GRACE 1:1 Chromebooks

Procedures & Information

2016 - 2017

Parent/Student Handbook

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GRACE Schools
1:1 Chromebooks

Chromebook Procedures and Information for Students and Parents

Purpose

The mission of the 1:1 program in the GRACE School System is to help propel our personalized learning initiatives and establish the foundation for a seamless program that supports individualized instruction in our classrooms. It supports anytime access to online resources for learning, by providing portable devices for all GRACE middle school students at each school. This ensures that students can access what they need from wherever they are – every classroom and public area, anywhere with an internet connection in the school environment.

After considerable research into various technological devices, such as: netbooks, iPads and Chromebooks, we determined the Chromebook best met the needs of our students and the GRACE Technology plan goals.

The GRACE School System prepares students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever educational path they choose. GRACE School System implemented the 1:1 Chromebook initiative to further personalize the way each student uses time, receives support to master essential skills, and deepens understanding of content. Using technology in the classroom is vital to preparing GRACE students with the 21st Century skills they need to excel in our globally competitive world. Chromebooks allow us to weave technology easily into the curriculum.

Prior to the Chromebook 1:1 implementation, we reviewed the infrastructure and increased internet bandwidth at each school site. All GRACE Middle School teachers were issued a Chromebook and provided training on the use and integration of Chromebooks in their classrooms. Beginning in 2012, Google for Education was implemented for use by faculty, administration and middle school students.

Every middle school student has a Chromebook that provides a real-time dashboard providing an interactive interface for students, where they can access tools and resources, post their current work, track their progress, and interact with teachers and other students around their projects.

Use of Technology

All students, in middle school, are issued Google Chromebooks for educational use, in school, to be used in every classroom throughout the curriculum. This document provides students and their parents/guardians with information about the general use of technology, "ownership" of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. Additionally, the last page is a Chromebook Agreement form for parents and students to complete.

This handbook may be updated, changed and modified at the sole discretion of GRACE Technology & GRACE Leadership teams.   We will provide advance notice of any changes thru regular school communication. Any changes to policy will be effective for the next school year.

Students and their parents/guardians are reminded that use of school technology is a privilege and not a right and that everything done on any school owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of school technology will result in loss of computer privileges, removal from class, loss of credit, failing grade and/or legal action as stated in Student Code of Conduct.

Ownership

GRACE System Schools retains sole right of possession of the Chromebook. GRACE System Schools lend the Chromebook to the students for educational purposes only, during the academic year. Additionally, GRACE System Schools administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware. Students should not share their Chromebook with another student or leave the Chromebook unattended. Chromebooks cannot be taken home.

Receiving Your Chromebook

Parent/Guardian Orientation

All parents/guardians are required to attend an orientation or meet with school personnel and sign the GRACE Schools Chromebook Agreement before a Chromebook will be issued to their child.

Rights and Responsibilities
Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the GRACE Schools technology staff. Students are responsible for backing up their data to protect from loss. Users of GRACE System School technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

Chromebook Identification

Records

● The school will maintain a log of all Chromebooks including: Chromebook serial number, asset tag code, name and ID number of the student assigned to the device.

Users

● Each student will be assigned the same Chromebook for the duration of his/her time at GRACE Schools. Take good care of it! They will be collected at the end of each year.

Operating System and Security

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

Updates

● The Chromebook operating system, ChromeOS, updates itself automatically. Students do not 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 school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks have Internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.
● Parents/guardians are responsible for filtering and monitoring any internet connection students use, that is not provided by the school and *when using their Google Accounts at home.*

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school 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 school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Software

Google Apps for Education
● Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Drive (Documents, Spreadsheets, Presentations, Drawings, and Forms).
● All work is stored in the cloud.

Chrome Web Apps and Extensions
● Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store with teacher permission.
● Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
● Some web apps will be available to use when the Chromebook is not connected to the Internet.

Monitoring Software
Teachers, school administrators, and the technology department staff reserve the right to monitor activity on student Chromebooks via the Google Administrator Dashboard and teacher observation.

Repairing/Replacing Your Chromebook

Estimated Costs:
Repairs will be estimated on a case by case basis. at current replacement costs.

GRACE Chromebook Damage & Loss Policy
- It shall be the responsibility of the student/student's parent/guardian to pay for <u>any</u> Chromebook & accessories damage or loss not covered by warranty. This includes the Chromebook and carrying case provided to students.
- The IT Coordinator will inform the student, parent/guardian and the GRACE Business Services Office of the charges for damage or loss.
- Parent/Student will receive an invoice of cost and description of repair via US Postal Service. A copy of the invoice will also be provided to the GRACE School site.
- If a Chromebook is missing and/or not returned to the school by the student, the student/student's parents/guardian are responsible for the full replacement cost.

- **Estimated Costs:**
- Repairs will be estimated on a case by case basis. at current replacement costs.

Educational Use

School-issued Chromebooks for educational purposes and students are to adhere to the **GRACE Student Technology Acceptable Use Policy** and all corresponding administrative procedures at all times.

Using Your Chromebook At School

Students are expected to bring their assigned Chromebook to each class every day unless specifically advised not to do so by their teacher. Students will be required to return their Chromebooks to a location specified by their teacher(s), at the end of each school day for charging. Students can provide a USB/wireless mouse, if preferred, and earbuds as needed.

Backgrounds and Themes
- Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.

Sound
- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones/earbuds may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

Printing
- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Any printing that needs to be done can be accomplished by accessing their Google Chrome Accounts in the school lab or printing at home.
- Students should never share their account passwords with others, unless requested by an administrator.

