

## 1:1 Chromebook Program – Student Handbook (Grades 7-12)

The focus of the 1:1 Chromebook Program at the Green Island Union Free School District (GIUFSD) is to provide tools and resources for the 21st century Learner. Excellence in education requires that technology is seamlessly integrated throughout the learning process. Increasing access to technology is essential to build upon college and career readiness skills. Providing individual use of Chromebooks is a way to empower students to maximize their full potential and prepare them for college and the workplace.

The 1:1 Chromebook Program is designed to cultivate and support learning that reflects contemporary exchanges and interactions. With access to a Chromebook and the ability to connect via a wireless environment, students will actively participate in the consumption and production of media, build and contribute towards social networks, and be active participants in developing ideas that can be utilized to solve complex problems.

Each 7th through 12th grade student is provided a District Chromebook. Students will be allowed to take their Chromebooks home. This 1:1 program provides students access to their own internet-ready device. We believe that these students will deepen the connection between the high-quality instruction our teachers deliver and the vast collection of resources, tools, and communities that exist in our children's digital worlds. This connection will allow students to become creators, inventors, innovators, risk takers, and problem solvers at a level not previously attainable without the use of technology. Our teachers are already skilled at integrating technology into their classrooms and now will have even greater opportunities to facilitate their students' learning beyond the traditional school day.

### PURPOSE OF THIS DOCUMENT

This guide is to provide parents and students with a thorough explanation of the district's policies and procedures and how it will manage its 1:1 initiative. The success of this initiative will be strongly tied to the responsibility, ownership, and pride that our students have when they receive their Chromebook. While the district believes that technology use is critical to student success and needs to be part of the daily learning process, the ability to have a device at all times is considered a privilege that our students should not take lightly.

### 1. RECEIVING YOUR CHROMEBOOK

Chromebooks will be distributed within the first month of each school year. Parents/Guardians and students **MUST** sign and return the GIUFSD 1:1 Chromebook Student and Parent Agreement document before the Chromebook can be issued to their child.

### 2. RETURNING YOUR CHROMEBOOK

Chromebooks (*with originally supplied charger and case*) must be returned during the final week of school so they can be inventoried and stored for the summer months.

- A student who graduates early, transfers, enrollment is withdrawn or is terminated for any reason must return their individual school Chromebook (*with originally supplied charger and case*) on the date of termination of enrollment.
- If a student fails to return the items at the end of the school year or upon termination of enrollment at Green Island, the parent/guardian will be responsible for the replacement costs. **In addition, the student's school Google account will be suspended until replacement costs are repaid to the district.**

- Failure to return the Chromebook may also result in a theft report being filed with the police. ***Fraudulent reporting of theft will be turned over to the police for investigation. A student making a false report will also be subject to disciplinary action***
- If the Chromebook, charger and/or case are returned in damaged or otherwise unsatisfactory condition, a fee will be assessed to cover any repairs or replacements.
- ***This program does NOT cover damage or loss of the power cord or carrying case. This program does NOT cover intentional misuse, abuse or neglect by any household members. If the student did not exercise proper care and/or take appropriate precautions, as described in this student handbook and this behavior resulted in damage to or loss of the Equipment, the cost of the repair or replacement will be the responsibility of the student/parent.***

## 3. CHROMEBOOK CARE

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the Technology Dept. (Room 131) soon as possible so that they can be taken care of properly. **Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.**

### 3a. General Precautions

- Do not share your password.
- No food or drink near your Chromebook.
- Carefully insert cords, cables, and removable storage devices.
- Never transport or store your Chromebook with the power cord plugged in, or the screen open.
- No writing, drawing, or stickers on Chromebook (*or case/charger*) that are not the property of GIUFSD.
- Do not place heavy objects on your Chromebook.
- Do not remove any GIUFSD asset tags or stickers. Disciplinary action will result.
- Chromebooks should never be left in a car, unlocked locker or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks to school each day.
- When charging, avoid stressing the power port by keeping the adapter at the same height.

### 3b. Carrying Chromebooks

The provided cases are sufficient to protect the Chromebook from normal wear and tear and provide a suitable means for carrying the device within the school. These guidelines should always be followed.

- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom, with the lid closed.
- Chromebook lids should always be closed and tightly secured when moving.
- When carrying the Chromebook in a backpack, take caution when placing other items (*notebooks, books, lunch box, etc.*). The screen is delicate and can crack easily.
- Use caution when placing Chromebooks into bags, to ensure that writing utensils, earbuds, etc. do not slip between the screen and keyboard.

### 3c. Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (*e.g. pens, pencils, or disks*).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

## 4. CHROMEBOOK USE AT SCHOOL

- Chromebooks are intended for use at school each day.
- Students must bring Chromebooks to all classes, unless advised not to do so by their teacher.
- Chromebooks should be locked in lockers when not in use.

### 4a. Chromebooks left at home

- If a Chromebook is left at home, the student will have the opportunity to use a loaner Chromebook (*if available*) from the Technology Dept.
- Loaner Chromebooks must be returned before leaving school at the end of the day.
- **Loaner Chromebooks may not be taken home.**
- Failure to have the school issued Chromebook during class is considered not being prepared for class and may result in a grade deduction for the day.
- Repeat violations of this policy may result in disciplinary action.

### 4b. Chromebooks under repair

- Loaner Chromebooks (*if available*) may be issued to students when they leave their Chromebook at the Technology Dept. for repairs.
- Loaner Chromebooks must be returned before leaving school at the end of the day.
- **Loaner Chromebooks may not be taken home.**

### 4c. Charging your Chromebook

- Chromebooks must be brought to school each day fully charged. A fully charged Chromebook will last for an entire school day.
- Students need to charge their Chromebooks each evening.
- Failure to have a charged Chromebook during class is considered not being prepared for class and may result in a grade deduction for the day.
- Repeat violations of this policy may result in disciplinary action.

### 4d. Backgrounds

- The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures, including screensavers, will result in disciplinary actions.

### 4e. Sound, Music, Games

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones/earbuds may be used at the discretion of the teacher.
- All apps/music/games must be district-approved and/or educationally appropriate.

### 4f. Printing

- Digital sharing of documents is encouraged; printing is discouraged.

## 5. CHROMEBOOK USE AT HOME

The use of Chromebooks at home is encouraged to complete school assignments.

- Chromebook care at home is as important as in school. Please refer to the care section.
- It is EXPECTED that you transport your Chromebook in the case provided by this district.
- Students are allowed to connect to a wireless network when using their Chromebook away from school. Student use of the Chromebook will be subject to the GIUFSD website filtering software even when accessing materials on a home connection. The filtering software will ONLY affect GIUFSD-owned devices and its use under the district's Acceptable Use Policy.
- A Wi-Fi Internet connection is required for most Chromebook use; however, many applications can be used while not connected to the Internet, including Google Drive, Docs, Sheets, Slides, and others.

## 6. MANAGING FILES AND SAVING DIGITAL WORK

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- The district will not be responsible for the loss of any student work.

## 7. CHROMEBOOK SUPPORT

Proper care and maintenance of your Chromebook will help keep a device in good working condition.

### 7a. Updating your Chromebook

- When a Chromebook starts up, it automatically updates itself, so it has the most recent version of the Chrome operating system without you having to do a thing.

### 7b. Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the Technology Dept. Do not bring it to an outside repair shop.
- GIUFSD does not accept responsibility for any loss of software/documents deleted, due to reformatting and re-imaging, technical issues, or issues resulting from inappropriate use.

### 7c. Apps and Extensions

- Searching for and applying most apps/extensions from the Chrome Web Store has been disabled for all students. Some mandatory apps/extension will be automatically added.
- Some web apps will be available to use when the Chromebook is not connected to the Internet, including Google Drive apps (*Docs, Sheets, Slides, etc.*).

## 8. PROTECTING & STORING YOUR CHROMEBOOK

### 8a. Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
  - Engravings
  - District asset tag
  - Serial number
  - Student's name

All labels must remain on the Chromebook. If a label falls off, the student should report it immediately to the Technology Dept. Chromebooks are the responsibility of the student. This device is for your use for the year. Take good care of it!

