



Taipei Adventist American School (TAAS) Technology Device Guidelines--Chromebooks

The TAAS Technology Device Program has been implemented in accordance with best practices in educational technology. Each student is provided with a device to use and for which they will be responsible during their time at TAAS. Proper care of this device will ensure that it lasts for its intended 4 year life-cycle.

Grades 6-8

- They have been checked and repaired if needed.
- Students must complete the TAAS Technology Use Agreement. It must be signed by the students and parents.
- Chromebooks will be handed out by the homeroom teacher with orientation being done during the IT class periods.

Grade 5

- Fifth grade and up, including new students, will receive a Chromebook that will be handed out in school during the first month
 - Students must attend Chromebook orientation held during the school day.
 - Students must complete the TAAS Technology Use Agreement. It must be signed by the students and parents.
 - Chromebooks will be handed out during the school day.

Grades 1-4

- Students will receive an iPad that will be handed out in school during the first month. This device will be for their use through the 4th grade.

Returning your Chromebook

Chromebooks (with originally supplied charger) will be returned during the final week of school so they can be inventoried, repaired, and stored for the summer months. If a student transfers out of the Taipei Adventist American School during the school year, the Chromebook (with originally supplied charger) will be returned at that time.

Students must complete the TAAS Chromebook Condition Return Form when returning the Chromebook at the end of the year (or upon exiting the school).

Individual school Chromebooks and accessories must be returned to the homeroom teacher at the end of the online school sessions. Students whose enrollment is withdrawn or terminated at TAAS for any reason must return their individual school Chromebook on the date of termination. If a student fails to return the Chromebook at the end of the online school session or upon termination of enrollment at TAAS, the student will pay the replacement cost of the Chromebook and/or accessories. Failure to return the Chromebook will result in a theft report being filed with the proper authorities. If the Chromebook or any accessories are returned in damaged or otherwise unsatisfactory condition, a fee will be assessed to cover the repair or replacement of the device(s).

Taking care of your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the Help Desk as soon as possible so that they can be taken care of properly. Do not take school owned Chromebooks to an outside computer service for any type of repairs or maintenance.

General precautions

- Take care to protect your password. Do not share your password.
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must remain free of any writing, drawing, or stickers that are not the property of TAAS.
- Heavy objects should never be placed on top of your Chromebook.
- Chromebooks must have a Taipei Adventist American School asset tag on them at all times and this tag must not be removed or altered in any way. If the tag is removed disciplinary action will result.
- Chromebooks should never be left in a car, unlocked locker or any unsupervised area.
- Students are responsible for returning their device to the charging cart and attaching the correct cable each school day.
- If your device is in need of repair, please bring it to the IT department as soon as possible.
- When charging the Chromebook, avoid stressing the power port on the Chromebook by keeping the power adapter at the same height as the Chromebook.

Carrying Chromebooks

The guidelines below should always be followed when moving your Chromebook:

- Transport Chromebooks with care
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- Chromebook lids should always be closed and tightly secured when moving
- When carrying the Chromebook in another case/backpack, take caution when placing other items (notebooks, books, lunch box, etc.) to avoid putting too much pressure and weight on the Chromebook screen. The screen is delicate and can crack easily.
- Use caution when placing Chromebooks into bags, to ensure that writing utensils, earbuds, etc. do not slip between the screen and keyboard.

Screen care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Using your Chromebook at school

- Chromebooks are intended for use at school each day.

- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks should be returned to the charging cart in your homeroom when not in use.
- All access to your school account is monitored even if it is on your own device.

Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the IT department.

Charging your Chromebook

- Chromebooks must be returned to the charging cart and connected to the charger each day in order to be fully charged for the following school day.
- Repeat violations of this policy may result in disciplinary action.

Backgrounds

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, demonic/occult, racist material, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

Sound, music, and games

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.
- All apps/music/games must be school-approved and/or educationally appropriate.

Printing

- Digital sharing of documents is encouraged, printing is discouraged.
- Students may use network printers with teacher's permission during class or breaks.

At home use (During online school only)

- Chromebooks are to be left at school at the end of each day unless online school is in session or the teacher has specifically requested you take it home to work on an assignment. (Power supplies must remain in the charging cart if it is for an overnight assignment.)
- Chromebook care at home is as important as in school, please refer to the care section.
- It is recommended that you transport your Chromebook in a case or protected backpack.
- Students are allowed to connect to a wireless network when using their Chromebook away from school. Student use of the Chromebook will be subject to the TAAS website filtering software even when accessing materials on a home connection. The filtering software will ONLY affect TAAS-owned devices and its use under the school's Acceptable Use Policy.

