

## **Frederica Academy Chromebook Policy – Fourth and Fifth Grade**

### **1:1 with Chromebooks**

**2019-2020**

1. The fourth and fifth grade at Frederica Academy will be 1:1 with Chromebooks for the 2019/2020 school year. This will make for a smooth transition to Middle School which is also 1:1 with Chromebooks.
2. The mission of the 1:1 program in the Frederica Academy 4<sup>th</sup> and 5<sup>th</sup> grades is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

### **Software**

#### **1. G Suite for Education**

- Chromebooks seamlessly integrate with the G Suite for Education of productivity and collaboration tools. This suite includes Docs, Forms, Groups, Sheets, Sites and Slides. All work is stored in the cloud.

#### **2. Chrome Web Apps and Extensions**

- Educational apps will be pushed out to all student Chromebooks as requested by the teachers.
- Students will not be able to install apps on the Chromebooks.
- Some web apps will be available to use when the Chromebook is not connected to the internet. The most popular app for “no Internet” is Google Drive which allows students to work on papers, access study notes, and any other document in Google Docs.

## **Receiving your Chromebook**

### **1. Parent/Guardian Requirement**

All parents/guardians are required sign the Frederica Academy Chromebook agreement before a Chromebook can be issued to their student.

### **2. Student Orientations**

Students must sign the Frederica Academy Chromebook Agreement after attending a mandatory orientation in August 2020. Chromebooks will be issued at the orientation.

## **Taking Care of your Chromebook**

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 Media Center as soon as possible so that they can be taken care of properly.

### **1. General Precautions**

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may become a tripping hazard.
- Heavy objects should never be placed on top of Chromebooks.

### **2. Cases**

- Each student will be issued a protective case for his/her Chromebook that should be used when transporting the Chromebooks outside of the classroom.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

### **3. Carrying Chrome Books**

- Always transport Chromebooks with care and in Frederica Academy issued protective cases.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

### **4. Screen Care**

- The Chromebook can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid. (pens, pencils, or disks)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

## **Using Your Chromebook at School**

### **1. Chromebooks being repaired.**

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the Media Center.

### **2. Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing stations will be available in the classroom and the Media Center. Students will be able to print wirelessly from their Chromebook.
- Students may set up their home printers with the Google Cloud Print Solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

## **Using your Chromebook Outside of School**

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the internet. Students are bound by the Frederica Academy Acceptable Use Policy when using their Chromebooks.

### **Operating System and Security**

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school.

#### **1. Updates**

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

#### **2. Virus Protection**

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

### **Content Filter**

Frederica Academy utilizes an internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). Chromebooks will have internet activity protected and monitored while on campus. We use “Untangle” to filter our internet. If an educationally valuable site is blocked, students should contact their teachers or the media center staff to request for the site to be unblocked. While at home, the Chromebooks will be filtered based on the protection provided by your home Internet system.

## No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school related or personal purposes, other than as specifically provided by law. Frederica Academy may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

### Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on students Chromebooks.
- The Chrome Dashboard will be used to manage and monitor the Chromebooks. Chromebooks will be identified and managed using the serial number on the Chromebook.

## Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Frederica Academy Acceptable Use Policy. Listed below are some additional digital citizenship guidelines that will apply to student use of the Chromebooks.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- 1. Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- 2. Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- 3. Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

- 4. Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- 5. Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- 6. Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

## **Chromebook Policy Agreement**

I have read the Frederica Academy Chromebook Policy and agree to the rules and expectations explained in this policy.

Parent Signature \_\_\_\_\_

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_