

Rabun County Schools

Chromebook Procedures

Guide



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CHROMEBOOK CARE AND RESPONSIBILITY

While the cost of the Chromebook is significantly less than those of traditional laptops and tablets, we encourage students to care for them properly to avoid unneeded replacement costs.

Students are responsible for the general care of the Chromebook they have been issued by the district. Chromebooks that are broken, or fail to work properly, must be taken to the Media Specialist as soon as possible so that they can be taken care of properly.

USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use for educational activities directed by the classroom teachers.
- Google Apps for Education and Chrome are used for school purposes only
- Students are reminded that they are responsible for following the AUP policy they signed
- Inappropriate use of the Chromebooks will result in disciplinary action
- Students should log in with their Google Apps/Gmail account. Remember to log into Chrome as well as your Gmail, and always sign out in order to sync your accounts for use at home.

GENERAL CARE

- Do not have any food or drinks near the Chromebook.
- Cords, cables, and removable storage devices must be carefully inserted and removed from the Chromebook.
- Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall. While the Chromebook cases are sturdy, drops from heights can damage the outside of the Chromebook.
- Avoid placing or dropping heavy objects on the top of the Chromebook.
- A Chromebook should not be exposed to excessive heat or cold. It should not be exposed to over 100 degrees or under 32 degrees.
- Do not block air flow when device is on. While your Chromebook does not get overly hot as a traditional laptop might, it does need to breathe, just like you.
- Chromebooks and carrying cases must remain free of any writing, drawing, or stickers. They have been labeled with an asset number that has been assigned to you.
- Damage, loss, or theft must be reported immediately to the Media Specialist assigned to your school.

CARRYING CHROMEBOOKS

- Keep your Chromebook in the case provided for you when not in use.
- Carry your Chromebook by the HANDLES of the provided case. This will help to avoid it sliding off of your books and dropping.
- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving. **Do not carry your Chromebook while the screen is open.**
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.

SCREEN CARE

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

- 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 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)

CHARGING YOUR CHROMEBOOK

- A Chromebook holds a charge for about 8 hours.
- At the end of each day:
 - SHUT DOWN the Chromebook at the end of EVERY DAY.
 - During the day you will just close the top, put it in the case and go to the next class.
 - Charge your Chromebook at **home** each day, to ensure it is fully charged for the next school day.

AUTOMATIC SYSTEM UPDATES

Each time you turn on your Chromebook, the system automatically checks for updates and applies any updates that it finds. This means your device will always get better over time and you'll always be using the latest and greatest version of the operating system.

KEEPING YOUR CHROMEBOOK CLEAN

- Never use **any** product containing **any** alcohol, ammonia, or other strong solvent to clean your Chromebook.
- **Recommended Cleaning Solution & Steps:**
 1. Use a Static Control Wet Wipe
 2. Disconnect the Chromebook from power and ensure it is off ± this means SHUT DOWN.
 3. Never use paper towels or tissues.
 4. Wipe the cloth against the screen of the Chromebook in a circular and consistent motion. Rapid circular movements tend to eliminate streaking. Ensure that you apply even pressure to the cloth but not so much as to cause damage to the screen.
 5. Repeat these steps for cleaning the outer case and keyboard of the Chromebook.
 6. Use a can of compressed air to blow any dust or foreign particles from under the keyboard.

CHROMEBOOK SECURITY – Protecting and Securing your Chromebook

- Chromebook Identification:
 - Student Chromebooks are labeled by the school. They can be identified by the school with district asset tags.
- Account Security:
 - Students are required to use their [FirstInitial\(first name\)FirstInitial\(middle name\)First name of last name and last 2 digits of graduation year@rabuncountyschools.org](#) domain user ID and password to access their accounts. Example being gcpurcell20@rabuncountyschools.org
 - Students are required to keep their passwords confidential.

STORING YOUR CHROMEBOOKS

- Do not place your Chromebook in your locker. It should travel with you from class to class.
- Under no circumstances should Chromebooks be left in an unsecured location. ○ Unattended Chromebooks will be confiscated by staff. Disciplinary action will be taken for leaving your Chromebook unattended.

