

Frederica Academy Chromebook Policy
Middle School and Upper School
1:1 with Chromebooks
2019-2020

Frederica Academy is 1:1 with Chromebooks in grades 6-12. All students in these grades must purchase a Chromebook for use at school. There are two options of Chromebooks for purchase through the Media Center at Frederica Academy. This year's options are:

- HP Chromebook 11 G5 Education Edition 11.6" screen
- HP Chromebook 14 G5 Education Edition 14" screen

Repairing /Replacing your Chromebook

1. Tech Support

- Chromebooks have a one year factory warranty that covers all manufacturing defects. It does not cover damage that occurs from accidents, neglect or misuse.
- Beginning the 2nd year of the device, there will be a \$40/year technology fee autobilled to each student's account that will cover labor and parts for all manufacturing defects. In addition, it covers labor only involving accidents, neglect or misuse.
- Any issues that require replacement parts as a result of damage that occurs from accidents, neglect or misuse will be repaired by the Frederica Academy Tech Support Staff with no labor charge, but the student will be billed for the part accordingly (see # 2).
- If you do not want this service, please sign a waiver indicating that any repairs will be charged to the student's account for the cost of the replacement part and a labor charge of \$80.00 per hour billed in quarter increments. The waiver is at the bottom of the Chromebook Order Form.

2. Estimated Costs (Subject to Change)

- Replacement of Chromebook- See Chromebook order form
- Screen - \$75.00
- Keyboard/Touchpad - \$52.00
- Power Cord – \$25.00
- Motherboard - \$150.00

Software

1. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs word processing, spreadsheets, presentations, drawings and forms.
- All work is stored in the cloud.

2. Chrome Web Apps and Extensions

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- 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 to sign the Frederica Academy Chromebook agreement before a Chromebook can be issued to their student.

2. Student Orientations

New Chromebooks will be issued the first week of school after students attend a brief orientation.

Taking Care of your Chromebook

Students are responsible for the general care of their Chromebook. 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

- Protective cases are mandatory for middle school students and optional for upper school students. Cases are ordered through the school and are listed on the Chromebook order form.
- 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 Chromebooks

- 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

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

1. If a student does not bring his/her Chromebook to school.

- A student may stop in the Media Center and check out a loaner for the day.
- The students that obtain a loaner will be responsible for returning the borrowed device to the Media Center before 3:30 p.m.

2. Chromebooks being repaired.

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the Media Center.
- Chromebooks on loan to students having their devices repaired may be taken home.

3. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- The Chromebook will hold a charge for approximately seven hours. It takes about two hours of charging for the Chromebook to be fully charged and ready for the next day.
- Students should charge their Chromebooks at home every evening.
- There will be a limited number of unsupervised charging stations in the Media Center available to students on a first-come-first-served basis.

4. 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 Media Center and Academic Centers. Because all student work should be stored in an internet/cloud application, students will not print directly from their Chromebooks at school. Each print station will consist of a desktop computer and networked printer. Students may log into a print station to print their work.
- 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 Chrome OS that is supported and managed by the school.

1. Updates

- The Chromebook operating system, Chrome OS, 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 that the site to be unblocked. In addition, classroom monitoring by teachers is done with the assistance of Hapara, which allows teachers to view all student online activity and includes the ability to lockdown browsers for testing.

***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 ask 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 (please print) _____

Student Grade _____

Student Signature _____

Date _____

I do not wish to participate in the extended warranty program.