Bryson Elementary School Personalized Learning Handbook

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Personalized Learning Program Handbook

Overview

Greenville County Schools is pleased to be able to provide a personal device for every student to enhance the educational experience. Through this Personalized Learning Program initiative, Greenville County Schools is preparing students for careers that will be heavily focused on technology. For students, the ability to use technology efficiently, get work completed creatively, and to effectively communicate and collaborate with others are critical tasks needed to be successful in the 21st Century workplace.

The policies, procedures, and information contained in this document apply to all Chromebooks used at Bryson Elementary School, as well as any other device which the BES Administration determines falls under the umbrella of these policies and procedures. The BES Administration and Greenville County Schools reserves 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.

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

https://drive.google.com/a/greenvilleschools.us/file/
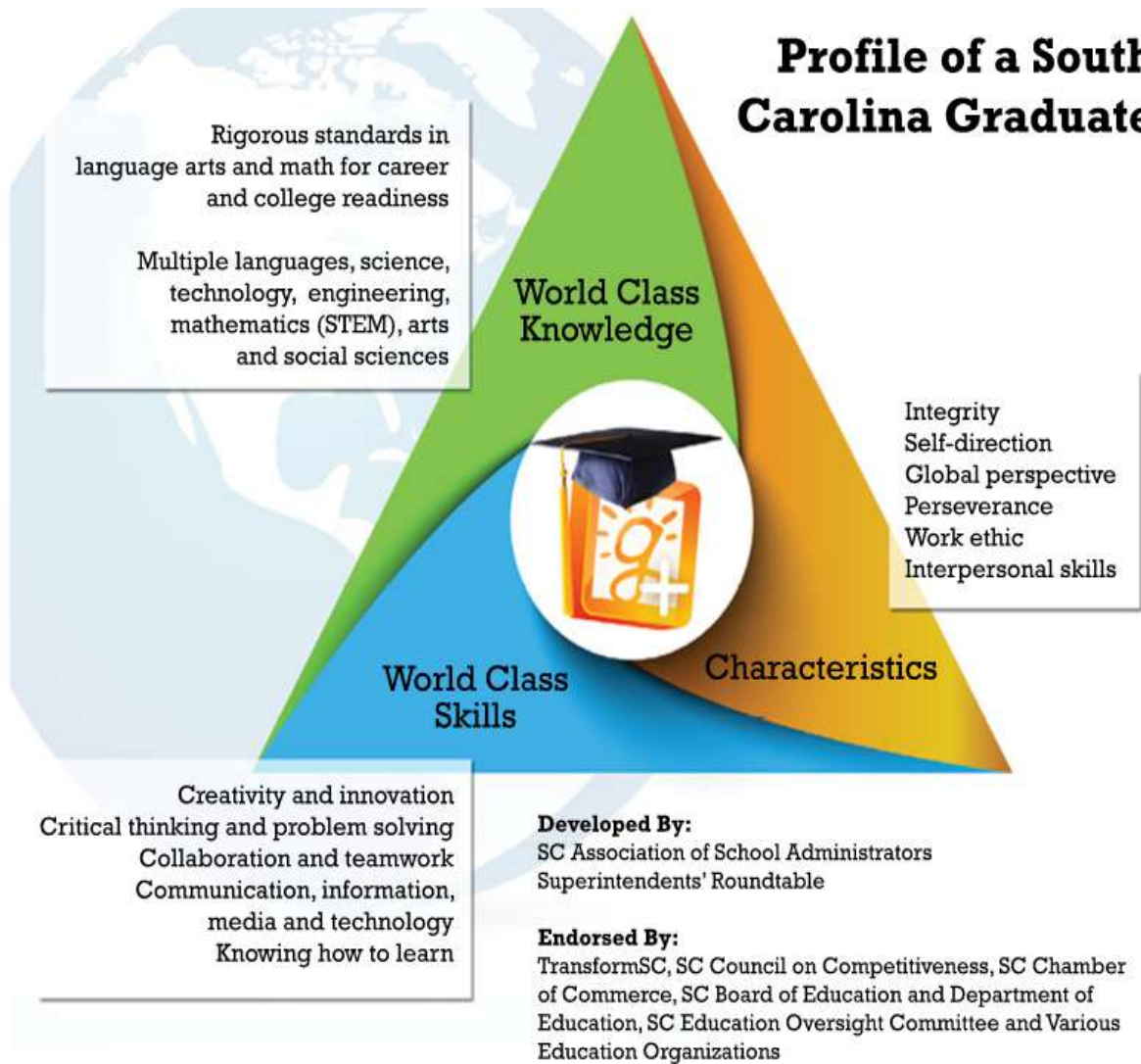
d/0BzELCUi-_I8ubm1Gc3JFbzFGYWs/view

