

ARMS Hornet Nation

Chromebook 1 to 1 Initiative



*"The purpose of the 1:1 initiative at Albemarle Road Middle School is to use technology to enhance teaching and learning in all subject areas through increased **student engagement**, **differentiated instruction**, and **access to a multitude of resources**. We will also use technology as a tool to build **21st Century Skills** in our students, with a particular focus on **critical thinking**, **collaboration**, and **creativity**."*

Student Expectations

ARMS Expectations for Student Learning:

- Engaging and relevant learning experiences and development of life skills
- Learning experiences that encourage cooperation, collaboration and innovation
- Use current technology to create, research, communicate and produce academically sound products
- Being responsible citizens in our schools and communities, as well as the digital world
- Demonstrate digital responsibility
 - Respect
 - Self Control
 - Ethical Behavior

Responsible Digital Citizenship

- Protect yourself. I will protect my personal details.
- Respect others. I will NOT use technology to bully or tease other people.
- Protect others. I will protect myself and others by reporting abuse and not forwarding inappropriate or hurtful materials or communications.

HORNET NATION PRIDE

Purpose for using the device

Responsible use of device is always expected

Instructions for device are clear and followed

Devices must be closed and logged off when not in use

Everyone will conduct themselves with responsibility online

Accessories

Albemarle Road Middle School does not provide the following; however, they are requested as part of the school supply list:

- Book bag (not the drawstring type)

Accessing/Posting Inappropriate Material

Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials (including photos of students and staff) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of this agreement.

Blogging and/or Podcasting

Use of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home, or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other Web 2.0 tools.

Early Dismissal

Your child will follow the same early dismissal process. However, they will be expected to turn in their Chromebook to the Front Office before they leave campus. The front office will give them a receipt and return the Chromebook to their Homebase teacher.

Late Arrival

Students who arrive to school after first block will not have the opportunity to receive their Chromebook. They will have access to the technology via desktop or laptop in the classrooms.

Malicious Use/Vandalism

Any malicious use, disruption or harm to the school unit's technology, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses, is a violation of this agreement.

No student shall obtain or try to obtain other students' accounts, files, and/or data. Students are NOT to remove or attempt to remove or circumvent the management system or modify the operating system and software installed on each Chromebook. Using or possessing hacking software is a violation of this agreement. Students who attempt to hack or "jailbreak" any Albemarle Road Middle School Chromebook will be in violation of this agreement.

Online Etiquette

Follow the guidelines of accepted behaviors within your school's handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use this device to make, distribute or redistribute jokes or stories to bully anyone, or pass along obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation. Your devices are being monitored for content daily.

Password Protection

Never share your password, steal or use another person's passwords

Personal Safety

Do not send any message that includes your personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Do not send information regarding your schedule (where you are/will be, timing, dates, etc.).

Photos and Video

Students are not to take pictures or videos of staff or students without staff permission. Any student use of cameras at Albemarle Road Middle School should be part of a class or club activity. Unapproved camera use is a violation of this agreement.

Plagiarism/Copyright/Licensing

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. In addition, students must adhere to the copyright laws of the United States (P.L 94-553) and the Congressional Guidelines that delineate it regarding software, authorship and copying information. All students should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed or reused.

Privacy

Students and families need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. Albemarle Road Middle School (CMS) has the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of CMS and no user shall have any expectations of privacy regarding such files.

Proxies

The use of anonymous proxies is strictly prohibited and is a direct violation of this agreement.

Schedule:

Students will follow the schedule for distribution of Chromebooks daily.

Student Discipline

If a student violates any part of the above policy, he/she will be subject to disciplinary action. The disciplinary action for a violation may include revoked use of the Chromebook, or other actions deemed appropriate.

Storing Documents

There will be limited storage on the device, and academic files take priority over personal. Students should use their Google Account to save files.

Tech Support

If technical difficulties arise with the Chromebook, or non-conforming content is discovered, the Chromebook will be restored by Tech staff. If the Technology staff needs to restore the Chromebook, the District is not responsible for the loss of content put on the Chromebook by the student.

Information Regarding Albemarle Road Middle School Chromebooks

Chromebook General Precautions:

- The Chromebook is the property of Albemarle Road Middle School.
- The Chromebook must remain free of any writing, drawing, stickers, or labels that are not issued and placed onto the device by Albemarle Roadm Middle School staff.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Never expose a Chromebook to extreme temperatures, direct sunlight, or prolonged periods of time in rooms that are not at a normal room temperature.
- Chromebooks must be kept in a secure location at all times; it is the student's responsibility to know where their Chromebook is at all times. Do NOT leave unsupervised, or lend to friends. When not in use, the Chromebook should be stored in the student's personal book bag.
- Chromebooks must be placed in zipped book bags with both straps on your shoulders.
- No food or drinks are allowed when using your chromebook.

In instances where the student has put his/her own safety or the safety of others at risk (i.e. bullying), Chromebook privileges will be revoked immediately.

Chromebook Statement of Responsibility for Parent/Guardian and Student

We understand that instances of damage, destruction, or loss of the assigned Chromebook may occur. These instances will be dealt with on a case-by case basis. Incidents of gross negligence or repeated incidents may result in financial restitution from the family, up to the cost of the entire device if warranted. If the device is damaged beyond repair or lost, the cost of replacement is \$220.00.

By signing this, we have read and agreed to the rules and conditions set forth by the district and Albemarle Road Middle School.

Middle School including the use of Web 2.0 tools.

Parent Signature

Date

Student Signature

Date

This document is available on the Albemarle Road Middle School website. Please check the school's website often for policies that may be subject to change without notice.