Rabun County Board of Education Acceptable Use Procedures

The Board of Education believes that the use of the Internet in instructional program is an educational tool which facilitates communication, innovation, resource sharing and access to information. Furthermore, the Board believes the acquisition, retrieval, manipulation, distribution and storage of this information is an important part of preparing students to live in the 21st century and that "technology-rich" classrooms can significantly enhance both the teaching and learning process. However, due to the complex nature of accessible networks and the magnitude of potential information available to anyone utilizing the Internet, the Board believes comprehensive guidelines in the form of administrative procedures are warranted in order to serve the educational needs of students.

All people using the Internet shall comply with the administrative procedures provided by the administration regarding Internet use. The Board, through its administrative staff, reserves the right to monitor all computer and Internet activity by students and staff. Everyone using the Internet must be advised that privacy is **not** guaranteed.

In addition, use of the Internet is a privilege, **not** a right. Any student violating the Board's policy and administrative procedure(s) shall be subject to revocation of privileges and potential disciplinary and/or legal action. In cases where faculty or staff is involved, appropriate legal agencies will be contacted and the school system will determine if the matter is grounds for dismissal.

The Board makes no assurances of any kind, whether expressed or implied, regarding any Internet services, devices, and /or technology resources provided. The Rabun County School System or individual schools in the system will not be responsible for any damages the user may suffer. Use of any information obtained via the Internet is at the user's own risk. The School System specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

Rabun County Schools provides technology resources for the purpose of supporting the school system and its educational mission. This policy establishes the boundaries of "acceptable use" of these limited electronic resources, including computers, networks, email and other electronic information and services. Authorized users of these electronic resources assume personal responsibility for their appropriate use and agree to comply with this policy, other related school policies, and state and federal laws and regulations.

In order for a student to gain access to the Internet, the student and student's parent(s)/guardian(s) must sign an Internet Access Agreement. All staff who will utilize the internet must sign an Internet Access Agreement also.

It must be understood by all concerned that the global and fluid nature of the Internet network's contents makes it extremely difficult for the Board to completely regulate and monitor the information received or sent by students. As such, the Board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

Administrative Procedures

Rabun County Schools will enforce the following administrative procedures. Although some specific examples of prohibited uses are stated, they are intended as illustrations only and do not purport to be an all-inclusive list of inappropriate behaviors. Failure to comply with administrative procedures shall be deemed grounds for revocation of privileges, potential disciplinary actions leading to dismissal, and/or appropriated legal action.

Electronic resources provided by the system are limited. When demand for these resources exceeds available capacity, priorities for their use will be established and enforced. Authorized faculty and staff may set and change the priorities for these resources. The highest priority for use of system-wide electronic resources will include uses that support the educational and business mission of the school system, purchased services, and online testing.

Terms and Conditions

I. Acceptable Use

Access to the school's Internet and other technological resources and /or devices is provided for educational purposes and research consistent with the school system's educational mission and goals.

Parents shall be required to sign the Internet Network Access Agreement form allowing their child to access the Internet. All students shall also be required to sign said form affirming that they have read and understand the administrative procedures and understand the consequences for the violation of said administrative procedure.

II. Privileges

The use of the school system's Internet and other technological resources and /or devices is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges. The Superintendent or designee(s) shall make all decisions regarding whether a user has violated these procedures and may deny, revoke, or suspend access at any time.

III. Unacceptable Use

The user is responsible for all his/her actions and activities involving the network. Examples of prohibited conduct include, but are not limited to the following:

A. Accessing, sending, or posting materials or communication that are:

1. damaging to another's reputation,
2. abusive,
3. obscene,
4. sexually-oriented, pornographic
5. threatening, harmful to minors

6. contrary to the school's policy on harassment
 7. abusive, demeaning to another person
 8. illegal,
 9. inappropriate for educational purposes
- B. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and State regulations;
 - C. Copying or downloading copyrighted material on any system connected to the School Systems hardware/software without the owner's permission. Only the owner(s) or individuals specifically authorized by the owner(s) may copy or download copyrighted material to the system. The school administration and the technology director must be notified prior to any download of trial software. If the software is approved for trial, upon completion of the trial, the media committee at that school must check the software and approve it as valuable for the system. The media committee will send a recommendation to the technology director for budget approval for the following year if funds are available. ;
 - D. Copying or downloading copyrighted material for the student's own use without the owner's permission. Students may redistribute copyrighted programs only with the owner's permission. Such permission must be specified in the document or must be obtained directly from the owner in accordance with applicable copyright laws, Board policy and administrative procedures;
 - E. Using the network for private financial or commercial gain;
 - F. Wastefully using resources;
 - G. Utilizing any software having the purpose of damaging the school unit's system or other user's system;
 - H. Gaining unauthorized access to resources or entities;
 - I. Invading the privacy of individuals;
 - J. Using another user's account or password;
 - K. Posting material authorized or created by another without his/her consent;
 - L. Posting anonymous messages;
 - M. Using the network for commercial or private advertising;
 - N. Forging of electronic mail messages;
 - O. Attempting to read, delete, copy or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive electronic mail;
 - P. Using the network while access privileges are suspended or revoked;
 - Q. Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette; and use of chat lines while on the Internet.

