

Norton Public Schools



1:1 Chromebook Handbook for Students and Families

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1:1 Chromebook Handbook



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Overview

The Norton Public Schools (NPS) is continuing its 1:1 Chromebook program for the upcoming school year. The purpose of this initiative is to promote equitable access to technology for all NPS students. Every 6th through 12th grader will be issued a Chromebook to be used while a student in the Norton Public Schools. This will allow for seamless integration of technology under the direction of staff. The Norton Public Schools leases the Chromebooks and retains ownership of each device. We will distribute a Chromebook to each student to use for educational purposes during the school year if parents/guardians have agreed to the loan of technology agreement and acceptable use policy. When a student leaves the district, the Chromebook must be turned into the technology department. With the privilege of being issued a Chromebook comes responsibilities for the parent/guardian and for the student. This handbook contains details of those expectations.

Norton Public Schools students and families must understand that:

1. All students accessing the NPS network or using an NPS-issued device must comply with the Acceptable Use Policy and rules/procedures explained in each classroom.
2. All students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian.
3. The Chromebooks are on loan to students and remain the property of NPS.
4. All users are accountable to all school, district, local, state, and federal laws.
5. Students and families must follow all guidelines outlined in this document and by each teacher.
6. All rules are in effect before, during, and after school hours for all NPS computers whether on or off the school campus.
7. All files stored in the @norton.k12.ma.us accounts for any individual are subject to review and monitoring.
8. Students are expected to keep the Chromebooks in good condition. Failure to do so may result in bills for repair or replacement.
9. Insurance through Worth Ave. Group is optional and strongly encouraged to protect devices against cracked screens, liquid spills, theft, and vandalism.
10. Students will be issued the same device each year they are in attendance at NMS for 3 years and for 4 years at NHS.
11. The replacement cost for the Chromebook and warranty is \$275.00.

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12. The Chromebook warranty will cover normal wear and tear along with other damage that might occur during normal use of the Chromebook. **If your child is found to have intentionally damaged their device, they will be responsible for replacement costs.**
13. Students are expected to report any damage to their Chromebook as soon as possible and no later than the next school day.
14. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
15. Students may only log in under their assigned school issued username. Students **may not** share their password with other students.
16. Students **must share** their password and login information with their parent/guardian.
17. Students may not loan their Chromebook to other students for any reason. Students who do so are responsible for any loss or damage.
18. Loaner chromebooks will only be available to those students whose device is out for repair.
19. Students are responsible for their own charging cables. Lost charging cables will need to be replaced and cost approximately \$20. Insurance does not cover the charging cable. Students are encouraged to label their charging cable with their name.

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Why We Went 1:1

Technology can provide students and teachers access to information, resources, and tools that both enhance and facilitate classroom lessons. Prior to 2014, outdated technology hardware was prevalent across the district in all of our PreK-8 schools. Each building had access to computer labs, Alpha Smarts and/or Netbooks. Only Norton High School had updated technology tools thanks to the renovation project. Teachers could not gain access to the existing technology frequently enough to meet their needs. The wi-fi infrastructure was updated in our PreK-8 buildings in anticipation of providing more appropriate, modern technology for our students and teachers.

During the 2014-2015 school year, we were able to purchase three carts of Chromebooks to be used as a pilot program at Norton Middle School. Each grade level had a cart to share. Students and teachers were given access to G-Suite for Education which provided access to Google Docs, Slides, Sheets and more. These applications are similar to Microsoft Office tools but are web based and save automatically within the school accounts. We were very impressed by the performance of the Chromebooks in the trial. They turn on quickly with almost immediate access to the Internet. The devices were far more reliable than anything else we had in the district. The ease of use for students and the direct connection to all things Google via the Chrome browser was a benefit. We quickly started planning to provide access to Chromebooks to more teachers and students.

During the 2015-2016 school year, we assigned every student and teacher in grades 4-12 a G-Suite account. We were able to lease additional Chromebook carts (25+ devices each) by using School Choice funds. Each team at Norton Middle School had access to a dedicated team cart. We also moved carts to the Henri A. Yelle Elementary for use by our 4th and 5th graders and one cart to Norton High School for the English Department. The integration of Google has been impressive in such a short time. Teachers and students are creating, collaborating and sharing across the district. With the adoption of Google Classroom, many teachers have embraced the digital environment to post and collect assignments, facilitate class discussions and move towards paperless classrooms. With the anticipation of required online state testing, getting Chromebooks in the hands of our students is a priority so the students are comfortable using the tools prior to the mandated tests.