Because the Chromebook is an integral part of the educational process, all students in kindergarten through fifth grades will receive a device.

Profile of a South Carolina Graduate

Greenville County School District, along with Bryson Elementary School, is dedicated to raising the academic challenge and performance of each student so they are college and career ready. Technology integration is one of many strategies utilized to support this vision. This shared growth mindset focuses efforts on graduating students with the knowledge, skills, and characteristics identified for success by the Profile of a South Carolina Graduate.

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Profile of a South Carolina Graduate

World Class Knowledge

Rigorous standards in language arts and math for career and college readiness

Multiple languages, science, technology, engineering, mathematics (STEM), arts and social sciences

Characteristics

Integrity
Self-direction
Global perspective
Perseverance
Work ethic
Interpersonal skills

World Class Skills

Creativity and innovation
Critical thinking and problem solving
Collaboration and teamwork
Communication, information, media and technology
Knowing how to learn

Developed By:
SC Association of School Administrators
Superintendents' Roundtable

Endorsed By:
TransformSC, SC Council on Competitiveness, SC Chamber of Commerce, SC Board of Education and Department of Education, SC Education Oversight Committee and Various Education Organizations
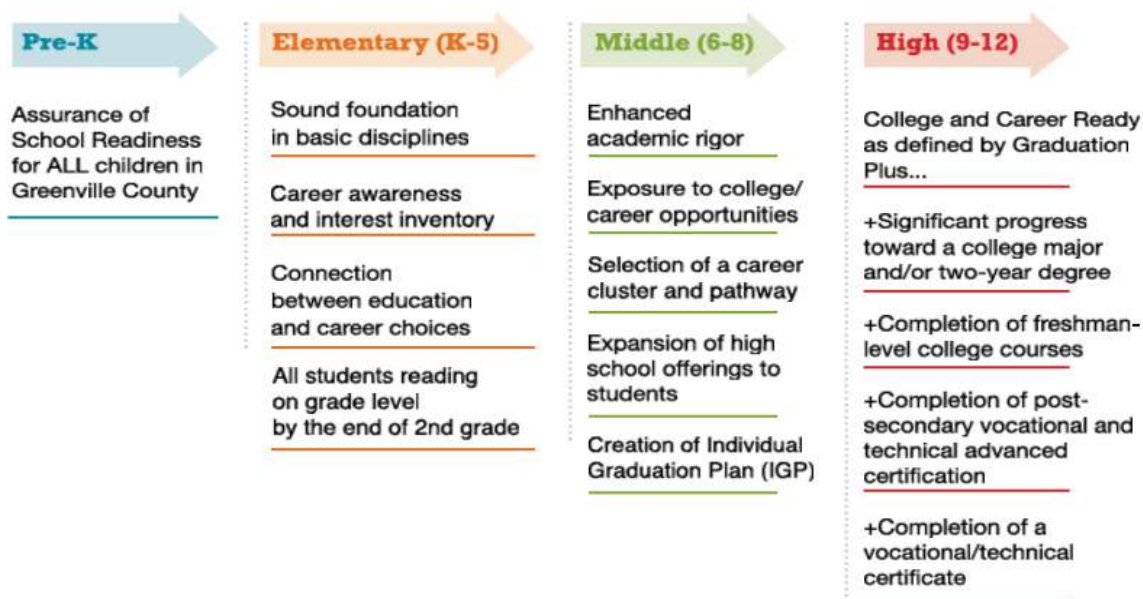
Graduation Plus

