



2018-19 STUDENT Chromebook POLICY

DIMMICK SCHOOL VISION: *Expect Excellence in Character, Achievement and Leadership.*

DIMMICK SCHOOL MISSION: *To provide a collaborative learning environment that is safe, challenging, student-centered, engaging and encourages lifelong learning for all.*

TECHNOLOGY

TECHNOLOGY USE: Technology use at school is for educational purposes only. Personal devices may only be used if approved in advance by the teacher and if the device is being used for educational purposes only. Students are expected to properly care for District equipment at all times and to complete a user agreement policy before using any equipment. Using any technology for anything beside that which is assigned by the teacher is strictly prohibited. Consequences for violating technology expectations: Each offense will result in a demerit being issued. More severe infractions or frequent misuse may result in more severe consequences and loss of privileges. Any evidence of inappropriate or non-school related and or inappropriate content such as images or text may result in a detention or suspension. Damage to equipment will result in those costs being assessed to parents.

1:1 CHROMEBOOK POLICY: 5th-8th students will be required to attend a mandatory informational meeting and then both parents and students must sign the Chromebook Policy form on the District 1:1 program before the devices will be distributed to students for use. A copy of the form will be distributed to all 5th-8th Grade parents and students.

• **RECEIVING YOUR CHROMEBOOK:** *Parents & Students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child.* This document will need to be signed and returned before the students receive their Chromebooks.

• **CHROMEBOOK FEES:** Chromebooks are provided for student use in grades 3-8. Students and parents in grades 5-8 may choose the option to be able to take them home for a fee of **\$60.00** per year.

• **CHROMEBOOK CARE:** Students are responsible for the general care of the Chromebook which they have been issued by the school. Use of a personal Chromebook is a privilege; therefore, if a student breaks their device, he or she will be responsible for all repair and or replacement costs. Chromebooks that are broken or fail to work properly must be taken to the Tech Office located in the library. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

• **REPAIRING OR REPLACING YOUR CHROMEBOOK:**

1. Loaner Chromebooks may be issued to students should they need to leave their Chromebook for repair in the office.
2. Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
3. Students and parents will be charged for Chromebook repairs up to **\$50.00** per occurrence.
4. If the damage is the result of neglect, violating Chromebook policy, misuse or abusive handling students/parents will be billed for the entire cost of parts, labor and or replacement. Such issues include, but are not limited to: screen repairs, keyboard repairs, Chromebook

casing and frame repairs. If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.

GENERAL CARE:

- No food or drink is allowed near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students must close their Chromebooks when carrying them.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the machine.
- Always bring your laptop to room temperature prior to turning it on.

CARRYING THE CHROMEBOOK: The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. Protective padded cases are available at most retail centers. To get you started, we have provided a padded envelope to protect the Chromebook.

SCREEN CARE: The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. **Do not** use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

TRAINING: Students will be trained on how to use the Chromebook. Training documents and videos will be available online for students to refer to when needed.

CHROMEBOOK COLLECTION: Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at Dimmick School.

Any student who transfers out of Dimmick will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

USING YOUR CHROMEBOOK:

At School: The Chromebook is intended for use at school each and every day; therefore, it must have a full charge at the beginning of each school day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home: Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Remember, the Chromebooks will be used as instructional tools in each class; it is vital that your child have their Chromebook to be prepared for their classwork.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound: Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

PRINTING:

At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this.

<http://google.com/cloudprint>

MANAGING YOUR FILES AND SAVING YOUR WORK: Students may save documents to their Google Drive, or they may save to an external memory device such as a USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

PERSONALIZING THE CHROMEBOOK: Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Dimmick School District 175. Please remind your child that the device belongs to the school district and any personalized media (videos, photos) are subject to inspection and must follow the Dimmick School acceptable use policy. The students have already been instructed that any photos or videos must follow the Dimmick dress code from the school handbook. In other words, if a student is not allowed to wear certain clothing to school, then it is not appropriate in photos or videos either.

SOFTWARE ON CHROMEBOOKS:

Originally Installed Software: Chromebook software is delivered automatically by the district. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact

on students. Applications that are no longer needed will automatically be removed by the school as well.

VIRUS PROTECTION: Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

ADDITIONAL SOFTWARE: Students are unable to install additional software on their Chromebook other than what has been approved by Dimmick School.

INSPECTION: Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. The district will remind the students of and reinforce good practices and acceptable use policies throughout the school year.

PROCEDURE FOR RESTORING THE CHROME OS: If technical difficulties occur, staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external USB flash drive or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored. Students will be instructed to sync their important files regularly.

PROTECTING & STORING YOUR CHROMEBOOK:

Chromebook Identification: Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number and FCCSC asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

STORING YOUR CHROMEBOOK: When students are not monitoring their Chromebook, they should be stored in their lockers or in their classroom. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in a vehicle.

The Chromebook should remain in a backpack/ padded bag to and from school. A Chromebook should **never be taken out on the bus**. It will not work anyway since there is no Wifi on the bus.

Storing Chromebooks at Extra-Curricular Events: Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas: Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, in a car, or any other entity that is not securely locked or in which there is not supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office.

CHROMEBOOK ACCEPTABLE USE FORM: NOTE: This is in addition to the technology acceptable use policy signed at registration.

General Guidelines:

- Students will have access to forms of media and communication which is in support of education and research and in support of

educational goals and objectives at Dimmick School. Access to media and communication beyond these specific uses will not be supported or allowed.

- Students are responsible for their ethical and educational use of the technology resources of the Dimmick School.
- Access to the Dimmick School technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the district's Acceptable Use Policy, Plan of Discipline, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the district Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies that this document (Dimmick School Chromebook Policy) contains.

PRIVACY AND SAFETY:

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

LEGAL PROPRIETY: THESE WILL BE TAUGHT AS PART OF THE DIGITAL CITIZENSHIP CURRICULUM:

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the Dimmick School discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

EMAIL:

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Dimmick School. The interface is heavily monitored by administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.

- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other Dimmick School students and faculty.

CONSEQUENCES

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or the Dimmick School's Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. Dimmick School cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- **Consequences for misuse: Each offense will result in a demerit being issued. More severe infractions or frequent misuse may result in more severe consequences and loss of privileges. Deliberate misuse resulting in damage to equipment will result in those costs being assessed to parents.**

Date: _____

Student Signature: _____

Parent/Guardian Signature: _____