

Suzuka City

Computer Rental Handbook



Reiwa 8, April Revision.
Suzuka City Board of Education

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To All Parents and Guardians,

Regarding Bringing Home the Terminal

Suzuka city school management would like to extend a word of thanks for everyone's understanding and cooperation during these times. In order to aid in students' continued education, the Ministry of Education Science Sports and Technology (MEXT) has provided this document for ease of understanding when using your education terminal. In the case of a temporary school emergency closure, the temporary cancellation of classes, etc., to ensure that student learning is uninterrupted, please use the education terminal found online. To expand opportunities for students' home learning and education, the city has been lending computer terminals to students since 2022.

Therefore, this document has been drafted to ensure the proper lending and return of the education terminals. While at school terminal instructions are available, please read and discuss the following with your child/children to ensure no damage comes to the rented device and ensure its safe return.

1. Purpose

To expand opportunities for students to use computer terminals, in addition to creating a fulfilling home learning environment with the goal of firmly establishing and improving fundamental knowledge about using electronic devices and informational technology, and securing independent, interactive deep learning in the classroom.

2. Theory of Education Terminal Use

Theoretically, children will use the education terminal to access school related digital content, classroom materials relevant to current learning topics, review materials, and participate in digital classrooms. Should an emergency school closure or cancellation of classes occur, the digital terminal will be used to access online classrooms and continue student's learning.

3. Rules For At Home Terminal Use

Please reference P11, 'Rules for Chromebook Use in the Home' for an in depth explanation. Please discuss these rules with your child/children, ensuring their understanding. Please observe all rules outlined on P11, and ensure no damage comes to the borrowed terminal.

4. Education Terminal Leasing Instructions for Loss of Device, Technological Failure, Damage, Etc.

In the event that an education terminal is damaged, lost, experiences a technical failure, etc., please contact your school immediately. Note that any repair or replacement costs associated with circumstances including, but not limited to, physical damage, loss of device, or technical malfunction are the responsibility of the parent/guardian. Please be careful.

5. Further Inquiries

For further clarification and information please direct your child to a school staff member.

Understanding the *One-Device-Per-Student* Loan Program and Request for a Home Internet Access Environment

We Appreciate Your Understanding and Cooperation.

- The "*one-device-per-student*" loan program is used in Suzuka City schools. Devices are provided free of charge to all students by the Suzuka City Board of Education.



- Students are encouraged to use their devices daily for home-learning, according to their grade level. Although we provide thorough instruction at school and check students' proficiency in using the devices, guardian cooperation is essential to make the most effective use of the devices for learning.
- Therefore, we have compiled important points and requests regarding taking devices home. Please review the contents carefully. We appreciate your understanding and cooperation.

Request to Parents/Guardians ① Regarding the '*One-Device-Per-Student*' Loan Program

- Loaned devices are to be used until your child's graduation or transfer to another school. As such, please advise your child to handle devices carefully and with respect for the duration of their education.
- To borrow a device, please submit the "Terminal Use Agreement Form."
- You will be required to return the device to the school upon graduation or transfer.
- Loaned devices will be one of the following, as designated by the school. Please note that you cannot choose the model.
 - ① ASUS Chromebook CZ1104FM2A
 - ② ASUS Chromebook C214MA-BU0029
 - ③ NEC Chromebook PC-YAE11X21A4J2



*Operation is almost the same for all models. There are no differences in the learning content itself.

- Note In order to effectively use existing devices/resources, not all students will be using the same model.
- Take-home devices are to be used solely for learning purposes by the students themselves. Students may only use their assigned devices.
- Regarding the use of devices by elementary school children in the lower grades, we will provide thorough instruction at school before allowing devices to be taken home. But we ask for your support at home as needed regarding use and mindful handling of equipment.
- The terminals introduced by Suzuka City are built to be robust, but to prevent damage and potential changes, we request your continued guidance on proper handling.

Request to Parents/Guardians ② Regarding Preparation of Communication//Internet Environment for Your Child

A stable internet connection is required in each household to use a device at home. For households that do not yet have the necessary internet environment, we ask for your cooperation in establishing an internet connection.

Improving Home Communication Infrastructure in Suzuka City

- **Regarding the development of communication infrastructure and the burden of costs**

To enable the use of devices for home learning, we request that each household ensure they have adequate internet access. Please note that communication charges will be the responsibility of each household (the city will not provide any subsidies).