Furthermore, Graduation Plus: Building a Better Graduate, is a district-wide vision where the goal is for students to graduate with college credits, graduate with college credits towards their major, or obtain advanced technical certifications. The integration of technology at Bryson Elementary School supports this initiative. Please visit the Greenville County Schools webpage for additional information, resources, and videos pertaining to this initiative: https://www.greenville.k12.sc.us/Parents/main.asp?titleid=gradplus.

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Graduation Plus Academic Expectations by School Level

Pre-K

Assurance of School Readiness for ALL children in Greenville County

Elementary (K-5)

Sound foundation in basic disciplines

Career awareness and interest inventory

Connection between education and career choices

All students reading on grade level by the end of 2nd grade

Middle (6-8)

Enhanced academic rigor

Exposure to college/career opportunities

Selection of a career cluster and pathway

Expansion of high school offerings to students

Creation of Individual Graduation Plan (IGP)

High (9-12)

College and Career Ready as defined by Graduation Plus...

+Significant progress toward a college major and/or two-year degree

+Completion of freshman-level college courses

+Completion of post-secondary vocational and technical advanced certification

+Completion of a vocational/technical certificate

Goals

It is the goal of Greenville County Schools to prepare students for the future. We must provide students with the tools necessary to adapt and change. The personalized learning initiative will:

- Extend student learning beyond the walls of the classroom
- Prepare students to be safe, responsible, and innovative digital citizens
- Engage students in real-world problems by collaborating with others in the classroom and across the world
- Enable students to take responsibility for their own learning
- Provide students with the tools to be successful in their future endeavors in higher education and/or careers
- Provide equal access to technology and tools to all students

Bryson Elementary School's 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.

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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 extendible 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, the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Bryson Elementary School's Code of Conduct shall be applied to all student infractions.

User Terms and Conditions

The use of Bryson Elementary 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 Bryson Elementary School, the District, along with State and Federal regulations.   In compliance with federal law, the school district shall make reasonable effort 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

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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.

Device Use

The following is important information for students to read and understand before using their devices:

Student Expectations

- Once students have the opportunity to take their device home, which will be determined by school administration and the technology team, students are required to bring their device to school every day, fully charged. Students who fail to consistently bring their device to school may lose the privilege of taking it home.
- Students may save files to the device, but in a Google folder. Teachers will give directions and support on how to implement this requirement.
- Students should not download any applications unless approved by the teacher.
- Students should not attempt to connect personal accounts (such as iTunes) to the device.
- Students will turn in their device if they leave their school. Students will be issued another device IF they enroll in another Greenville County School if available. If a student transfers out of the district, devices must be turned in, or they will be reported as stolen.
- Devices will be monitored by teachers and administrators for inappropriate content.
- Students are not to download or access inappropriate material at home or at school.
- Students are never to give their login information or device to other students.
    - *Students who give their device to others to use are responsible for any content viewed on the device, any material downloaded, and any damage that may occur while it is out of their possession.*

Care of the Device

- If the device has a lid or a cover, it should be closed or put on the device in order to protect it.
- Do not place books or other heavy items on the device as this may cause the screen to crack.
- Do not use the device around food or liquid. If carrying the device in a backpack, once approved to go home, be sure liquid cannot spill on the device.
- Do not leave the device in a hot/cold car for long periods of time. If a device must be left in the car, be sure it is in the shade, out of site, and the car is locked.
- Be careful when devices are plugged in to not create a tripping hazard.
- Only clean the device screen with a damp cloth. Do not spray or pour liquid on the screen, as this may damage it.
- Never leave your device unattended, especially in public areas.

