Chromebook Procedures and Information Handbook for Parents and Students

District Mission:

Educate, inspire and empower all students to pursue their aspirations and contribute as responsible members of society.

Goals:

Integrate technology to support the District mission by:
- Providing opportunities to learn and grow
- Fostering creativity and innovation
- Embracing the uniqueness of each individual
- Extending learning beyond the classroom walls
- Motivating students to be active learners

The Chromebooks will be used to support the District's goals and focus on the following ISTE* Standards for Students, enabling learners to engage and thrive in a connected, digital world:

Empowered Learner	Students leverage technology to take an active role in choosing, achieving and demonstrating competency in their learning goals, informed by the learning sciences.
Digital Citizen	Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.
Knowledge Constructor	Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others.
Innovative Designer	Students use a variety of technologies within a design process to identify and solve problems by creating new, useful or imaginative solutions.
Computational Thinker	Students develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test solutions.
Creative Communicator	Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals.
Global Collaborator	Students use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively in teams locally and globally.

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1. General Information

To meet the above goals, and because they are cost effective, the District chose Chromebooks for our 1:1 learning initiative.The focus of the District's Chromebook program is to provide tools and resources for the 21st century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

This Handbook and attached agreement provide information concerning the Chromebooks used by students in the District. Chromebooks will be issued at the start of the school year to students in select grade levels, after student/parent informational meetings, as part of our 1:1 initiative.

It is important for parents and students to realize that security and privacy are handled differently in G Suite for Education. Please review the frequently asked questions located at: https://edu.google.com/trust/

1.1 Receiving a Chromebook:

- Parents/guardians and students will be expected to attend an orientation session before receiving their equipment. Each student will receive a Chromebook, charger, and carrying case.

- Parents/guardians and students must sign and return the Northport-East Northport UFSD Chromebook Agreement (see last page) before a Chromebook is issued to the student. Chromebooks will be labeled in a manner specified by the District which will include the serial number and asset tag.

- The Chromebook and District-issued Google account are the property of the District and may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied and supported service.

- Should you want your child to opt-out of having a Chromebook to take home, you will need to submit a letter to that effect to your child's school principal. Your child will pick up and return a Chromebook from the Chrome Depot each day for use during the school day. Students are responsible for following the District Computer Network for Education and Internet Safety Policies and appropriate handling of the device during school.

1.2 Returning a Chromebook:

- Chromebooks will be returned prior to the end of the school year, on a date to be provided, for service and summer storage.

- When a student leaves the District for any reason during the school year (graduates early, transfers, withdraws, etc.), the Chromebook and accessories (Chromebook charger, Chromebook case, and any other peripheral devices/tools provided) will be returned to the school main office at that time.

- If a student fails to return the Chromebook and accessories provided at the end of the school year, upon termination of enrollment at the District, or at any other time requested by the District, there will be a charge for the replacement of each item. Failure to return the Chromebook and accessories provided will result in a theft report being filed.

- The student will be responsible for any damage to the Chromebook (see *Chromebook Protection Plan* below), and must return the computer and accessories to the District in good working condition. A fee will be charged for any needed repairs beyond protection plan coverage, not to exceed the replacement cost of the Chromebook.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook that they have been issued by the District.

2.1 Support and Repairs / Fines Related to Your Chromebook:
- All damage, loss, or theft of a Chromebook must be reported by the student to the school administration immediately.
- Chromebooks that are broken or fail to work properly must be taken to the Chrome Depot in the student's school for an evaluation of the equipment. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Support and Repairs will be defined in accordance with the below chart or as the circumstances may warrant in the discretion of the District and its administrators.
- All reports will be investigated and addressed on a case-by-case basis.
- Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing. Doing so will void the manufacturer's warranty, and families will be responsible for 100 percent of the repair or replacement cost.

A report must be made immediately to administration for any damage, loss, or theft of Chromebook	
Accidental or Intentional Damage (any part of Chromebook)	The device must be returned to the school. The student/parent will be charged for repair and/or replacement up to full replacement cost of $400 (or a higher amount depending on cost at time of repair/replacement). Deliberate damage will be referred to the principal. This also may result in a referral and disciplinary action and/or the student not permitted to take the device home. Any and all appropriate discipline for damage to school property or as otherwise may be appropriate and as set forth in applicable existing or future School Board policies or school building policies.
Loss or Theft	Cost for a lost or stolen Chromebook is $400 (or a higher amount depending on current cost) A police report MUST be filed with the appropriate police department
Power Cord	Cost for a lost power cord is $40 (or a higher amount depending on cost at time of repair/replacement)
Case	Cost for a lost case is $18 (bag) or $25 (clip on) (or a higher amount depending on cost at time of repair/replacement)

2.2 Carrying:
A protective case is provided with each Chromebook. The use of protective cases is required to safeguard the Chromebook from normal wear and tear and provide a suitable means for carrying the device within and to/from the school.