- **Regarding the loan of communication equipment (communication contract is the responsibility of the household)**

If it is difficult to set up a communication environment due to unavoidable circumstances, a mobile Wi-Fi router or LTE dongle will be provided free of charge. However, each household will be responsible for setting up a communication contract (micro SIM card contract etc.).

Paying the contract fees (micro SIM card contract etc.) is the sole responsibility of the household. For further details, please contact the school.



- **Regarding free loans based on specific requirements**

For households receiving public assistance or educational support who have difficulty establishing a communication environment, an LTE dongle will be given on loan with a pre-contracted communication plan free of charge.



(Reference) Below is the estimated amount of data needed per month

【At-home learning · Take-home learning】 Approximately 3GB (gigabytes) ※

※The amount of work and the time required to complete ‘at home learning · take-home learning’ may vary slightly.

※In the case of emergency online classes, taking 5 interactive classes per day for 20 days will use approximately 90GB of data.



Borrowing and Using Devices at Home FAQ

Q1: When do students start bringing the computers home from school?

A1: When the preparations to take the devices home are complete, the school will announce the date.

Q2: If the device is damaged while being used at home, what should I do?

A2: Please contact the school and inform them of the situation. If it is broken, we can lend a replacement device, but numbers are limited so please treat them with care.

If damage is done intentionally, then circumstances may require compensation to be taken.



Q3: I'm not sure whether it's damaged or not, but it's not working as it should. What should I do?

A3: Please have your child explain the situation to a teacher the next day. (If necessary, please put any extra information in the correspondence notebook).

Q4: I'm concerned about my child accessing harmful websites. Are there any measures being taken to prevent this?

A4: A filtering system is installed so access to harmful websites is blocked.

Q5: I'm concerned about my child staying up late watching videos, affecting their sleep and daily rhythm. Are there any rules to prevent this?

A5: As part of the rules on using the devices, students are instructed at school not to use them late at night. Please instruct the same at home.

Q6: Are usage and learning history being recorded?

A6: The following data is being recorded for the purposes below.

- Data being recorded: computer login history, internet search history, Classroom and Mirai Seed app usage history.
- Purpose of recording: to determine the time and cause of system defects, to address behavioural issues, and to take action in the event of unauthorised use of devices.

In addition, teachers can view students' learning history in the Mirai Seed app, and assignment submission status in Google Classroom, for teaching purposes. The apps and web services primarily used for home learning (review, research, and study drills) include Google Workspace, Benesse Mirai Seed (Oku Link Plus and Drill Park) and Uchida Yoko L-Gate. These apps and services handle information regarding your child's learning progress.

Setting Up Internet Connection FAQ

Q1: Do I need a new internet plan to use the device at home?

A1: If you already have an internet connection at home, you do not need a new internet plan. However, if you experience any of the following issues while using the device, please consider adjusting the placement of your Wi-Fi router or reviewing your internet plan.

- If the internet connection keeps dropping.
- If videos keep freezing or buffering.

If you have any questions regarding your current internet plan details or connection speed, please contact your service provider.

Q2: What are the options for signing up for an internet plan?

A2: You can enter into contracts with the following types of businesses. Since the best plan depends on your household's usage patterns, the easiest way to find out is to visit a nearby electronics retailer, mobile phone store, or service provider's office and ask for advice on setting up Wi-Fi at home.

1. Telecommunications carriers (such as NTT West and KDDI).
2. Cable network service providers (such as CNS).
3. Mobile phone carriers (NTT Docomo, KDDI, SoftBank, Rakuten, etc.).

Q3: Is the device compatible with smartphone hotspot tethering?

A3: Depending on your mobile data plan, this may be possible. However, please note that depending on the terms of your contract, some plans may reduce your connection speed if you exceed the data limit.

Q4: I live in an apartment building and can't have new internet lines installed in my home. What should I do?

A4: Some internet devices can be installed without any construction work. In addition, some providers offer these devices free of charge. Please consult an electronics retailer or similar store.

Q5: If I rent a portable Wi-Fi router or an LTE dongle, how do I set up a SIM card plan?