IV. Staff Supervision and Instruction

Staff members shall become familiar with this procedure and shall enforce the rules concerning appropriate use when their duties include supervision of students using the Internet. When, in the course of their duties, staff members become aware of student violation of this policy, they should correct the students and immediately address the matter in accordance with this procedure and the School's general disciplinary policies and procedures.

Instruction will be provided to students on the use of technology and telecommunication tools to locate, analyze, synthesize, evaluate, apply, and communicate information. Students will be instructed on the appropriate use of information and the reliability of information technology on the World Wide Web.

Rabun County schools will provide age-appropriate instruction regarding safe and appropriate online behavior, including interacting with others on social networking sites and chat rooms. Students will be educated on behaviors that may constitute cyber bullying and how to respond when subjected to cyber bullying.

Use of the Internet will not be mandated as the only resource allowed for the completion of any assignment.

A. Staff shall not send, create, post or access material that is:

1. obscene
2. pornographic
3. child pornography
4. harmful to minors
5. abusive
6. damaging to another person's reputation
7. threatening or demeaning to another person
8. illegal
9. inappropriate for educational purposes

B. Staff shall not use school resources to engage in "hacking" or attempts to otherwise compromise system security.

C. Email accounts are provided to employees for educational purposes. School email should not be used to advertise or solicit business for private entities. **Personal emails, Facebook, MySpace, and other social networking may not be maintained or accessed on school grounds.** Emails from **unknown sources or from sources claiming to be legitimate vendors**, who request downloading of files for purposes other than school business, **may not be opened on school purchased equipment.**

D. **All staff members must obtain permission from the building administrator before sending any messages to an entire school staff.**

Penalties for Improper Use

Misuse of a school system account may result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from school system employment, and/or criminal prosecution.

Privacy Expectations

The school system's network resources are the property of the school system. There is no guarantee of privacy associated with the use of school technology resources. These resources include networking, computer hardware and software, connection to the internet, email, telephone equipment, voice mail and other services. **The school system will actively monitor all use of school equipment for violations of this policy and/or the Code of Ethics as outlined prior to each school year in professional development.**

CIPA Compliance

It is the policy of Rabun County Schools to:

- a. prevent user access over its computer network to, or transmission of, inappropriate material via the Internet;
- b. prevent unauthorized access and other unlawful online activity;
- c. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- d. comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Age-appropriate education shall be provided at each school concerning use of social networks, chat rooms, and cyber-bullying awareness and response.

Access to Inappropriate Material

To the extent practical technology protection measures (or "Internet filters") shall be used to block or filter Internet access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Inappropriate Network Usage

To the extent practical steps shall be taken to promote the safety and security of users of the Rabun County Schools online computer network when using the Internet. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Privately-Owned Technology

Rabun County Schools support and maintain all types of technology approved by the system administration. **School staff or students may bring in privately-owned technology, only in accordance with the “Bring Your Own Technology(B.Y.O.T.) Responsible Use Agreement” that was approved by the Board on 6/19/2014.**

Supervision and Monitoring

It shall be the responsibility of all members of the Rabun County Schools staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act.

Procedures for modifying any technology protection measures shall be the shared responsibility of Cirrus Networks and the Technology Department of Rabun County Schools. The filtering software currently in use by the Rabun County School system is Dan’s Guardian and Open DNS.

Compensation

The student and/or the student’s parent(s)/legal guardian(s) and staff shall be responsible for compensating the school system for any losses, costs, or damages incurred by the school system relating to or arising out of any student violation of these procedures or use of equipment.