- The majority of student work will be stored in Google Drive or 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 or a flashdrive.
- Flashdrives are only be used to store school related/approved information.
- Students should always remember to save frequently when working on digital media. Not all Google tools/apps automatically update/save.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Using Your Google Chrome Account Outside of School

Your Chrome Account is accessible from any computer. Homework will often be tied to the student's Google Drive account and will need to be accessed at home. Students who do not have access to the internet will have accommodations made for them. Students are bound by the GRACE System Schools Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Google Chrome account.

Chromebook Care

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook and case they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or administrator <u>as soon as possible</u> so it can be resolved. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.

General Precautions

- No food or drink by the Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Students will also take proper care of the Chromebook case. No writing or tearing of covers.

Carrying Chromebooks

- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.

- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- Always place Chromebooks in the case when moving from classroom to classroom.
- Do NOT carry the Chromebook in a backpack.

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, heat, and light.

- 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 disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

- All Chromebooks will be labeled with a GRACE System School asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag.

Chromebooks left unattended

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offenses will result in disciplinary action.

Digital Citizenship

Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. 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. I will not be obscene. I will act with integrity.

2. Protect Yourself. 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. I will report any attacks or inappropriate

behavior directed at me while online. I will protect passwords, accounts, and resources.

3. Respect Others. 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: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

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

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

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

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

Inappropriate Digital Citizenship by Student

The level of inappropriate Digital Citizenship by the student has two levels of infractions and are determined by the seriousness of the act.

1. Minor/Level I: These are the least serious and will be dealt with by imposing less severe consequences
   a. Play a game, when you are not instructed to (first offense).
   b. Touch someone else's computer.

2. **Major/Level II**: The Level II infractions are more serious than Level I and require more formal disciplinary actions.
   a. Create a survey and use their Chromebook/Google Account to send to students without teacher approval.

b. Used Chromebook to cyberbully.

c. Did not return Chromebook at the end of the day.

d. Inappropriate online collaboration, writing or class dialog on the Chromebook/Google account.

e. Chronic minor violations.

General guidelines / methods of discipline for all students.

a. First violation:

    i. Chromebook taken away by school personnel

    ii. Chromebook taken away during study hall & referral or detention given.

b. Second violation:

    i. Chromebook taken away for one week.

    ii. Student received referral

    iii. Contact parents

c. Third violation:

    i. No use of Chromebook by student until Principal/GRACE IT personnel meet with parents.

    ii. Restricted use of Chromebook - faculty managed use

    iii. Restricted use of GRACE Google Account issued to student.

    iv. Chromebook taken away for a specified duration.

Chromebook Agreement

Before receipt of the Chromebook, please complete and return the attached Chromebook Use and Expectations and User Agreement and return to your GRACE School.   With the completion of this document, the student and their parent/guardian agree to follow and accept:

- Student Technology Acceptable Use Policy
- The contents of the Chromebook Parent/Student Handbook
- The Website and Social Media Guidelines (below)
- GRACE School System owns the Chromebook, software and issued peripherals (Students can provide their own wired/wireless mouse)
- In no event shall GRACE Schools be held liable to any claim of damage, negligence, or breach of duty.
- This handbook may be updated, changed and modified at the sole discretion of GRACE Technology & GRACE Leadership.   We will provide advance notice of any changes thru regular school communication.

Student Chromebook Use and Expectations

- Chromebooks stay at school and are for school use only.
- Only use a school approved background.
- Profile image may be a picture of yourself or an avatar.

- Use your school email only.
- Lower the lid when the teacher is talking.
- Only use your Chromebook in the classroom, in a clear, flat space.
- Chromebooks are not allowed in the bathroom, locker room or during lunch.
- Use your Chromebook in the classroom when instructed to use it.
- Do not visit pages or documents that are not directly related to your assignment.
- Web browsing is for educational/school use only.
- School-approved games are allowed <u>when</u> teachers have given permission to play.
- Sound should be muted on Chromebook. Use of your headphones is permitted, when granted by teacher.
- In your classroom, carry your Chromebook with the lid closed using two hands.
- When moving between classrooms, place Chromebook in case, zipper and carry with handle.
- Do not place Chromebook in your backpack.
- Never throw, slide, drop or press hard on your Chromebook.
- No food or drinks allowed near the Chromebook.
- Sign out of your Chromebook and shutdown at the end of each day.

Student Signature: _____

Chromebook Student/Parent User Agreement

Part One:

Student Information

Please complete the boxes below to identify the student and their assigned device.

Signing indicates you have read and understand the Chromebook policies

Student Name:	Grade:
Student Signature:	Student ID:*
Parent Name:	
Parent Signature:	Date:
Serial Number of Chromebook: **	Color of Case/Sleeve: **

* The Student id, if not known, will be completed by school personnel.

** The Serial Number and Color of case/sleeve will be supplied when the Chromebook is issued.

Chromebook Student/Parent User Agreement

Part Two:

Website & Social Media Guidelines

Think before you act because your virtual actions are real and permanent!

Student Initials		Parent Initials

	Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see. (**THINK**, Is it True, Helpful, Inspiring, Necessary, Kind?)	
	Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.	
	Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.	
	Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.	
	Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. (Plagiarism) It is good practice to hyperlink to your sources.	
	Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.	
	How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.	
	Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.	
	If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.	
	Students are not allowed to change any Chrome settings without teacher permission. Only tool/apps setting changes are allowed.	
	Students will have access to YouTube. They are expected to use it for school provided/related links only.	