A5: You can sign up for a contract on any carrier's website or in-store (at mobile phone stores, electronics retailers, etc.). Please pay close attention to the following points when completing the procedure:

- Be sure to specify "micro-SIM" when signing up for service.



- Depending on the type of device used, some internet providers may be unavailable.
- Before signing a contract, please be sure to confirm the model numbers and other details of the loaned device with the school, and then consult with your internet provider.

Q6: If online classes become necessary due to temporary school closures or other reasons, are internet connection devices available to borrow?

A6: Students who do not have access to a stable internet connection will be required to attend online classes at school.

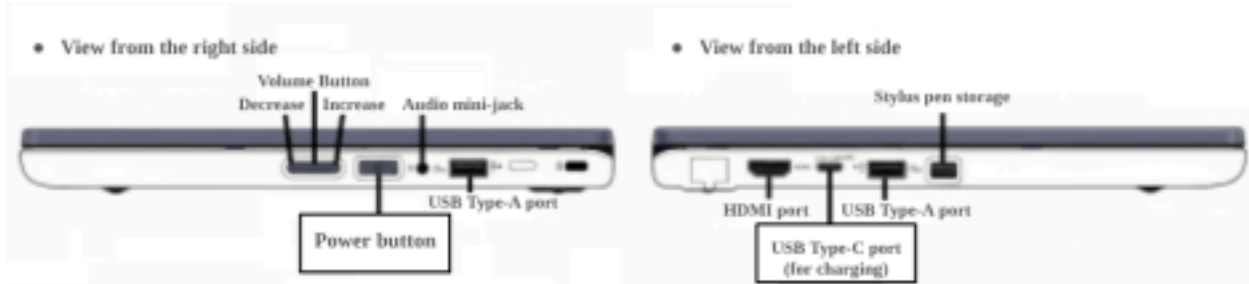
If you have any more questions, please contact your child's school.

How to use your Chromebook

1: How to turn on the Chromebook

The Chromebook will turn on automatically when you lift open the cover.



If the Chromebook does not turn on automatically after being opened, please press the power button on the device.



If the Chromebook does not turn on even after pressing the power button

1. The device will not turn on if the battery is dead. Please connect the charging cable to charge the device. While charging, the indicator light next to the charging port will glow orange. It will turn white when it is finished charging.
2. If the Chromebook will not turn on even when the charging cable is connected, please reset the device.

[How to reset the device]

- (1) Press and hold the  key (the third key from the left on the top row of the keyboard) and press the power button while holding it.
- (2) Unpress the  key after the Chromebook turns on.
3. Please inform the school if the device will not turn on after completing the above steps.

If the Chromebook cannot be operated after being turned on

1. Opening the Chromebook's lid beyond 180 degrees allows it to be used as a tablet, disabling the keyboard and touchpad. When in tablet mode, please use the on-screen keyboard and touch controls. When the lid is returned to the laptop position, the Chromebook can be operated as a laptop.
2. When the device is updating, you should see a screen similar to the example below. During this time, you cannot use the Chromebook, so please wait until the update is complete.



3. Please inform the school if you still cannot operate the device.

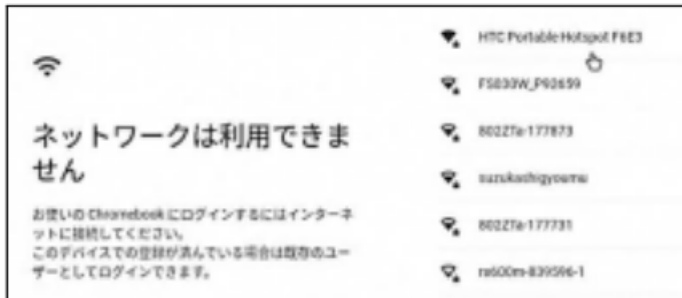
2: How to connect to Wi-Fi

You must connect to your home Wi-Fi when using the Chromebook for the first time.