Digital Citizenship and Internet Security

Chromebooks are installed with District Proxy Software that directs 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 Bryson Elementary School will still apply when the student is off campus using non-GCS Wifi.
    - Please note these filters are not 100% fool-proof, and it is possible in rare situations that inappropriate websites could be accessed inside BES and at home.
- Students are ultimately responsible for all actions taken while on their Chromebook, both at school and

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outside of school. Parents are highly encouraged to ensure students are appropriately being monitored and supervised at home when using the 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 Schools' Technology Division.

Living and working in the 21st Century requires online responsibility that did not exist for previous generations. The online world contains a wealth of information that is immediately accessible. Having access to such a wealth of information requires responsibility to use that information as it was intended. Greenville County Schools teaches internet safety and digital citizenship as part of the curriculum for students. Students must learn how to be good digital citizens in the online world, just like they must learn to be good citizens in the real world. Parents are encouraged to sign digital contracts with their students, and to define expectations for how they want their children to behave online.

Although the device your child has is filtered, the potential for inappropriate content always exists. Greenville County Schools offers tools to help support Digital Citizenship. Please access the following website on the Greenville County Schools home page for additional resources and training for cyber safety by Rick Floyd, who will conduct assemblies with our students at BES: https://sites.google.com/a/greenvilleschools.us/rlfloyd/.

Digital Citizenship for Students

- **I will respect myself.**
    - o   I will post and view information that is appropriate.
    - o   I will not visit sites that are inappropriate.
    - o   I will use my device for learning.
- **I will protect myself.**
    - o   I will never publish personal details of my life online.
    - o   I will never publish personal details of others online.
    - o   I will always shut down and secure my device.
    - o   I will never share my passwords with others.
    - o   I will not attempt to bypass school filters to access content that is blocked by the Greenville County School District.
- **I will respect others at all times.**
    - o   I will not bully or harass other people online.
- **I will protect others.**
    - o   I will be a good digital citizen and report cyberbullying to an adult.
    - o   I will talk to an adult anytime something online makes me feel uncomfortable.
- **I will respect the intellectual property of others.**
    - o   I will not plagiarize or copy information.
    - o   I will cite all websites, books, media, etc., that I use in projects and presentations.
    - o   I will not illegally download music, videos, or other items.

Digital Citizenship Responsibilities for Teachers

- Teachers will discuss school district policies with students each year so students understand expectations.
- Teachers will monitor students' online behavior at all times.
- Teachers will provide guidance and instruction for students actively involved in the global community.
- Teachers will model and hold high expectations for students, while sharing and gathering information online.

Digital Citizenship Responsibilities for Parents

- Parents will discuss appropriate behavior and practices for technological devices including cell phones.
- Parents will closely monitor student online usage for appropriate viewing and sharing of digital information.

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- Parents will navigate and become familiar with protection measures available to ensure internet safety.

Email Access

Learning how to communicate electronically is an important skill in the world we live in. All Greenville County students in kindergarten through twelfth grade are provided with email accounts. These email accounts may be used to communicate with parents, teachers, and students. Students are expected to conduct all communication responsibly and respectfully.

Internet Access

The device your student will be issued has internet access. Students will connect to the school's internet wirelessly. Students are able to connect to home and public wireless access points as well. Parents are asked not to change the internet settings since this may prevent students from getting online at school. Devices should connect to home wireless networks without changing the settings. Parents should also be aware that even though you may not have wireless access at home, many times neighbors have unsecured wireless access points.

Expectation of Privacy

The devices students have been issued are the property of Greenville County Schools and are not subject to the same privacy expectations as private property.

While at School
- Teachers and administrators may remotely view and control laptops while in class.
- Teachers and administrators may search the device for inappropriate material.
- Education Technology Services will have the ability to remotely troubleshoot devices.
- Administrators and Education Technology Services may collect devices in order to install software.