Security

Network security is a high priority. If a student or staff member identifies or perceives a security problem or a breach of these responsibilities on the Internet, the user must immediately notify the principal, his/her designee or other appropriate staff. The student must not demonstrate the problem to other student users.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school unit’s equipment or materials, data of another student, the Internet network, or agency. This includes but is not limited to the uploading or creation of computer viruses.

Telephone Charges

The Board of Education assumes no responsibility for any unauthorized charges or fees including but not limited to long distance charges, per minute surcharges and/or equipment or line costs.

Disclaimer

The Rabun County School System makes no guarantees as to the quality of the services provided through its network and information technology system and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the school system’s network are to be borne by the user. The school system also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author’s individual point of view and not that of the school system, its affiliates, officials, or employees.

Issued Equipment Fee Schedule

Student access to computers is one way that Rabun County Schools(RCS) enhances the learning opportunities for our students. Use of the device is a privilege. Students who use a computing device at school are expected to follow RCS policies, procedures and practices. These are available in hardcopy and on the district web site.

While there is no cost for the use of the device, it is imperative that the device the student is issued be maintained and handled in a responsible way. Damages will require the student to pay the replacement cost of the device in its entirety, OR the repair cost. If a power cord, case or other accessories are damaged or lost the student is responsible for the full cost of replacement.

Listed below are the associated costs for misuse, neglect, or damage of issued equipment:

Student Cost	Type of Damage
Will vary, cost will be determined by vendor	Repair Due to Misuse, Neglect or Damage to a Chromebook (i.e. screen, casing, keyboard. etc.)
\$300.00	Misuse, Neglect or Damage Resulting in Total Loss of Chromebook
\$70.00	Damage, Lost, or Stolen Power Cord for Chromebook
\$25.00	Lost Device Sleeve

SOCIAL MEDIA GUIDELINES

Educational Purpose

In order to help our students develop their reading and writing skills, cultivate our understanding of different people and cultures, share information and collaborate safely and effectively via the Internet, and learn through experiences, our students participate in using a variety of social media applications (blogs, wikis, podcasts) and content creation sites (Animoto, Glogster, Blogger). To protect student privacy and ensure safety, the following guidelines are to be followed:

Teacher Responsibility

- Ensure suggested sites are age--appropriate for student use.
- Monitor student creation of accounts within the classroom and student use of Internet and social media sites.
- Be aware of and adhere to the federal Children's Online Privacy Protection Act laws and District Policies.

Student Responsibility

- When creating accounts, provide their full first names and only the first letter of their last name.
- When asked to provide birth date information, all students will use January 1 of their birth year.
- Students will not share personal, identifiable information. (i.e. school name, location, etc.)
- Students will use group pictures of students and/or individual pictures, which do not identify individuals by name.
- Students will agree to use social media and content sites responsibly.

Parent/Guardian Responsibility

- Monitor student Internet and social media website use at home.
- Contact teacher who has assigned the project if any questions or concerns arise.
- Parents/Guardians are encouraged to obtain their child's log--in and password in order to monitor the students computer usage at home. If parents have any difficulties receiving this password, they should contact the Media Specialist assigned to the school for assistance.
- If the damage is deliberate, willful or purposeful, the parents or guardians will pay the full repair/replacement cost of the Chromebook, protective sleeve and/or AC power adaptor. Replacement cost for a Chromebook would be approximately \$300.

Chromebook User Agreements

Student

As a user of the Rabun County School District's computer network and recipient of a Chromebook, I acknowledge receipt of and hereby agree to comply with the following user agreements contained in the *Chromebook Procedures Guide*:

- Internet Acceptable Use Procedure
- Social Media Guidelines (Google+, Blogger, etc.)
- Chromebook Care & Responsibility (Fee Schedule)

School: Rabun County Middle School Rabun County High School

(PLEASE PRINT) Student's Name _____ Date _____
Student's Signature _____

Parent or Legal Guardian

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer, social media services, Google Suite of tools (Google+, Google Hangouts, Google Classroom) and school computer hardware. I understand that I may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for the student named to follow when selecting, sharing, or exploring information and media. I acknowledge receipt of and hereby agree to comply with the following user agreements contained in the *Chromebook Procedures Guide*:

- Acceptable Use Policy (AUP)
- Social Media Guidelines (Google+, Blogger, etc.)
- Chromebook Care & Responsibility (Fee Schedule)

(PLEASE PRINT) Parent's Name _____ Date _____ Parent's
Signature: _____