Find the SSID and password for your home Wi-Fi network

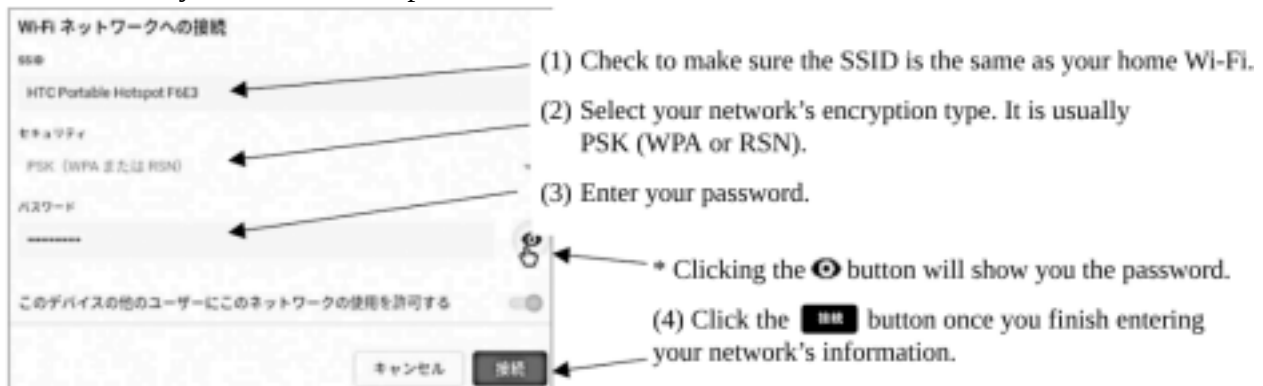
The SSID and password will often be printed on the back or bottom of your Wi-Fi router. The manufacturer of your Wi-Fi route may refer to the password using the words “暗号化 キー”, “KEY”, “PASS”, or “セキュリティキー”.

When you see the screen below after turning on the Chromebook, please find and select your home Wi-Fi network.



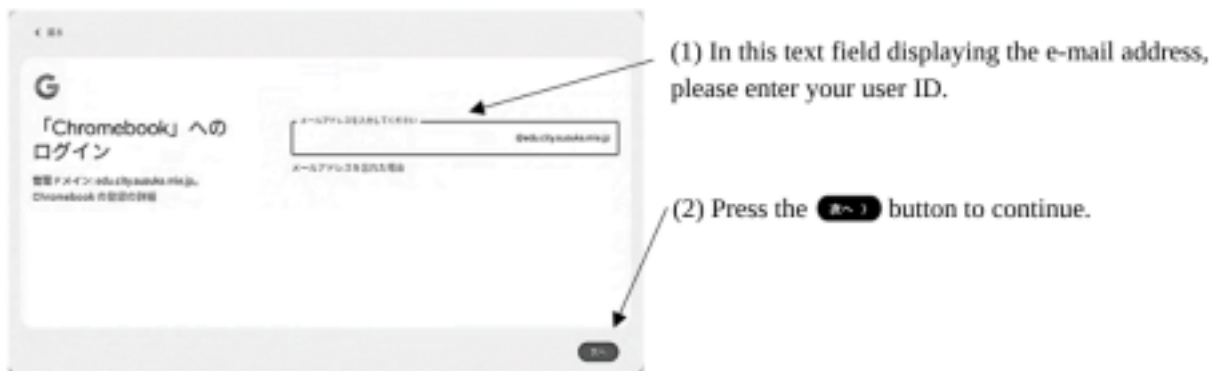
←Find your home Wi-Fi network’s SSID in this list and click it.

Please enter your home Wi-Fi password.



3: How to login

Each student has been given their login ID and password. If you don’t know the ID and password, please contact the school.





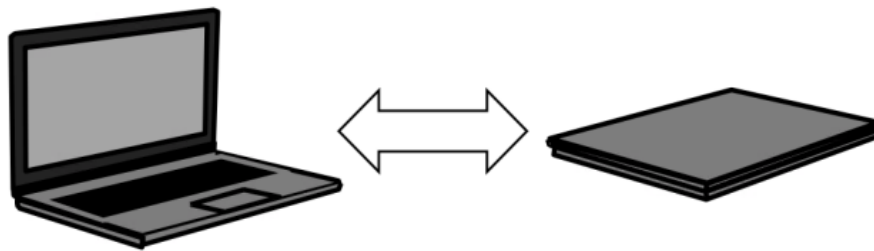
(3) In this text field, please enter your password.

*Each person's password is different.

(4) Press the 続行 button to continue.

