

Greer High School

Chromebook Policy, Procedures, and Information Handbook

Greenville County Schools Personalized Learning Initiative

Greenville County School recognizes the importance of preparing students for 21st Century careers. The Personalized Learning Initiative, launched in August 2016, focuses on instruction that is:

- Paced to the learning needs of students
- Tailored to the learning preferences of students
- Customized to the interests of students

The Personalized Learning Initiative attempts to engage students in real-world, authentic learning that prepares students for their future in a world of digital technology and information. In order to accomplish our Personalized Learning goals, every Greer High School student will be given a Lenovo Chromebook as the vehicle to power their learning for the year and beyond!

About the Greer High School Personalized Learning Program

The policies, procedures, and information contained in this document apply to all Chromebooks used at Greer High School as well as any other device which the GHS Administration determines falls under the umbrella of these policies and procedures. The GHS Administration and Greenville County Schools reserve the right to alter, edit, and update this policy throughout the year. Students and Parents will be notified of these changes and updates as they happen via phone message and web page updates.

Taking Care Of Your Assigned Chromebook

Students are responsible for the general care of the Chromebook issued to them by the District. Students will receive a Chromebook that is specific to them (barcode scanned into their account similar to a textbook). Chromebooks that are broken or fail to work properly must be taken to the Technology Assistance Room in the Media Center

Damaged Chromebooks

- The GHS Administration understands that with any technology device, honest accidents can happen. Our procedures include protections for students who incur damages to their Chromebook (broken screen, keyboard malfunction, etc.).
- Any student that *unintentionally* damages their Chromebook will not incur any additional expense. In addition, the student will not go without the use of a Chromebook as it will either be repaired on site or a replacement will be checked out to the student immediately. Students with unintentional broken screens may be required to pay \$50 for subsequent damages. Intentional damage for a screen is \$50.

- o All Chromebooks are issued with a protective case. If the case is removed and damage occurs, the student will be responsible for any damage. If the student loses or breaks the case intentionally, the cost is \$25.
- o Students are responsible for the Chromebook assigned to them. Therefore, students should not loan their Chromebook to other students or other family members. Ultimately, the student is responsible for the Chromebook assigned to them regardless of whether they were the individual in possession of the Chromebook at the time the damage occurred.
- o Students who deliberately damage a Chromebook and/or case (or have their Chromebook deliberately damaged by a family member or peer) will incur the cost of repair or replacement.

Procedure For Deliberate Damage:

- Deliberate Damage: Disciplinary Referral, Parent Conference, and student will pay all repair and/or replacement costs.

Lost/Stolen Chromebooks

- o Please note that students who leave Chromebooks unattended are being negligent. It is the student's responsibility to ensure the safety of their device at all times, much as they would with their phone, wallet/purse or other valuable items.
- o Chargers that are lost, damaged, or stolen will need to be replaced. The district warranty does not cover chargers and the replacement cost is \$37. This amount will be charged to the student.
- o Students should report missing Chromebooks to the Chromebook Coordinator in the Media Center immediately.
- o Students who are unable to locate their missing Chromebooks are required to complete a missing Chromebook form which includes checking with each of the student's teachers, obtaining teachers' signatures and a parental or guardian signature verifying steps have been taken to retrieve or locate the device.
- o Once the missing Chromebook form is completed and submitted, students will need to meet with the Chromebook Coordinator to discuss next steps.
- o Students who lose their Chromebook or fail to turn in their Chromebook at the end of the year will be charged the full replacement cost.

Internet Security

Chromebooks are installed with District Proxy Software that direct all online usage through the Greenville County Schools District Technology filters.

- Students are responsible for utilizing the Chromebooks for educational purposes both at school and off campus, including their home.
- Internet Filters that are typically active inside of Greer High School will still apply when the student is off campus using non-GCS Wifi.
 - o Please note these filters are not 100% full-proof and it is possible in rare situations that inappropriate websites could be accessed inside GHS and at home.

- Students are ultimately responsible for all actions taken while on their Chromebook, both at school and outside of school. Parents are highly encouraged to ensure students are appropriately being monitored and supervised at home when using Chromebook. Students should never let another person use their Chromebook.
- All actions, web sites, keystrokes, etc. can ultimately be tracked and investigated by the Greenville County School technology division.

Charging

Students are responsible for bringing a fully charged Chromebook with them to school each day. Students should leave the Power Cord at home and charge the Chromebook overnight much like they would do with their Cell Phone. Chargers will not be loaned to students.

- The battery life of the Chromebook is 8 hours. Therefore, a fully charged Chromebook should have no issues with being charged throughout the school day.
- Only in emergency situations would a student have access to charge their Chromebook with a teacher.
- Failure to bring a fully charged Chromebook to GHS on a repetitive basis could have a negative academic impact on students.
- Students would never think of trying to drive to school on an empty tank of gas. That same mentality should be utilized by students in ensuring they never come to school without a fully charged Chromebook.