2.3 General care:

General Precautions/Handling/Guidelines
- The Chromebook is District property and all users will follow this Handbook and the Northport-East Northport District Computer Network for Education and Internet Safety Policies.
- Chromebooks must remain free of any writing, drawing, adhesives, stickers, or labels that are not the property of the District. Student-purchased snap-on protective hard shell cases can be used to individualize/decorate Chromebook.
- Do not remove or interfere with the serial number or any identification placed on the computer.

● Do not do anything to the computer that will permanently alter it in any way.

Power Cable
● Cords and cables should be inserted carefully into the Chromebook to prevent damage.
● **Students are responsible for keeping their Chromebook's battery charged for school each day.**

Cleaning & Screen Care
● Only use a clean, soft cloth to clean the screen, no cleansers of any type.
● The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

Protecting and Storing Your Chromebook
● Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
● Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
● Chromebooks must never be left unattended or in an unlocked locker, unlocked car or any unsupervised area.
● When students are not using their Chromebooks, they should be stored in their locked locker.
● Students must not keep food or beverages near the Chromebook since they may cause damage to the device.
● Students may not loan out their Chromebook to any other student, family member or other individual.

2.4. Claims:
● All claims must be reported to the school office. Students or parents must provide a report in instances of loss, theft, vandalism, or fire related damage. A copy of this report must be submitted to school administration before a Chromebook can be repaired or replaced with School District Protection.

2.5 Chromebook Identification:
● Chromebooks can be identified by the serial number, asset tag, or student name.
● **Under no circumstances are students to modify, remove, or destroy identification labels.**

3. Using Your Chromebook at School and Home

Chromebooks are intended for use at school each day and will be available to responsible users at home each night. At school, students are responsible to bring their Chromebooks to all classes, unless specifically instructed not to do so by their teacher.

3.1 Charging Your Chromebook's Battery
● It is expected that students will charge their Chromebooks each evening at home and will come to school with the device fully charged.
● In cases where use of the Chromebook has caused batteries to become discharged during the day, students **may** be able to connect their Chromebooks to a power outlet in class.

3.2 Chromebooks Left at Home
● If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
● If a student repeatedly leaves the Chromebook at home, he or she may be required to leave the Chromebook at school for use only during school hours.

3.3 Chromebook Undergoing Repair
● Replacement Chromebooks may be loaned to students when they leave their Chromebooks at the Chrome Depot for repair. Please note that there may be a delay in getting a "loaner" Chromebook should the school not have enough to distribute.

3.4 Managing your Files / Photos / Screensavers / Wallpaper
- All files need to be stored in Google Drive and not on the local hard drive.
- Any data stored locally on a Chromebook device (not in Drive) will be automatically deleted periodically and often without notice as part of computer maintenance.
- Chromebooks will NOT be backed up by the District in cases of resetting or re-imaging. It is the student's responsibility to ensure that his or her work is saved in Google Drive.
- Chromebook malfunctions are not an acceptable excuse for not submitting your work.
- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures or any other material deemed inappropriate by the District will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

3.5 Sound, Music, Games, or Programs
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of a teacher.
- Games are not allowed on the Chromebooks.
- All software/apps must be District-provided or requested in writing for District approval. Data storage on the Chromebook is limited and should be managed by the student so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the District are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.
- All extensions/apps installed by the District must remain on the Chromebook in usable condition.
- Any attempt to "jailbreak" the Chromebook or change the configuration will result in an immediate disciplinary action.

3.6 Printing
- Printing will **not** be available from the Chromebook in school. Students can print work in school from designated locations, including the library media center and computer labs.
- Students also may set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.

3.7 Microphone and Camera
- The Chromebook comes equipped with both audio and video capabilities. As with all recording devices, students must obtain all required and appropriate permission before recording an individual or group and/or posting the recording online.
- Cameras may never be used in a locker room or restroom per state statute.
- Camera and microphone use in school is allowed with permission from a teacher.
- Outside of school, use of camera is allowed at home with permission from parents/guardians.