While Outside the School
- All internet traffic will pass through the Greenville County Schools' web filters.
- Devices connected to the network will receive antivirus and security updates.
- Greenville County Schools **will not** access the device's web camera.
- Restrictions on the device will block students from accessing certain parts of the device or changing certain parts of the device. Any attempt to override these blocks will result in disciplinary action.

Personal Electronic Devices

In many schools, students are able to use their own personal devices (including cell phones) while at school. Even though the student owns the personal device, students are expected to comply with district and school expectations when it comes to using the device.

District Guidelines
1. Personal Electronic Devices (PED's) are only to be used within the established guidelines of each school.
2. Personal Electronic Devices will only be allowed on the Greenville County School's protected Guest Network. PED's may not be able to print or access all of Greenville County School's internal resources.
3. Students agree to abide by GCS Acceptable Use Policy.
4. All PEDs are brought to school at the owner's risk. Neither GCS nor the school is responsible for theft or damage.
5. Greenville County Schools cannot troubleshoot problems with Personal Electronic Devices.
6. Use of the PED for unauthorized activities is prohibited.

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7. Teachers and administrators may ban an individual from using a Personal Electronic Device and may confiscate the device if the student is not following the guidelines. Return of the device and continued use of the device at school is contingent upon the outcome of a meeting with the student, parent, and administrator.
8. Inappropriate use of Personal Electronic Devices is subject to discipline in accordance with the District's Behavior Code, Board Policy JCDA.

Replacing Stolen or Damaged Devices

If your device is damaged or stolen, please contact your school. In most cases, loaner devices are available for checkout while the device is being repaired. Students are asked to treat the device with care. The school will provide procedures to follow if this happens.

Bryson Elementary School Guidelines

Mission

The mission of Bryson Elementary School is to utilize technology to provide diverse educational experiences that encourage responsible, productive, and creative individuals to become independent lifelong learners.

Goals and Objectives of the Program

Goal 1: We (BES staff and students) will increase literacy skills through classroom instruction including: reading fluency, reading comprehension, interactive read alouds, writing, and vocabulary acquisition to gain academic knowledge.

Objective 1: Provide necessary technology and training for students and teachers to facilitate reading strategies to strengthen skills in informational and literary texts.

Objective 2: Provide reading materials to students and staff.

Objective 3: Utilize specific programs/applications for supplemental instruction in reading, math, science, and social studies.

Objective 4: Provide coaching cycles and professional development opportunities to demonstrate technology integration across the curriculum for staff and students.

Goal 2: We will increase student achievement by implementing state standards through the use of technological applications of informational text.

Objective 1: Utilize tech-books in science, social studies, ELA, and Math for instruction.

Objective 2: Implement the use of virtual field trips and video conferencing to fill gaps in background knowledge and vocabulary deficits.

Objective 3: Implement literary studies and information analysis in Gifted and Talented English Language Arts and Math through digital media.

Goal 3: We will utilize available technology to engage in 21st Century learning.

Objective 1: Provide differentiated professional development for teachers and staff on technology integration across the curriculum.

Objective 2: Provide students and parents with the resources, skills, and support necessary to engage themselves in a digital world.

Objective 3: Provide opportunities for students and teachers to be facilitators of their learning by leading professional development opportunities both in the classroom and at the school level.

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Receiving Your Chromebook

For students who enroll at the beginning of the year

- The Chromebook will be distributed to all students*, and parents or guardians will turn in the parent permission forms to their child's teacher, as part of the Greenville County Schools' Personalized Learning initiative.
- As a student-centered district, our priority is to build better graduates. While incorporating devices into our classroom environment does not replace classroom teachers or good instructional practice, it can enhance or even transform student learning experiences.
- The annual Technology Fee has been waived for the 2022-23 school year.
- Parents/guardians will need to complete a Chromebook Agreement form for EACH BES student in their family.