- A WiFi Internet connection is required for much of Chromebook use; however, many applications can be used while not connected to the Internet, including Google Drive, Docs, Sheets, Slides, and others.

Managing your files and saving your work

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media if working outside of Google Drive.
- The school will not be responsible for the loss of any student work.
- Files should only be stored in your Google Drive and not in the downloads file folder of the Chromebook.

Supporting your Chromebook

Proper care and maintenance of your Chromebook will help keep a device in good working condition over the four years it is in use.

Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.

Procedures for restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the IT department.
- The school does not accept responsibility for the loss of any software or documents deleted due to reformatting and reimaging due to technical issues or issues resulting from inappropriate use.

Apps and extensions

- Searching for and applying most apps/extensions from the Chrome Web Store has been disabled for all students. Some mandatory apps/extensions will be automatically added. Other Apps/extensions that appear in TAAS's recommended Apps tab in the Chrome Web Store are available to add by each individual student.
- Students may request educational/instructional applications through an email to the IT teacher. The TAAS Director of Technology will determine educational value before allowing access.
- Some web apps will be available to use when the Chromebook is not connected to the Internet, including Google Drive apps (Docs, Sheets, Slides, etc.)

Protecting and storing your Chromebook

Chromebook identification

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
 - Record of school tag
 - Serial number
- Chromebooks are the responsibility of the student. This device is for your use for four years. Take good care of it!

Account security

- Students are required to use their taas-taiwan.com domain user ID and password to protect their accounts and are required to keep that password confidential.

Storing your Chromebook

- When students are not using their Chromebook, they should store them in the device charging cart in the classroom.
- Nothing should be placed on top of the Chromebook when being carried from class to class. Care should be taken to not drop it.
- Students are not allowed to take their Chromebooks home unless online school is being conducted.
- During online school, Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

Chromebooks left in unsupervised areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, computer labs, gymnasiums, and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

Repairing/replacing your Chromebook

Vendor warranty

- The equipment vendor has a three year hardware warranty on new Chromebooks.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to your homeroom teacher and the IT teacher.

Chromebook repair costs

If the Chromebook is damaged, lost, or stolen, the cost to repair or replace it is the responsibility of the student.

- Lost or stolen Chromebooks must be reported to the principal within 24 hours of the incident.
- Damaged devices will be repaired through the school only.
- The student will be charged for the cost of a new device if it is damaged beyond repair, lost, or stolen.

Chromebook technical support

Technical support will be available at the IT department. Services provided include the following:

- Hardware maintenance and repairs
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- **All repairs must be completed by the IT staff.**

Expectation of privacy

No right of privacy exists in the use of technological resources provided by the school. School system administrators or individuals designated by the administration may review files, internet history logs, monitor communications/content activities, and intercept email messages to maintain system integrity and to ensure compliance with school policy and applicable laws and regulations. School system personnel will monitor online activities of individuals who access the internet via school owned computers. Students must give the device to any staff member immediately upon request. All logins to school accounts are monitored.

Responsible digital use and awareness

School-issued Chromebooks and other devices connected to school owned WiFi and internet should be used for educational purposes and students are to adhere to TAAS's Acceptable Use Policy as printed in the Handbook for Students and Parents. This includes all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as responsible digital citizens.



Taipei Adventist American School Electronic Device User Agreement

By signing this document I have read and agree to follow the TAAS Technology Use Guidelines for using an iPad or Chromebook at TAAS. By checking each of the following boxes I am showing that I understand these conditions specifically.

- I will not let another student use my device at any time nor will I use another student's device.
- My password is to be secret and not shared with anyone except my parents or teachers.
- I am responsible for what other students do on my device because I can lock it and keep it safe so they cannot access it.
- I may not have food or drink around my device since it could be damaged.
- I may not use any other device unless the IT department or my teacher gives it to me.
- I must follow the rules for proper online behavior and be kind and considerate of all other students in any communications I do with my device.
- I understand that there is no guarantee of privacy on my device since it belongs to the school and I must give it to a teacher immediately if they ask for it.
- I understand that all of my activity on the device is being monitored electronically with warnings sent to the school when I go places I shouldn't go.
- I understand that the teacher can monitor all activity on all devices whether it is at home or at school.
- I understand that I am to use the Chromebook only for schoolwork and not playing games.
- If there is a problem with my device I will give it to the teacher or IT department to repair.
- I will handle the device according to the rules stated above to prevent damage.
- I will not carry my device when it is open or by the screen.
- Any damage, loss, or theft is my responsibility and I am responsible to report it and will be responsible for the cost of repair or replacement if it isn't covered by the warranty.
- I will return my device to its proper storage slot and plug it in when it is not being used.

Please print the student's name above.

Student Signature

Date

Parent Signature

Date