contact students when their devices are repaired and available to be picked up.

## Charging Chromebooks

- Chromebook should be charged using the **school distributed charger only. Using another charger such as a phone charger may damage the device and void the warranty and/or device insurance.**
- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening. A fully charged chromebook will last for the entire school day, eliminating the step of bringing the charger to school, loss or misplacement of it.
- The School **WILL NOT** have chargers available to check out. If a student loses their charger, they can purchase one at **school for \$35. Damage to Chromebooks caused by the use of incorrect chargers will not be covered by insurance.**

## Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Benson Public Schools. Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Benson Public Schools acceptable use policy.

## Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

## Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Printing via their Chromebook is NOT an option.

## Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued Google Workspace Account for Education (@bensonschools.us) account.
- Students should never share their account passwords with others. In the event of a compromised account the Benson Public Schools reserves the right to disable your account.

## Using Your Chromebook Outside of School

A Wi-Fi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Benson Public Schools Acceptable Use of Technology Policy and all other guidelines in this document wherever they use their Chromebooks.

## Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

## No Expectation of Privacy

Students should have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

## Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

## Updates

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

## Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

## Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). While on premise, all Chromebooks will have all Internet activity protected and monitored by the district. While at home, all Chromebooks will enforce Google’s Safe Search features as well as filtering for illegal and obscene content.

## Software on Chromebooks

### Originally Installed Software

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is idle or restarted.

## Google Apps for Education ([bensonschools.us](https://bensonschools.us) Accounts)

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Sites, Gmail, Groups, etc.
- All work is stored within Google Apps for Education Suite.

## Additional Apps and Extensions

Students are unable to install additional apps and extensions on their Chromebook other than what has been approved by the Benson Public Schools.

## Repairing or Replacing Your Chromebook

### Repair/Troubleshooting

All Chromebooks in need of repair must be brought to the IT Department as soon as possible.

### Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

- Screen - \$65-\$100
- Keyboard/touchpad - \$70
- Power cord - \$35
- Chromebook Case - \$35
- Full Replacement Cost (Chromebook, Charger) - \$300

Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.

### Accidental Damage

As part of the 1:1 Chromebook initiative at Benson Public Schools, we are recommending the purchase of accidental damage insurance prior to the deployment of the Chromebook to your child. Benson Public Schools will be the sole provider of this insurance. Under this insurance agreement, the Chromebooks are protected against accidental damage. The Benson Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the district wide student disciplinary policy.

**This insurance policy does not cover loss of the Chromebook and/or its accessories (i.e. chargers and cases), cosmetic damage, or damages caused by intentional misuse and abuse.** Benson Public Schools



will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse. (Please see page 4 for details on Insurance)

## Chromebook Support

The IT Department will be the first point of contact for repair of the Chromebooks. Services provided include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of replacement Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

## Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the District Respectable Use Policy (RUP) and all of its corresponding administrative procedures at all times. If students need to sign up for specific services on their device, they should ALWAYS use their Bensonschools.us account because this is issued by the school. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these services. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

Respect Yourself.

1. I will show respect for myself through my actions. I will select online names that are appropriate.
2. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post.
3. I will not be obscene.
4. I will act with integrity.

Protect Yourself.

1. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities.
2. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

Respect Others.

1. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites.
2. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.

#### Protect Others.

1. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

#### Respect Intellectual property.

1. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc.
2. I will acknowledge all primary sources.
3. I will validate information. I will use and abide by the fair use rules.

#### Protect Intellectual Property.

1. I will request to use the software and media others produce.
2. I will purchase, license, and register all software or use available free and open source software alternatives rather than pirating software.
3. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

### Benson Public Schools Internet Use, Safety, and Computer Use Policy

Benson Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. The administration reserves the right to refuse access to the Internet by Benson Public Schools to anyone when it deems it necessary in the public interest.

### Compliance with the Law and Use of Computers / Internet

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy. Students at Benson Public Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship.

### Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)

Minors or adults shall:

1. Not access material that is obscene, pornography, harmful to minors, or otherwise inappropriate for education.
2. Not use Benson Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Not engage in any illegal activities on the Internet.
4. Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Benson Public Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Benson Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Benson Public Schools.
6. Minors shall not disclose personal identification information on the Internet.

## Policy Violations

Any violation of this policy may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Benson Public Schools, including applicable State and Federal laws. Details and definitions of the full Benson Public Schools Acceptable Use of Technology Policy can be reviewed at District Offices at Benson Public Schools or online at [www.Benson.k12.mn.us](http://www.Benson.k12.mn.us).

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Acceptable Use Policy Signature form available from the Benson High School Office or online at [www.benson.k12.mn.us](http://www.benson.k12.mn.us), District Home page, under District Technology link or through the Parent Portal.

## Acceptable Use

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
- As a safety precaution, full names or addresses are not to be revealed online.
- Computer and network resources have been provided for educational purposes - game-playing and commercial uses are prohibited.
- Sharing of individual accounts is prohibited.
- Electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
- Chain letters and inter-relay chat are misuses of the system.
- Vandalism or "hacking" of any kind is prohibited.
- The security of the system and the rights of other users are to be respected at all times.
- Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Benson Public Schools and/or civil authorities. Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Benson Public Schools harmless from any claims or damages arising from such use.
- Benson Public School District makes no warranties for the information or the services provided.

## Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District

Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.

- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

## Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask if you are in compliance with the law.
- Plagiarism is a violation of the School policies. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, text and any form of artificial intelligence (AI).

## Email

- Students in need of email for academic reasons will be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Benson Public Schools. This email system is monitored by the Benson Public Schools Technology Department.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class is allowed without permission.
- Email is subject to inspection at any time by school administration.

## Discipline Consequences

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Care & Usage Handbook or the Benson Public School's Acceptable Use Policy will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Benson Public Schools Technology Department to ensure appropriate use. Benson Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

## Chromebook Care & Internet Usage - Notification and Understanding Forms

- Each student is required to complete these forms prior to receiving their Chromebook. The forms can be completed through the JMC Parent Portal or by printing them from the school website. Links can be found on the District page - District Technology link or you can use the links below.

[JMC Parent Portal](#)

[Benson Public Schools District Technology](#)