There are many benefits of being in a learning environment where there is one device for every student. Teachers will no longer wonder if they might have access to technology for their class. While we do not anticipate students using the Chromebooks in every lesson, in every class every day, access will no longer be an obstacle. Some classes will use Chromebooks more frequently than others. Collaboration between students and between students and teachers will be able to occur through Google. Going 1:1 has opened up many new doors to our students and allowed us to provide engaging learning experiences that wouldn't have been possible otherwise. Providing every student with a Chromebook will not be transformative in and of itself. Effective instruction is all about effective teachers. We will continue to focus our efforts on improving instruction by providing professional development and training for our teachers. By eliminating the obstacle of access to technology, our teachers will be well-equipped to improve instruction. The possibilities are endless for connecting our students to each other and the world.

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Parent/Guardian Responsibilities

NPS is committed to equipping all parents/guardians with the necessary tools and information to ensure the safe use of the Chromebook in the home. There are several responsibilities assumed by the parent/guardian as outlined below:

Attend the Chromebook Information Meeting & Sign the Student/Parent Loan of Technology Agreement

In order for students to be allowed to take their Chromebook home, a parent/guardian must attend a Chromebook orientation meeting and sign the Student/Parent Loan of Technology form.

The Chromebook orientation meetings will review highlights from this handbook, the acceptable use policy, internet safety & digital citizenship, and responsibilities of students, parents/guardians, and the school.

Accept Liability

The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned
- Intentionally damaged
- Lost due to negligence
- Stolen, but not reported to the school and/or police in a timely manner

Monitor Student Use

The parent/guardian must agree to monitor student use at home and away from school. Some suggestions include:

- Develop a set of rules/expectations for Chromebook use at home, including charging the device and not using the device after the bedtime hour.
- Know your child's password and login information for the Chromebook and any email or social media site they use.
- Periodically and randomly check the Chrome browser history.
- Demonstrate interest in what your child is doing on the Chromebook. Ask questions and request that they show you the work they are doing.
- Daily conversations over dinner can include information you learn from visiting teacher websites including Google Classroom, as well as information in the Schoolbrains Community Portal.

Support Student Internet Safety & Digital Citizenship

Shared Responsibility: Both the school and parents/guardians share the responsibility of educating students about Internet safety and digital citizenship. Students are to be reminded that everything that they send out via message, email, or social media leaves a digital footprint. In fact, it is more like a digital tattoo - nearly impossible to remove. Our goal is to have students leave NPS with a clean digital footprint. Therefore, nothing should be posted online about a student that would not meet the approval of parents/guardians, teachers, and administrators.

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Chromebook Rules & Guidelines

These rules and guidelines are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a school-owned Chromebook. Violations of these rules and guidelines may result in disciplinary action.

Each student will be responsible for:

- Arriving at school with their fully-charged Chromebook.
- Attending each class with their Chromebook.
- Agreeing to and signing the Loan of Technology Form.
- Logging in under their assigned @norton.k12.ma.us username and password and NOT sharing their password with other students.

All use of Chromebook technology must:

- Be school appropriate.
- Follow local, state, and federal laws.
- Support learning.

Security reminders:

- Do not share logins or passwords with classmates/peers.
- **Do share** logins and passwords with parents/guardians.
- Do not do anything that could be interpreted as cyberbullying or harassment.
- No hacking of other accounts.
- Follow Internet safety guidelines.
- If you leave your Chromebook in a locker, do not pile anything on top and lock the locker.

Activities requiring Teacher permission:

- Using headphones in class.
- Downloading apps/extensions to the Chromebook.
- Playing games.
- Instant messaging or chatting.

Charging the Chromebooks:

- It is the student's responsibility to arrive to school with the Chromebook charged.
- Charging stations may be available at school.
- It is recommended that you use a surge protector when charging your device at home.

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Care & Maintenance:

- To clean your Chromebook screen, use only wipes that are designed for computer screens.
- Never spray cleaners directly on your Chromebook.
- The trackpad will be damaged if not used properly, never use a pencil, eraser, or other object on the trackpad.
- Since the Chromebooks DO NOT have touch screens, avoid excessive touching of the screen.
- To maximize battery life, occasionally let your battery run all the way down before charging your Chromebook completely.

Headphones & Mice:

- Students may use their own headphones with teacher permission.
- Students may bring their own mouse if preferred over trackpad.

Stickers:

- No stickers are allowed to be placed directly on the Chromebook.

School Gmail Accounts:

- All students have a Google account typically: fristinitiallastnameYOG@norton.k12.ma.us
- Students in grades 6-8 have internal email accounts that are only open
- Students in grades 9-12 have external email account to be used for school purposes.
- Students may use this account to email teachers or classmates.
- Email is to be used for educational purposes.
- Every email message is archived as per state law.

Music, Videos, Games:

- As bandwidth in the school is limited, streaming music from the Internet (Pandora, Google Play, etc.) is not allowed without teacher permission.
- YouTube should not be accessed to listen to music or view videos without teacher permission.
- Online gaming on a Chromebook is not permitted in school without teacher permission.

