



Chromebook/Chrome Tablet Handbook and Policy Manual 2024-25

Lester Prairie School Mission Statement

"To develop every learner to the learner's maximum potential, to succeed and continue to learn in a changing world."

Lester Prairie Schools has implemented a 1:1 K-12 technology program.

Students in grades 2nd-12th will be issued their own Chromebook. Students in Kindergarten and 1st grade will be issued a Chrome Tablet. Before receiving the device, students and parents must sign a user agreement and pay the Required User Insurance Fee.

- Students in grades 4-12 will be expected to take their Chromebook home daily.
- Students in grades K-3 may be required to take home their Chromebook/Chrome Tablet occasionally during the school year.

These devices are not replacing textbooks or other educational materials, but are meant to supplement and enhance the student's learning experience.

Lester Prairie Schools Chromebook/Chrome Tablet 1:1 Program

The Chromebook/Chrome Tablet 1:1 Program facilitates:

- Access to digital educational resources
- Availability beyond the school day
- Individual learning
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Technology literacy skills
- College and career readiness

The information within this document applies to the 1:1 Chromebook/Chrome Tablet Program for students that attend Lester Prairie Schools. Please note that teachers may set additional requirements for use in their classrooms.

Throughout the handbook when the word Chromebook is used, it refers to both a Chromebook and Chrome Tablet.

Chromebook Title

At all times, the legal title to the Chromebook is maintained by Lester Prairie Schools. A student's right to possession and use is limited to and conditioned upon full and complete compliance with the Lester Prairie Chromebook Handbook, Chromebook Use Agreement, Student Handbook, and the Internet Acceptable Use and Safety Policy #524.

Chromebooks are for educational purposes only. Lester Prairie Schools has the right to inspect Chromebooks at any time. Chromebooks will only work with an @lp.k12.mn.us user account. Chromebooks include Internet filters to block inappropriate websites when connected to the WiFi network at school.

Students will be issued a specific Chromebook which will remain theirs throughout their time at Lester Prairie Schools or until the Chromebook is updated (every 3-4 years). At the end of every school year, the Chromebook will be returned to the school before the last student day for routine maintenance and storage over the summer break. The same Chromebook will be re-issued to the student at the beginning of the next school year.

Chromebook Required User Insurance Fee

Lester Prairie Schools require that a signed copy of both the Student-Parent Agreement and payment of the Required User Insurance Fee are received.

Required User Insurance Fee	\$35.00 per school year
Family maximum	\$80.00 per school year
Free/Reduced Price (FRP) Fee	\$20.00 per school year
Free/Reduced (FRP) Family maximum	\$45.00 per school year

Students and parents must comply at all times with the Lester Prairie Schools' Student Handbook and the Internet Acceptable Use and Safety Policy #524. Failure to comply may result in the termination of the student's rights of possession immediately and Lester Prairie Schools may repossess the loaned property with no Required User Insurance Fee refund.

There is a \$55 deductible repair fee for each repair that needs to be sent to Trafera.

Insurance does not cover repairs to the Chromebook due to neglect, misuse, and/or intentional damage. The student and parents of the assigned device are responsible for the entire amount of the repair or replacement of the Chromebook.

If the power adapter is damaged or lost the student and parents are responsible for the replacement cost.

Chromebook Power Adapter Replacement	\$35.00
Chrome Tablet Case Replacement	\$30.00
Chromebook Case Replacement	\$20.00
Chromebook Replacement (lost/negligent or intentional damage)	\$319.00
Chrome Tablet Replacement (lost/negligent or intentional damage)	\$265.00

Theft or Loss

All Chromebooks are monitored. If a Chromebook is lost, the student must report the loss immediately to the Tech Department to potentially track and recover the device. A police theft report is required for the replacement of the Chromebook. If a student has a Chromebook stolen and does not file a theft report, the full replacement cost will be required.

Repair and Liability

Students and parents are responsible for district-owned technology property that is issued to them. If the Chromebook is damaged, it must be reported to the Technology Department as soon as possible. Students will be issued a “loaner” Chromebook until the repairs are completed upon receipt of the deductible repair fee. Students and parents of the assigned device are responsible for the deductible repair fee as required by the Student-Parent Chromebook Use Agreement. If the Chromebook is damaged by an intentional or purposeful act, the student and parents will be responsible for the entire amount to repair or replace the Chromebook.