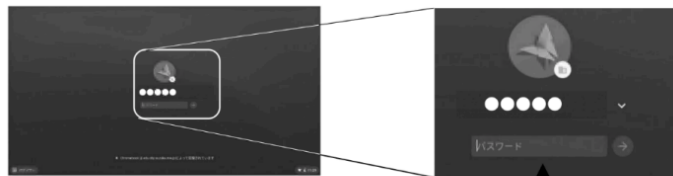
4: When the Chromebook is not in use

When the Chromebook is not being used, simply close the lid to put it into lock mode.



5: When you want to use the Chromebook again

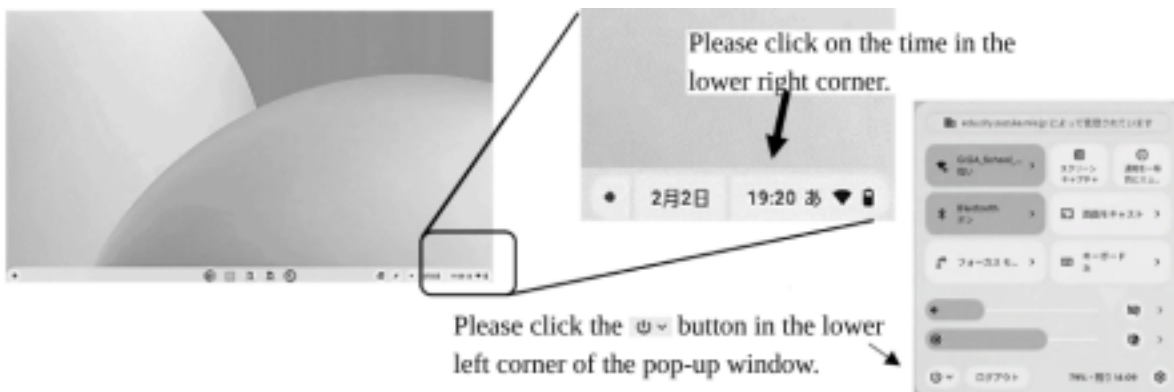
To use the Chromebook again, please open the lid and enter the password you used to log in.



Enter the password into the text field and press the 続行 button.

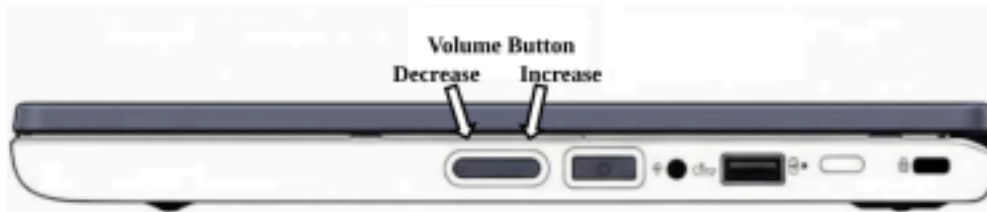
6: Turning off the Chromebook


To turn off the power, click the time display in the lower right corner, then press the power icon.



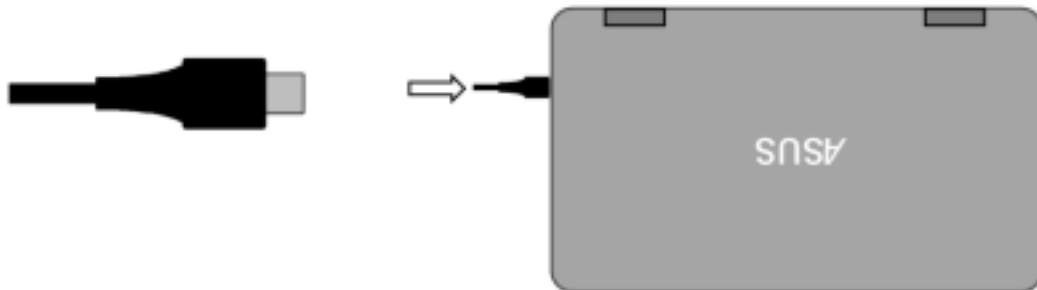
7: Additional information

- (1) If there is no sound, please use the volume control button on the right side of the Chromebook.