*Please note, if your student did not return his/her Chromebook and/or charger last school year, he/she will not be issued a new one this year. Parents/guardians must pay the replacement fee in full before a new Chromebook and/or charger is issued. These fees may be paid over time, but full payment is required for a student to receive a new device/charger.

For students who enroll during the course of the year

- The Chromebook will be distributed to students after the parent has signed the permission form and spoken to administration about the Chromebook.

For all students

- All students will receive training which includes but not limited to Chromebook basics, internet safety, and acceptable use at home and school.
- Rick Floyd works in Information Security within the ETS Department located at M.T. Anderson. He facilitates Cybersafe Programs for students and parents within Greenville County Schools. Mr. Floyd will offer assemblies on Information Security for some of our Bryson Bears this school year.

Returning Your Chromebook

- All district owned Chromebooks must be returned following the guidelines posted in respective buildings.
- Students leaving the district must return Chromebooks to Ms. Klump, our media specialist.
- Any Chromebook not returned will be considered stolen property, and law enforcement agencies will be notified.

Taking Care of Your Chromebook

Cleaning the Screen and Care:
The Chromebook screen can be damaged if subjected to rough treatment.

- Clean the screen with a soft, dry, antistatic or microfiber cloth. Do not use window cleaner or any type of liquid on the Chromebook. You can also use packaged pre-moistened eyeglass lens cleaning tissues to clean the screen.
- Do not lean on top of the Chromebook with body weight.
- Refrain from placing heavy textbooks or other items thrown into a backpack on top of the Chromebook that could put pressure on the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

General Precautions:

- No food or drinks are allowed near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Carry Chromebooks carefully by the base when the screen is open.
- Wi-Fi connectivity and the network may be slow at times - be patient but persistent.

Important Notes:

- **Do not force** anything into the ports and slots on the side of the Chromebook.
- **Do not jerk, drop, or slam** the cover of the Chromebook.
- DO NOT carry your Chromebook by the screen. Carry your Chromebook like a book when closed, or securely by the base when open.
- DO NOT put the Chromebook on the floor or on any unstable surface.
- DO NOT leave your Chromebook unattended.
- DO NOT throw the Chromebook or mistreat it.

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Using Your Chromebooks at School or at Home during E-Learning

- Chromebooks are intended for use at school and at home each day.
- In addition to teacher expectations for Chromebook use, announcements, calendars, and grades may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

Chromebooks left at home

- If students leave their Chromebook at home, the student will not be permitted to use a replacement Chromebook. A laptop from the media center may be used instead if needed.
- Repeat violations of this policy will result in disciplinary action.

Chromebooks under repair

- Loaner Chromebooks or laptops may be issued to students when they leave their Chromebook for repair at the Media Center.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession.

Charging your Chromebook

- Chromebooks will be charged at home.
- Chargers will be left at home.
- Students will bring Chromebooks back to school fully charged on the days they are in person learning.

Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary action.
- Protect your password. Do not share your password.

Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher. Please bring headphones to school.

Printing

- Students may use network printers with teacher's permission during class or breaks.
- Printing is done through Google Cloud Print. More information on printing can be obtained here: http://support.google.com/cloudprint/?hl=en

Account Access

- Students will only be able to login using the @greenvilleschools.us account.
- Students should always use the Chromebook with their own account.
- Make sure you are not in guest mode or you will not be able access your Chrome extensions.

Managing and Saving Your Digital Work

- Google Drive is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files all online.
- With a wireless internet connection, you can access your documents and files from any Chromebook, anywhere in the world.
- All items will be stored online in the Google Cloud environment.

Operating System on the Chromebook

Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging.

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Protecting and Storing Your Chromebook

Storing Your Chromebook

- When students are not using their Chromebook, they will follow their classroom plan.
- Nothing should be placed on top of the Chromebook when stored.
- Chromebooks should not be stored in a vehicle for security and temperature control measures.

Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.

- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, gym, locker rooms, media center, unlocked classrooms, dressing rooms and hallways.

- Any Chromebook left in these areas is in danger of being stolen.

- If an unsupervised Chromebook is found, notify a staff member immediately.

Frequently Asked Questions:

Are the Chromebooks expected to be take-home devices?

The time frame for sending Chromebooks home will be decided at the school level and reflected in each school's personalized learning implementation plan.

Will a student be required to pay for a lost Chromebook?

Yes. Students will need to pay the cost of a lost, unrecovered Chromebook including the charger and any school/district provided accessory. The school has the flexibility to work with students on a payment plan.

Will students that have lost a Chromebook be allowed to use another Chromebook?

Students should have the same access to education. While in class or at school, the student would need access to a Chromebook if the assignment required the use of technology. The student would not be able to take a Chromebook home until the lost Chromebook has been recovered or paid for.

Do students need to pay for lost chargers?

Yes; students who do not return chargers should be charged to replace the charger.

If a Chromebook and/or charger is lost/not returned, how is that processed? Who is responsible for paying for the unreturned materials? How much is charged for a replacement?

It should be processed as a theft of district supplied equipment and the student should be charged the full replacement value of the equipment lost or not returned.

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Bryson Elementary School Responsible Use Agreement

Greenville County Schools encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with policy and regulations that have been established for technology use in the district. The district's Acceptable Use Policy (Board Policy and Administrative Rule EFE) is available on the district web site, http://www.greenville.k12.sc.us, in the Board of Trustees section.

Students will:

1. Respect and protect their privacy and the privacy of other by doing the following:
    a. Use only assigned accounts and keep passwords private.
    b. Keep personal information such as: name, address, phone number, etc., private.
    c. Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.
2. Respect and protect the integrity, availability, and security of all electronic resources.
    a. Observe all network security practices.
    b. Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
3. Respect and protect the copyrighted/intellectual property of others.
    a. Cite all sources appropriately.
    b. Follow all copyright laws.
    c. Use electronic communication devices appropriately to assure academic integrity.
4. Respect and practice the principles of community.
    a. Communicate only in ways that are kind, responsible, respectful and lawful.
    b. Use electronic communication devices for schoolwork only.
    c. Limit the use of Greenville County Schools email to school-related correspondence.
    d. Report threatening or offensive materials to a teacher or an administrator.
5. Respect the property of Greenville County Schools.
    a. Do not loan school devices to friends or family members.
    b. Do not disassemble or attempt to repair the device.
    c. Do not leave the device in an unsecured location or near water or food.

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 device 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, loss, or theft of any of the equipment, I am responsible for obtaining an incident specific police report immediately. In the event of damage, loss, or theft I will notify my Media Specialist immediately.
- I will return the device to Bryson Elementary 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 computer 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 computer improperly, carelessly, in violation of any applicable law, GCSD policy, or in any manner contrary to that contemplated by this Agreement. I will not install any programs or change District-required settings on the computer
- The use of a device is a privilege, not a right, for educational purposes. The school may revoke my home use of the device at any time it deems appropriate. Violation of this Agreement or District policies/procedures may also result in disciplinary action.
- Use of my devices are 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.

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Consequences for Violations of the Student Chromebook

Level 1 Offenses (Teacher Managed)	Level II Offenses (Administration Managed)
Level I offenses are less serious and **begin with a student and/or parent conference/call**. Teachers will use these offenses as 'Minors' and can call for an administrator to talk with the student about the behavior. A CDR (Classroom Discipline Referral) will be sent home, in addition to a parent phone call to notify the parent of the behavior. However, depending on the frequency, a Level I violation may merit a more severe disciplinary action such as the ones set forth below. 1. **Student Conference** 2. **Three days of withdrawal of privileges** 3. **Five days of withdrawal of privileges** 4. **Ten days of withdrawal of privileges**	Level II offenses are more serious and **begin with a required conference, restriction of the Internet and/or District-owned Chromebook privileges, and an in-school alternative placement**. Teachers will refer to these offenses as, 'Majors', where an administrator is called to pursue and investigate the situation. However, depending on the seriousness of the violation, a Level II offense may merit a more serious disciplinary action such as the ones set forth below. 1. **Removal for a week/ Works on computer** 2. **Removal for two weeks/ Works on computer** 3. **Removal for nine weeks/ Works on computer** 4. **Indefinite removal/ Works on computer**