Printing:

- We are striving for as close to a paperless environment, as possible. Students are encouraged to limit what they print from their Chromebooks and must get permission from a teacher to print anything at school.

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Technology Discipline

Technology/Chromebook-Related Behavior Violations:

- Off-task use of email, instant messaging, internet surfing, gaming, streaming without teacher permission.
- Cutting/Pasting or any use of information without citing sources (Plagiarism).
- Cyber-bullying or harassment (Bullying/Harassment).
- Damaging, defacing Chromebooks (Vandalism).
- Inappropriate language.
- Accessing inappropriate web content.
- Using another student's account without authorization.
- Unauthorized downloading of content, apps, extensions, etc.
- Arrival to school without Chromebook or with an uncharged Chromebook (Lack of Preparation).
- Chronic technology violations of any of the above.

Progressive Discipline:

Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Progressive Discipline steps may include (not necessarily in this order):

- Verbal warning.
- In-class consequence/intervention.*
- Parent contact.
- Referral to administration.
- School-based consequence.
- Loss of Chromebook for a class period.
- Loss of Chromebook for an extended period of time.
- Suspension.

*In-class interventions may include: verbal warnings, seating changes, teacher contact with home.

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Damaged, Lost, or Stolen Equipment

Repairs:

Occasionally, unexpected problems do occur with Chromebooks that are not the fault of the user (computer crashes, browser errors, etc.). These issues will be remedied at no cost, and a loaner Chromebook will be issued to the student as needed. Each student is entitled to ONE free repair during the life of their chromebook. Additional repairs will be charged to the student/family unless caused by a manufacturer's defect.

Loaner Chromebooks:

We will have some loaner Chromebooks available in the event that a device is out for repair or is lost/stolen. Students chronically unprepared (forgetting to bring and/or charge their school-issued Chromebook) will NOT have access to loaner Chromebooks.

Accidental Damage vs. Negligence:

It is recognized that accidents do happen. There is a difference between accidents and negligence. After investigation by school administration and determination by the repair company, if the Chromebook is deemed to be intentionally damaged by the student, the student may be subject to discipline and assessed the cost of repair or replacement.

Lost/Stolen Chromebook:

Students or parents/guardians must report lost or stolen Chromebooks to the school immediately. The circumstances of each situation will be investigated and students/families may be billed for damaged or lost equipment. For stolen Chromebooks, a report should be filed with the police department. If there is no clear evidence of theft, the student and parent/guardian will be responsible for the full cost of replacing the Chromebook.

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Optional Insurance & Replacement Costs



Worth Ave. Group Insurance Coverage

Worth Ave. Group is extending a discount to members of Norton Public Schools (Norton, MA) to insure the devices used by students participating in the school's BYOD program. Insurance with Worth Ave. Group will protect the device against ACCIDENTAL DAMAGE, THEFT, FIRE, FLOOD, NATURAL DISASTERS, POWER SURGE and VANDALISM. This insurance policy will provide full replacement cost coverage and will protect the item worldwide (on and off school grounds). The policy is also transferable to a replacement unit and there is not limit to the number of claims.

About Us

Worth Ave. Group is affiliated with National Student Services, Inc. Since 1971, WAG has been the leader in providing personal property insurance designed specifically for students, faculty and staff of colleges and universities. Our expertise has now expanded to include K-12 education, businesses and individuals. Our corporate headquarters is located in Stillwater, Oklahoma. We are licensed in all states, including Alaska and Hawaii. Our underwriter, Hanover Insurance Company in Worcester, Massachusetts, has an Excellent rating of A from A.M. Best Company, an organization rating insurance companies based on operating performance and financial strength.

Worth Ave. Group Coverage	✔ - Covered	✘ - Not Covered
Accidental Damage (drops & spills)	✔	
Cracked Screen	✔	
Liquid Submersion	✔	
Flood	✔	
Natural Disasters	✔	
Power Surge by Lightning	✔	
Theft	✔	
Manufacture Defect		✘
Mechanical Failure		✘
Standard Wear & Tear		✘
Cosmetic Damage		✘
Unexplained Loss		✘



K-12 Student Rate Examples

Coverage Amount	Deductible	Term	Price
\$250 Chromebook	\$0.00	1 Year	\$40.70
16GB iPad Air 2 - \$399	\$0.00	1 Year	\$50.60
\$500 Galaxy Tablet	\$0.00	1 Year	\$57.80
\$1200 MacBook	\$0.00	1 Year	\$104.60

**Additional options available online
Coverage is based off replacement cost of device.*

To Purchase a Policy Go To:

<https://my.worthavegroup.com/nortonma>

Worth Ave. Group

www.worthavegroup.com

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