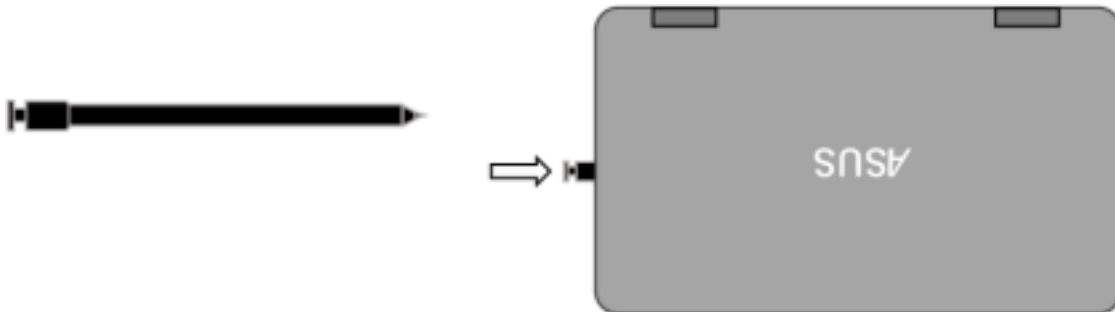


- (2) If you are unable to type in Japanese, please press the  key (the leftmost key in the row second to the top of the keyboard).

- (3) To charge the Chromebook, connect the charger to the USB Type-C port on the left side of the device.



- (4) When using the stylus pen, please be careful not to lose or damage it. After using it, please press it back into the storage slot until you hear a click.



- (5) If you encounter any problems, such as the power not turning on, **please inform the school.**

Rules for Using the Chromebook at Home: Lower Elementary School

Chromebooks have been provided by Suzuka City Board of Education to be used for education purposes. Please remember how to correctly use the Chromebook, and have fun learning.

1. Purpose

- The Chromebook is to be used for school activities.

2. Using the Chromebook

- You can use your finger or a touch pen on the screen.
- Do not use the Chromebook with dirty or wet fingers.



3. Storage and Transport

- Do not take the Chromebook out of your bag while commuting to and from school.
- Do not put objects on top of the Chromebook.
- Do not run with the Chromebook in your hands, or leave it on the floor.



4. Things to keep in mind

- Use the right posture when using the chromebook
 - i. Let's sit properly in the chair. ii. Let's straighten our backs. iii. Tilt the screen to an easy to see angle.
 - iv. Look at the Chromebook screen from 30cm away.
- Do not put liquids such as tea or water near the Chromebook.
- Be careful not to put a magnet near the Chromebook.
- Be careful not to get too close to the screen.
- If your eyes get tired, stop using the Chromebook and give your eyes a break.
- Do not use the Chromebook an hour before going to bed.
- Use the camera when the teacher asks you to use it. Before taking a screenshot or picture, please ask for the person's permission.
- Do not tell other people your ID or password.
- Do not put your information (Name, Address, Phone No., etc.) on the internet. You cannot put other people's faces or photos on the internet without permission.
- Do not talk to people on the internet.



5. Other Things

- Store the Chromebook in a place where everyone in the family can see it.
- Do not change any settings without the help of your teacher.
- If the Chromebook is lost, broken or damaged, please tell an adult in the house and they will inform the school.
- Do not remove the seals and stickers from the Chromebook. IF you can't follow the rules you will be unable to use the Chromebooks.



If you get into trouble, tell someone at home and then please contact the school.

Rules for Using the Chromebook at Home: Upper Elementary School

The Chromebook is a tool which was provided by Suzuka City Board of Education. The Chromebook is a tool for your education. Please learn how to use it properly and take care of it until graduation.

For that reason, we have established rules for using Chromebooks at home. Please follow the following rules and use the Chromebook safely, carefully, and comfortably, to have a pleasant learning experience.

1. Purpose

The Chromebook is to be used for school activities. It is not to be used for playing games, watching videos unrelated to school, or other hobbies.



2. Using the Chromebook

- While using the Chromebook, you can use your fingers or the keyboard. Do not bring magnets close to the device or use a pen or pencil to touch the screen. Do not write on the device.
- Do not use the Chromebook with dirty or wet hands.

3. Storage and transportation

- Do not take the Chromebook outside of your bag while commuting to and from school.
- Do not put objects on top of the Chromebook.
- Do not run with the Chromebook in your hands or leave it on the floor.
- Leave the Chromebook in places that can be seen.
- Do not leave the Chromebook in places where it can easily fall.
- Do not place liquids such as water or tea near the Chromebook.