3.8 Home Internet Access and Internet Use Guidelines
- Students are allowed to set up access to one or more home or public wireless networks on their Chromebooks. This will allow students to successfully complete, retrieve and access educational content used in classes with the Chromebook successfully.
- All content will be directed through a District-managed filter; however, students are also expected to abide by the District Computer Network for Education and Internet Safety Policies and student Code of Conduct.

3.9 Virus Protection
- Virus protection and content filtering are handled through the District's firewall on all Chromebooks.

3.10 Basic Troubleshooting

Many basic system issues can be addressed by simply restarting the device.

- To restart, sign out and then click, "Shut down", or hold down the power key for three seconds to shut the device off. Once powered off, press the power key to start up. Log in to the device as normal.
- Restart the device if you experience one of the following:
  - Device is having difficulty finding or maintaining a wireless connection
  - Device freezes or is unresponsive
  - Device seems to be running slowly
- Is the Chromebook ready for an update?
  - When updates are available for the Chromebook, they will automatically download and install the next time the Chromebook powers on. Keep in mind that when the user simply logs off or closes the screen, the Chromebook does not shut off - it goes into 'sleep' mode. Sometimes the Chromebook will not perform as users would expect if it needs to be updated.
  - If an update is available, an upward-pointing arrow will appear in the system tray on the bottom right of the screen. This signifies that the user should restart the Chromebook at the next opportunity so the update can be installed. In most cases, the user can continue to work as normal while the device is updating.
- If none of these basic troubleshooting steps fix the issue, report it to the Chrome Depot for an evaluation.

4. Responsibilities and Expectations

Chromebooks are intended for use at school each day and will be available to responsible users at home each night. At school, students are responsible to bring their Chromebooks to all classes, unless specifically instructed not to do so by their teacher.

4.1 Parent/Guardian Responsibilities
- Please talk to your children about the values and standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Become increasingly active participants by asking your child to show you what sites they are navigating to and/or what apps are being used and how they work.
  - The following resources will assist in promoting positive conversations between you and your child regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.
    - Cybersecurity Awareness Program Parent and Educator Resources: https://www.cisa.gov/resources-tools/resources/cybersecurity-awareness-program-parent-and-educator-resources
    - CommonSense Media: https://www.commonsense.org/education/family-resources
- Ensure that your child uses, stores, maintains the device in accordance with this Handbook, and immediately submits the device to the Chrome Depot as needed.
- Ensure that siblings and other family members are not using the device.

4.2 School Responsibilities
- Provide Internet and Online Course Materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials to the extent possible and practicable as required by the Children's Internet Protection Act (CIPA).
- Chromebooks will be treated similar to the policy surrounding school lockers. The District reserves the right to review, monitor, and restrict information stored on or transmitted via District- owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the District Computer Network for Education and Internet Safety Policies.
- Network supervision and security maintenance that may require monitoring of directories, messages, or Internet activity.

4.3 Student Responsibilities

- Using devices in a responsible and ethical manner and in compliance with this Handbook.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid the District in the protection of our device by contacting an administrator about any damage or security problems they may encounter.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the District's Student Handbook and Student Code of Conduct. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- Returning their Chromebook at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at the District for any other reason must return their individual school Chromebook and other peripherals on the date of termination.
- Monitoring all activity on their account(s).
- Chromebooks have the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is grounds for disciplinary action.

4.4 Student Activities Strictly Prohibited

Students are strictly prohibited from the following actions while using their Chromebook (the District reserves the right to modify this list at any time):

- Bypassing the District's web filter through a web proxy
- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future Board policy and any applicable laws
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- Using the Internet to access personal (non-school related) accounts - i.e. non-school provided email accounts as well as social media sites, etc.
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Disclosing personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients

4.5 Legal Propriety

1. The District retains the right to monitor, access, and review all messages or information, e.g., files, created, received or sent over, or stored on, District technology and communication networks at all times and without notice in order to determine compliance with Board of Education Policies.
2. Some material on the Internet may contain items that are inaccurate or potentially offensive to some people. Although efforts are being taken to minimize student exposure to inappropriate material through the use of a web filter, it is ultimately the responsibility of parents and guardians of minors to set and convey standards that their children should follow when using electronic resources like the Internet. Signed Northport-East Northport UFSD Chromebook Agreement forms are required before a

student is provided a Chromebook and allowed to use the Internet at school to support teaching and learning.