Terms of Agreement

The right to use and possess the Chromebook terminates no later than the last day of the school year. Rights may be terminated earlier by Lester Prairie Schools or upon withdrawal from the district. The failure to return the Chromebook in a timely manner will be considered unlawful appropriation of Lester Prairie Schools property and appropriate legal action will be taken.

Chromebook Use

Chromebooks are intended for use at school each day. In addition to teacher expectations of Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebooks to all classes unless specifically instructed not to do so by the teacher.

Each student will be issued a power adapter for charging his or her Chromebook. **It is the student’s responsibility to bring their Chromebook fully charged to school each day.**

If a student leaves his/her Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present.

General Use

- Chromebooks are to be used for educational purposes only.
- Only use your Lester Prairie-issued user account with the Chromebook:
.....[@lp.k12.mn.us](mailto:lp.k12.mn.us)
- **Keep your user account login and password secure.**
- Do not share/lend/borrow Chromebook to others.
- Use caution when eating or drinking near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook to prevent damage.
- Do not stack any books, heavy materials, etc. on top of the Chromebook in your locker or backpack.
- Do not close the Chromebook with anything inside it. This may damage the screen or hinges.
- Do not expose the Chromebook to extreme temperatures or direct sunlight for extended periods of time.
- Chromebooks should not be left unattended during school unless securely locked up in your locker or in a teacher-designated area.
- Chromebooks should be taken home every night to be fully charged.
- Chargers should be left at home.

Chromebook Camera and Microphone

Chromebooks come equipped with audio and video recording capabilities through a built-in microphone and camera. All electronic recordings created with the device must comply with district policies and state and federal laws. District policy prohibits the use of electronic devices in a manner that compromises the privacy interests of other individuals (#524). District policy prohibits harassment and bullying (#514). Students are required to use the Chromebook in a manner that complies with these and other district policies. Use of the Chromebook in a manner that violates district policies may result in revocation of the device and/or further disciplinary consequences.

Use of the Chromebook and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher and the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional/educational purposes and individual use only. Electronic recordings obtained with the Chromebook may not be shared, published, or re-broadcasted for any reason by the student without permission from all parties involved.

Chromebook users should be aware that state and federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of state and federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

Media, Sound, and Games

All Photos (including desktop backgrounds) and videos must follow district policies and guidelines. Media that violates Lester Prairie Chromebook Handbook, Chromebook Use Agreement, Student Handbook, and Internet Acceptable Use and Safety Policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, etc.) will result in disciplinary actions and may result in the loss of Chromebook privileges.

Managing Files and Saving Work

Students may save documents to their Google Drive found on their “@lp.k12.mn.us” account. Saving to Google Drive will make the file accessible from any computer with Internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It is the responsibility of the student to maintain the integrity of his/her files and keep proper backups.

Home Internet Access

Students are allowed to set up access to home wireless networks on their Chromebooks. This will allow students to access resources needed to complete schoolwork. Contact your Internet provider if you have trouble connecting to your home network.

Chromebooks are content filtered (blocked from pornography, hate, violence, most social media) on the school's network. Any student who attempts to bypass the content filter is in violation of the Acceptable Use Agreement and subject to disciplinary action.

Students who do not have home Internet access: documents, worksheets, videos, and content needed for homework can be downloaded to Google Drive and can be accessed offline without access to the internet. For information about working on Google Drive files offline on your Chromebook, go to:

<http://support.google.com/chromebook/answers/2809731>

Chromebook Care

The Chromebook will update automatically every time the device is connected to the Internet. If the Chromebook does not appear to be working correctly, is running slow, or has trouble connecting to the school's network, turn it into the Tech Department for maintenance. You will receive a “loaner” while yours is repaired.

While the cost of the Chromebooks are significantly less than those of many laptops and tablets, we encourage students to properly care for them to avoid unnecessary replacement costs.

- Do not carry Chromebooks while the screen is open.

- Do not place Chromebooks on uneven surfaces where they might be subject to an accidental fall.
- For optimal performance, do not block airflow when the device is on. Do not leave it on top of blankets, beds, sofas, pillows, etc. while on and in use.
- Avoid eating or drinking near Chromebooks.
- Avoid exposure to extreme temperatures - below freezing or above 90 degrees
- Avoid placing or dropping heavy objects on top of the Chromebook.
- School-owned case must be used.
- Chromebooks and Chromebook Cases must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not property of Lester Prairie Schools.