4. For your health

- Use the right posture when using the chromebook
 - a. Let's sit properly in the chair.
 - b. Let's straighten our backs.
 - c. Tilt the screen to an easy to see angle.
 - d. Look at the Chromebook screen from 30cm away.
- When you use the Chromebook, sit with a proper posture. After using the device for 30 minutes, give your eyes a break by looking away from the screen.



※Some people may experience eyestrain, loss of vision, or physical exhaustion after using the

Chromebook for a long period of time.

- Refrain from using the Chromebook for one hour before going to bed.



5. Safe Usage

① Internet

- Do not access websites that are unrelated to education. The internet connection will keep a record of what sites you have accessed.
- Some websites are already restricted, but if you come across a suspicious site by accident, immediately close the window and let an adult know.
- Do not speak ill of others (post slander) online. Do not ostracize your friends.

② Camera

- Unless the teacher has given permission, do not use the camera.
- If you are to use the camera to take pictures, make sure that the person being photographed has given explicit permission.

※When using the camera, your personal information, images, documents and many other things can be leaked or misused. Due to the aforementioned dangers, it is important to take special care when using the Chromebooks.

③ Personal information

- Do not tell other people your username and password.
- Do not tell or put your or others' personal information (name, address, phone number, etc.) on the internet.
- Do not connect to the data communication networks other than those at school or at home.



④ Data Protection

- Only save documents you created and data you have downloaded (such as pictures and videos) with permission from the teacher.

⑤ Copyrights

- Do not use copyrighted works (such as books or images of art) to avoid copyright infringement. ※Posting personal information of other people (such as names, addresses, and phone numbers) without their permission is illegal.

⑥ Changing Settings

- Do not change the settings on your Chromebook.
- Do not delete any applications on your Chromebook.



6. To Prevent Malfunctions and Breakdowns.

- Absolutely do not connect your Chromebook to personal computers at home.
- If your Chromebook or dongle cannot be used, or if an error appears, immediately contact your parent(s) and school.
- If your Chromebook breaks or is lost at home, please call and let your school know immediately.



7. Chromebook care

- Do not peel the stickers off your Chromebook or put any additional stickers on it.
- If you do not follow the rules stated, your Chromebook will be confiscated.

If you have any issues or concerns, please consult your guardian and contact the school.

※1 Slander - spreading damaging rumors about other people

※2 Copyrighted works (art or images) - Works such as photographs, artwork, sculptures, or photos of any of the aforementioned that can not be legally used without permission from the creator.

※3 Copyrighted works (documents) - Works such as books, music, drawings, or photographs that can not be legally used without special permission from the creator.

Rules for Using the Chromebook at Home: Junior High School

The Chromebook is a tool which was provided by Suzuka City Board of Education. The Chromebook is a tool for your education. Please learn how to use it properly and take care of it until graduation.

For that reason, we have established rules for using Chromebooks at home. Please follow the following rules and use the Chromebook safely, carefully, and comfortably, to have a pleasant learning experience.

1. Purpose

The Chromebook is to be used for school activities. It is not to be used for playing games, watching videos unrelated to school, or other hobbies.



2. Using the Chromebook

- While using the Chromebook, you can use your fingers or the keyboard. Do not bring magnets close to the device or use a pen or pencil to touch the screen. Do not write on the device.
- Do not use the Chromebook with dirty or wet hands.

3. Storage and transportation

- Do not take the Chromebook outside of your bag while commuting to and from school.
- Do not put objects on top of the Chromebook.
- Do not run with the Chromebook in your hands or leave it on the floor.
- Leave the Chromebook in places that can be seen.
- Do not leave the Chromebook in places where it can easily fall.
- Do not place liquids such as water or tea near the Chromebook.



4. For your health

- Use the right posture when using the chromebook
 - a. Let's sit properly in the chair.
 - b. Let's straighten our backs.
 - c. Tilt the screen to an easy to see angle.
 - d. Look at the Chromebook screen from 30cm away.
- When you use the Chromebook, sit with a proper posture. After using the device for 30 minutes, give your eyes a break by looking away from the screen.



※Some people may experience eyestrain, loss of vision, or physical exhaustion after using the

Chromebook for a long period of time.

- Refrain from using the Chromebook for one hour before going to bed.