### 8b. Account Security

- Students are required to use their greenisland.org domain user ID and password to protect their accounts and are required to keep that password confidential.
- Students may not loan Chromebook components to other students *for any reason*. Students who do so are responsible for any loss of components and possible disciplinary action.
- Students should lock their screens when they need to leave their Chromebook for any amount of time. This will prevent others from accessing your account.

### 8c. Storing Your Chromebook

- When students are not using their Chromebook, they should be stored in their locked lockers.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed, so that they can be fully charged for the next school day.
- Chromebooks should not be stored in a vehicle for security and temperature control reasons.

## **8d. 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, gymnasium, locker rooms, stage, unlocked classrooms, bathrooms 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.
- Unsupervised Chromebooks will be confiscated by staff and taken to the main office. It may result in disciplinary action.

## **10. TECHNICAL SUPPORT**

Technical support will be available at the Technology Dept. (*Room 131*). Services provided include the following:

- Hardware maintenance and minor repairs
- User account support (*password recovery, file issues*)
- Coordination of outside repairs
- Distribution of loaner Chromebooks

Any technical issue with the device must be brought to the Technology Dept. immediately. This includes but is not limited to: Chrome OS (*operating system*), battery issues, loss of Internet connectivity, failure of apps to launch, etc.

## **11. WARRANTY AND INSURANCE**

### **9a. Vendor Warranty:**

- The equipment vendor has a one-year hardware warranty on new Chromebooks.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to the Technology Dept.

### **9b. Insurance Coverage**

To keep costs down for parents, GIUFSD is self-insuring the 1:1 Chromebook Initiative. There is no upfront cost to parents or need to purchase private insurance. The following guide will be in place to address any accidental or intentional damage, loss, or theft of the Chromebooks during the school year:

**Lost, stolen or damaged Chromebooks must be reported to the administration or Technology Department within 24 hours of the incident. Any fees listed below must be paid by the student or parent/guardian to GIUFSD before the Chromebook will be returned to the student.**

- **Accidental Damage / 1st Instance:** No cost. A loaner (*if available*) will be issued.
- **Accidental Damage / 2nd Instance:** \$10 fee / a loaner (*if available*) will be issued. After the repair, the student will only be allowed to use the Chromebook in school and **cannot** take the Chromebook home.
- **Accidental Damage / 3rd Instance:** \$20 fee / no loaner issued. Possible disciplinary action.
- **Intentional Damage:** Full repair / replacement cost
- **Lost or Stolen Chromebook:** A report must be made immediately to administration and a police report **MUST** be filed with the Green Island Police Department. A copy of that report **MUST** be brought to school administration.
- **Accessories:** Damaged or Lost power cord: \$25 / Case: \$25

## 12. PRIVACY EXPECTATIONS

No right of privacy exists in the use of technological resources provided by the school. School system administrators or individuals designated by the Superintendent may review files, internet history logs, monitor communications/content activities, and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School personnel shall monitor online activities of individuals who access the internet via school owned computers.

## 13. RESPONSIBLE DIGITAL USE AND AWARENESS

School-issued Chromebooks and other devices connected to district owned Wi-Fi and internet should be used for educational purposes and students are to adhere to the Student Use of Computerized Information Resources Acceptable Use Policy (7315) and Student Internet Safety (8271) and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as responsible digital citizens.

-----

### Green Island Union Free School District Chromebook Initiative Acknowledgement 2018-2019 School Year

We have read the complete program rules and agree to be safe, responsible, and follow all courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State, local laws and GIUFSD rules.

Student Name (*printed clearly*) \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (*printed clearly*) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

This completed and signed form is a mandatory requirement for the assigning and issuing of a GIUFSD Chromebook. It must be filed prior to the issue and assigning of the Chromebook. *Students who do not have this form signed will only be able to use a loaner Chromebook in school and must return it at the end of each school day.*

### **Staff Only**

**Chromebook #** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chromebook Condition:**    \_\_\_ New/like new    \_\_\_ Good    \_\_\_ Acceptable

**Case Condition:**        \_\_\_ New/like new    \_\_\_ Good        \_\_\_ Acceptable

**Charger Condition:**    \_\_\_ New/like new    \_\_\_ Good        \_\_\_ Acceptable

**Staff Initials:** \_\_\_\_\_                      **Student Initials:** \_\_\_\_\_