Chromebook Cleaning

Never use any product containing alcohol, ammonia, or other strong solvents to clean the Chromebook.

- Create a gentle cleaning solution composed of 75% water and 25% white vinegar or just water.
- Disconnect the Chromebook from power and ensure it is off.
- Apply the solution to a cotton cloth, lint free, microfiber, chamois, or some other very soft cloth. New use paper towels or tissues. **Never apply the solution directly on the Chromebook.**
- Wipe the cloth against the screen of the Chromebook in a circular and consistent motion. Rapid circular movements tend to eliminate streaking. Ensure that you apply even pressure to the cloth, but not so much as to cause damage to the screen.
- Repeat these steps for cleaning the outer case and keyboard of the Chromebook.

Parent/Guardian Guide

Talk to your child about values and proper conduct he/she should follow while using the Internet.

Be an active participant in your child's digital life. Have your child show you what sites he/she is navigating, apps used, and current assignments/projects/research.

The following resources will assist in promoting positive conversation(s) between you and your child regarding digital citizenship.

NetSmartz: <http://www.netsmartz.org/Parents>

Common Sense Media: <http://www.commonsensemedia.org/>

All policies and handbooks referred to in this document can be found on the Lester Prairie Schools' website.

2024-2025 Chromebook/Chrome Tablet Usage Agreement Form

Student's Name: _____ Parent/Guardian Name: _____
Print First and Last Name Print First and Last Name

Student Agreement

- I will not leave my Chromebook/Chrome Tablet unattended or unsecured at any time.
- I will not lend/share/borrow my Chromebook/Chrome Tablet to anyone.
- I will bring my Chromebook/Chrome Tablet to school charged and ready for use each day.
- School district Chromebook/Chrome Tablet & charger may be sent home unless the parent refuses in writing.
- I will not disassemble, repair, hack, or subvert the security of school devices or networks.
- I have read or will read and understand the Lester Prairie Schools Chromebook/Chrome Tablet Handbook and Policy Manual, Internet Acceptable Use and Safety Policy #524, and Lester Prairie Schools Student Handbook.
- I agree to abide by all Lester Prairie policies governing the use of my technology usage in school & home.
- I understand that my technology devices are subject to inspection by Lester Prairie staff at any time, and school-owned devices remain the property of Lester Prairie Schools.
- The use of a school device is a privilege that can be revoked. Inappropriate use or neglect of a device can result in limits to or loss of use of the Chromebook/Chrome Tablet or any other technology device.
- I understand that I am responsible for any intentional or negligent damage to both personal and school-owned devices and networks.
- I will file a report with the school office in the event of loss/theft or damage/of equipment or failure of the Chromebook/Chrome Tablet.
- I will return the school device and charger in working order as directed by the technology staff.

Parent/Guardian Agreement

- I have read and understand all terms of Chromebook/Chrome Tablet Handbook and Policy Manual and the Lester Prairie Student Handbook policies and agree to allow my child to participate in the Chromebook 1:1 Program.
- I have discussed the technology expectations with my child and will support the school in guiding my child in using school electronic devices at home and school as an educational tool.
- I am responsible for monitoring and guiding my child's activity on any home technology usage.
- Damage to school devices or loss (including power charger) will be paid by the parent/guardian of the student-issued device to the district.**

User Insurance Fee is Paid before receiving Chromebook/Chrome Tablet. Deductible Repair Fee of \$55 for each repair/claim needing to be sent for repair at Trafera. The Deductible Repair Fee is only for accidental damage, not for deliberate or negligent damage or theft.

<p>Office use: Mark when Paid</p> <p>Required User Insurance Fee</p> <p>_____ \$35 Required User Insurance Fee (yearly)/\$80 Family Max</p> <p>_____ \$20 FRP Required User Insurance Fee (yearly)/\$45 Family Max</p>
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By signing, we agree to the stipulations set forth in this document as well as the Lester Prairie Schools' Chromebook/Chrome Tablet Handbook and Policy Manual, Internet Acceptable Use and Safety Policy #524, and Lester Prairie School Student Handbook.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

INTERNET USE AGREEMENT - STUDENT

STUDENT

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian Signature: _____

Date: _____