5. Safe Usage

① Internet

- Do not access websites that are unrelated to education. The internet connection will keep a record of what sites you have accessed.
- Some websites are already restricted, but if you come across a suspicious site by accident, immediately close the window and let an adult know.
- Do not speak ill of others (post slander) online. Do not ostracize your friends.

② Camera

- Unless the teacher has given permission, do not use the camera.
- If you are to use the camera to take pictures, make sure that the person being photographed has given explicit permission.

※When using the camera, your personal information, images, documents and many other things can be leaked or misused. Due to the aforementioned dangers, it is important to take special care when using the Chromebooks.

③ Personal information

- Do not tell other people your username and password.
- Do not tell or put your or others' personal information (name, address, phone number, etc.) on the internet.
- Do not connect to the data communication networks other than those at school or at home.



④ Data Protection

- Only save documents you created and data you have downloaded (such as pictures and videos) with permission from the teacher.

⑤ Copyrights

- Do not use copyrighted works (such as books or images of art) to avoid copyright infringement. ※Posting personal information of other people (such as names, addresses, and phone numbers) without their permission is illegal.

⑥ Changing Settings

- Do not change the settings on your Chromebook.
- Do not delete any applications on your Chromebook.



6. To Prevent Malfunctions and Breakdowns.

- Absolutely do not connect your Chromebook to personal computers at home.
- If your Chromebook or dongle cannot be used, or if an error appears, immediately contact your parent(s) and school.
- If your Chromebook breaks or is lost at home, please call and let your school know immediately.



7. Chromebook care

- Do not peel the stickers off your Chromebook or put any additional stickers on it.
- If you do not follow the rules stated, your Chromebook will be confiscated.

If you have any issues or concerns, please consult your guardian and contact the school.

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※2 Copyrighted works (art or images) - Works such as photographs, artwork, sculptures, or photos of any of the aforementioned that can not be legally used without permission from the creator.

※3 Copyrighted works (documents) - Works such as books, music, drawings, or photographs that can not be legally used without special permission from the creator.

Things to be aware of at home... ①

□ Regarding your health when using electronic devices at home...

It is important to build up good and healthy habits when using an electronic device at home. Although these habits are taught at school as well, it is important, especially for younger children, to reinforce these habits at home for greater effectiveness.

**Keep
in mind!**



① **Keep your eyes 30 or more centimeters away from the screen**

☞ For this purpose, it is important to have a good posture. Children's desks and chairs should be adjusted appropriately to the correct height.

② **For every 30 minutes, look away from the screen and look at something afar for 20 seconds.**

③ **Raise the brightness of the screen to the lighting of the room.**

☞ The brightness of your screen should be higher if used at night.

☞ Please adjust the angle of your screen to avoid glares and reflections while using your laptop.

※ It's important to follow points 1 and 2 when reading or studying as well.

Things to be aware of at home... ②

□ Regarding computer terminal use and rules



It is important to speak with and prepare your child for appropriate device usage whenever they are on their digital device (computer terminal).

< Basic precautions for protection against digital burnout >

• **Turn off the device at least 1 hour before bed.**

☞ The sleep hormone 'melatonin' is disrupted by the strong light given off by the device, which may result in poor quality of sleep.

• **Do not use the computer terminal provided by the school for non- school related activities. (i.e. watching youtube, playing games, etc.)**

It is unhealthy to spend long periods of time on digital devices. If too much time is spent on such devices, opportunities to experience the real world, and grow real human relationships will be limited. Children will have less time to interact with others in their community and learn to understand the world through their own senses and experiences.

Though it is difficult to say how much time is too much time to spend on digital devices, we encourage children to have a variety of experiences and activities themselves, to encourage well balanced development, health, and well being. Please take this opportunity to consider how to use digital devices within your own home.

□ Regarding safe usage of the computer terminal

It is necessary to establish guidelines for your children so that they are protected from becoming or being assaulted by online criminals.

☞ It is useful to establish guidelines to filter and block content during your child's time using the internet.

☞ Please consider using the filtering services provided by your cellular and internet provider(s) when using the digital terminal.

☞ Suzuka City will introduce a content filtering service for borrowed computer terminals.

※ Parents / Guardians can reference the '4 points guardians should know' to review the rules for proper usage of the borrowed computer terminals.

Source: "Education leaflet on consideration for the health of students when using terminals" (MEXT)