Examples of Level I Offenses:
● Sharing passwords
● Plagiarism
● Defacing computers (e.g., stickers, markers, destruction of ID)
● Removing District labels or tags
● Repeated failure to charge battery
● 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
● Horseplay (running, throwing, mishandling, etc.)
	Examples of Level II Offenses:
	● Downloading, posting, or distributing material that:
	   o Are harmful or prejudicial to others (e.g., defamatory or libelous)
	   o Are obscene, or profane (e.g. photos and music)
	   o Are illegal (e.g., copyrighted materials)
	   o Refers to weapons, drugs, guns, or gangs
	   o Are restricted
	● Engaging in online activity that threatens, intimidates, bullies, harasses, discriminates, or defames
	● 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

Violations of these policies may result in one of the following but not limited to these disciplinary actions:	
● Student/Parent Conference or Call (1st) ● Restitution (money paid in compensation for loss or damage) ● Removal of unauthorized files and folders ● Restriction of the internet privileges* ● Classroom Discipline Referral (CDR) a. On the fourth CDR, there will be a school discipline referral entered into Backpack. An administrative consequence will be given at this time, in addition to a parent conference with the student's presence and involvement. ● Suspension ● ISS (In School Suspension)	● Student/Parent Conference or Call (1st) ● Restitution (money paid in compensation for loss or damage) ● Removal of unauthorized files and folders ● Restriction of the internet privileges* ● School Discipline Referral entered into Backpack ● Suspension or Expulsion ● Court Referral/ Criminal Charges
*If a student's internet privileges are restricted, this means that for the period of the restriction the student may only access the internet while at school and under teacher supervision. Furthermore, if a student's 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.	

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CHROMEBOOK AGREEMENT FORMS

In signing below, my parents and I have read and discussed the expectations regarding the consequences and violations of the Student Chromebook Policy, the Payment Policy, as well as the Bryson Elementary School Responsible Use Agreement. I understand that the Chromebook is a tool to enhance my learning, but is not required. I will follow all expectations in order to utilize my Chromebook throughout the school year. If there is a question about the expectations, I will go to my classroom teacher or administration to get clarification. Please sign all areas on this page and return it to your classroom teacher.

RESPONSIBLE USE FORM

MY CHILD AND I HAVE READ AND AGREED TO THE GREENVILLE COUNTY SCHOOL DISTRICT RESPONSIBLE USE PROCEDURES. I GIVE PERMISSION FOR MY CHILD TO RECEIVE A CHROMEBOOK THROUGH BRYSON ELEMENTARY SCHOOL AND UNDERSTAND THAT THE CHROMEBOOK IS THE SOLE PROPERTY OF GREENVILLE COUNTY SCHOOLS.

STUDENT SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

CONSEQUENCES FOR VIOLATIONS TO THE STUDENT CHROMEBOOK

MY CHILD AND I HAVE READ AND AGREED TO THE TERMS OUTLINED IN THE CONSEQUENCES FOR VIOLATING THE STUDENT CHROMEBOOK.

STUDENT SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

CHROMEBOOK PAYMENT PLAN

· I UNDERSTAND THAT I AM BEING ISSUED A CHROMEBOOK TO ENHANCE MY EDUCATIONAL EXPERIENCE; IT WILL BE IN MY 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 UNDERSTAND THE COSTS ASSOCIATED WITH DAMAGED ACCESSORIES AS OUTLINED IN THE HANDBOOK.

STUDENT SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

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