General Policies and Expectations

- Chromebooks are intended for use at school each day. Students are responsible for bringing their fully charged Chromebook to all of their classes every day.
- Students cannot place any identifiable (labels, stickers, etc.) on the Chromebook.
- Chromebooks are particularly sensitive to damage from excessive pressure on the screen. The Chromebook screen can be damaged if subjected to rough treatment. Protect the Chromebook screen by following the rules below:
 - Close the Chromebook screen before moving it.
 - Do not lean on the top of the Chromebook when it is closed.
 - Do not place anything near the Chromebook that could put pressure on the screen.
 - Do not poke the screen. Be careful about placing books and other items against the Chromebook in your bookbag as it may be damaged.
 - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or flash drives).
 - Clean the screen with a soft, dry cloth or an antistatic cloth.
 - Do not bump the Chromebook or bookbag holding the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
 - No food or drink is allowed next to your Chromebook while it is in use.
 - To conserve battery life, Chromebooks should be shut down before moving them.
 - Chromebooks must never be left in an unlocked car or any unsupervised area. This is negligence and is not covered under warranty.

Managing Files and Saving Your Work

Saving Google Docs on Google Drive

Students will be logging into Greer High Schools' Google Apps for Education domain and storing/saving files to their Google Drive. With each student's individual Google login, he or she can access their schoolwork from any computer that has Internet access. Students without home wifi will view a tutorial teaching them how to use Google Drive offline. Additional information and options for students who do not have wifi at home can be located on the [Chromebook Support Page](#) on our school's main website.

Printing From Chromebooks

Printing Allocation for Students

- 20 black copies per month at no charge– unused copies will roll over each month to a maximum amount of 35 copies. Students may purchase additional copies 10 for \$.25

Printing from Chromebooks

- Students must be signed into their greenvilleschools.us account.
- Go to File, Print and change the destination from PDF to Greer Media Center. The print job will automatically be sent to the media center black printer. Include your name on your pages to prevent confusion when students pick up their job. Students may purchase additional copies. \$.25 for 10 copies, \$.50 for 20 copies. Mrs. Grizzle or Mrs. Kiser will add additional prints to student's account.
- For color printing, see Media Staff. Students are not allowed to print color copies from the chromebooks, only from a regular laptop or desktop at a charge of \$.25 for 1-2 copies.

Returning Your Chromebook

Chromebook Check-In

- Chromebooks will be returned to GHS Administration during the last week of school. If a student transfers out of Greer High School during the school year, the Chromebook must be returned at that time to the Media Center with other applicable items/textbooks/etc.
- All applicable consequences for students having an outstanding debt will apply if Chromebooks are not returned.
- If a student's Chromebook is not returned during the year-end check-in or on transferring out of District, the device will be treated as stolen and law enforcement will be notified.

Please click on the following link to view a short video from Greenville County Schools regarding the Personalized Learning Initiative.

GREER HIGH SCHOOLS CHROMEBOOK RESPONSIBLE USE PLAN

The Chromebook Responsible Use Plan outlines the parameters for families to protect the Chromebooks and the District's investment in them.

Acceptable Use

The Greenville School District is pleased to be able to offer access to the District computers, which provide the necessary programs required by classes. The District's network provides access to email, student data cloud storage, and the Internet. To gain access to these resources, students must sign and return this form to the appropriate site administrator.

These materials are provided to enhance educational goals and objectives. It is inappropriate for students to access materials that are not considered educational or to use provided hardware beyond its educational intent. For this reason, it is extremely important that District Acceptable Use policies be followed. Misbehavior could result in temporary or permanent loss of access to the Internet, email, or other technology privileges. Violations may result in disciplinary action up to and including suspension and/or expulsion. When applicable, law enforcement agencies may be involved. Many responsibilities result from the use of these technologies in the educational setting.

Use of Technology Resources

The use of the Greenville County School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Greenville County School District is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in the Greenville County School District. This policy is provided to make all users aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Greer High School's Code of Conduct shall be applied to all student infractions.

User Terms and Conditions

The use of Greer High School's technology resources is subject to the following terms and conditions:

- o The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of Greer High School, the District, along with State and Federal regulations. In compliance with federal law, the school district shall make reasonable efforts to restrict access to inappropriate materials and shall monitor the online activities of the end users in the school environment.
- o User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.

Cyberbullying

- o Our definition of Cyberbullying includes all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of Cyberbullying. All forms of Cyberbullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.
- o Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.
- o Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of the administration.
- o School administrators shall fully investigate all reports of Cyberbullying.
- o In situations in which Cyberbullying originated from a non-school computer, but has been brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the education process so that it markedly interrupts or severely impedes the day to day operation of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, suspension or expulsion for verified perpetrators of Cyberbullying. Discipline for Cyberbullying will be handled on a case by case basis. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law enforcement officials.

Student Responsibilities

- o Using computers in a responsible and ethical manner.
- o Obeying general school rules concerning behavior and communication that apply to computer use.
- o Using all technology resources in an appropriate manner so as to not damage school equipment.

- Use of any information obtained via Greer High School's designated Internet System is at your own risk. Greer High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

School Site Responsibilities

- Provide Internet and email access to its students.
- Provide filtering of inappropriate Internet materials.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

Protecting and Storing Your Chromebook Computer

Chromebook Identification

The Chromebook barcode on the bottom of the device will be scanned into our Inventory Software system upon the Chromebook being issued to the student. Do not remove any barcodes or Greenville County stickers. Any time a device is accidentally damaged, it will be scanned back into our inventory and a new device will be scanned out to the student. At the end of the year, the device will be scanned back in as returned.

Password Protection

Students should not share their passwords with anyone. Students who forget their password can work with the Technology Specialist, or request one of their classroom teachers to reset the password.

Storing Your Chromebook

When students are not using their Chromebooks, they should be stored safely. Nothing should be placed on top of the Chromebook. Students are to take their Chromebooks home every day after school, regardless of whether or not they are needed at home. Chromebooks should not be stored in unlocked vehicles.

Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Any computer left in these areas is in danger of being stolen and will be the responsibility of the student assigned that device.

Consequences for Violations of the Student Chromebook Policy

Level I Offenses	Level II Offenses
Level I offenses are less serious, and consequences begin with a student verbal warning. These offenses may occur either on school grounds or as the student uses the district-owned device at other locations.	Level II offenses are more serious, and consequences begin with administrative disciplinary action. These offenses may occur either on school grounds or as the student uses the district-owned device at other locations.
Examples of Level I Offenses: • Sharing passwords • Defacing computers (e.g., stickers, markers, etc.) • General mishandling of the device during class time • Failure to bring charged device • Clearing web browser history • Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music) without permission and/or during class time • Accessing chat rooms, bulletin boards, or blogs without teacher/administration permission • Failure to Follow Teacher Directives • Failure to be Polite and Courteous Digital Citizens • Consecutive Failure to Bring Device to Class • Other items as deemed by school administration	Examples of Level II Offenses: • Downloading, posting, or distributing material that: ○ Is harmful or prejudicial to others (e.g., defamatory, libelous, bullying, or harassing) ○ Is pornographic, obscene, or sexually explicit, or profane (e.g. photos and music) ○ Is illegal (e.g., copyrighted materials) ○ Refers to weapons, alcohol, drugs, guns or gangs ○ Constitutes gambling ○ Is otherwise restricted • Intentionally destroying hardware or software • Engaging in theft • Engaging in any illegal activity • Harming or destroying another user's data • Creating or sharing a computer virus • Disrupting the network or the educational process • Other items as deemed by school administrators
Violations of these policies may result in one of the following but not limited to these disciplinary actions:	
<u>Teacher actions for Level I offenses:</u> 1st offense - Verbal warning to student 2nd offense - Contact with parent 3rd offense - Teacher-assigned detention 4th offense- Referral to administration <u>Level I offenses may also require:</u> • Financial Restitution • Removal of unauthorized files and folders • Restriction of District-Issued Chromebook Use Privileges	<u>Administrative actions for Level II offenses may include but are not limited to the following:</u> • Removal of unauthorized files and folders • Financial Restitution • Administrative Detention • Suspension • Notification of Law Enforcement • Temporary or Permanent Suspension of Chromebook Use Privileges • Recommendation for expulsion
If a violation of the Student Chromebook and Acceptable Use Policy violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed. *If a student's District-Issued Chromebook privileges are restricted this means that for the period of the restriction, the student may only use his/her Chromebook while at school and under teacher supervision or not at all. This could result in a negative impact on the student's grade and ability to complete work at school.	

Greer High School

Chromebook Responsible Use & Payment Agreement

I understand that I am being issued a Chromebook to enhance my educational experience; it will be in my sole possession for use at and away from school.

I understand that I am responsible for the equipment issued to me, and I will care for the equipment in such a manner as to prevent loss, damage, or theft to the best of my ability. I further understand that:

- The Chromebook is an instructional tool/resource and will be brought to school every day charged and ready for use.
- The equipment should never be left unattended in an unlocked accessible area.
- I will use extreme care and caution in the protection of my designated equipment.
- In the event of damage or loss of any of the equipment, I am responsible for reporting to Mrs. Grizzle in the Media Center.
- If my device is stolen, I will report the theft immediately to Mrs. Grizzle.
- I will return the Chromebook and accessories to Greer High School on or before the last day of the school term, my last day of enrollment, or immediately upon request at any time, and I shall return the Chromebook in the same condition as it was issued by the school.
- The equipment is the property of the Greenville County School District, and I will not remove or alter any district or school labels, markings, or barcodes.
- I will not install, use, operate, or maintain the Chromebook improperly, carelessly, in violation of any applicable law, GCSD policy, or in any manner contrary to this Agreement.
- I will not install any programs or change District-required settings on the Chromebook.
- The use of a Chromebook is a privilege, not a right, for educational purposes. The school may revoke my use of the Chromebook at any time it deems appropriate.
- Use of my Chromebook is governed by and subject to the rules, policies, and conditions contained in the Greenville County School District's technology acceptable use policy, and other applicable school and district policies, rules, and guidelines.

My signature on the Student Handbook Sign-Off sheet indicates that I have thoroughly and completely read and understand the above information.