

1:1 Chromebook Initiative Procedures and Information

Brentwood Middle School
2021-2022



Parent/Student Handbook

(PARENTS: Please keep this copy for your personal information)

Chromebook Program Purpose

The purpose of the 1-to-1 Chromebook Initiative at Brentwood Middle School is to create an enhanced, collaborative learning environment for all students. 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.

Brentwood School District strives to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate, and is committed to preparing students for whatever path they choose after high school.

Chromebook Program Details

For students who chose to participate, a Chromebook, carrying case, and power adapter will be lent to the student in good, working order. It is the student's responsibility to care for the equipment and ensure that it is kept in proper working order. This equipment is, and at all times remains, the property of Brentwood Middle School and is being lent to the student for educational use only for the academic school year.

The students may not deface or destroy this property in any way. Inappropriate use of the device may result in the student losing the privilege to use this device. The equipment must be returned when it is requested by the school, if the student withdraws from the school, or as other circumstances dictate.

Applications (Apps) provided by the district remain the property of the district. Accounts must be maintained and updated with only district-approved updates and applications. Students should only log in to their school-issued Chromebooks using their school google accounts. Downloading apps, extensions, and add-ons that are not approved by the district is prohibited. Chromebooks may not be disassembled, repaired, hacked, jail-broken or subverted in any way.

Students should be aware that this device is capable of tracking information. While the district will not actively track such information, various applications may be utilized in such a manner. The district shall not be responsible for the tracking or monitoring of any student activity through the use of the equipment; however, from time to time consistent with the business purposes of the district, or as other circumstances dictate, it may review the student's usage of this equipment.

The Brentwood School District network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient and academic use of the network. In the event the student utilizes the device for any purpose outside of academic use, the district shall bear no responsibility for any consequences of such improper use and may provide to law enforcement officials either the equipment or information garnered from the equipment.

Identification and inventory labels/tags have been placed on the Chromebook. These labels/tags are not to be removed or modified. If they become damaged or missing, immediately contact the building technology department for replacements. Additional stickers, labels, tags or markings are not to be added to the Chromebook.

The Brentwood School District and Brentwood Middle School are not responsible for any lost data.

Chromebook Initiative FAQs for Parents

- **What does my Brentwood School District student gain educationally from a 1:1 program?**
In addition to the traditional view of literacy, our students need to develop information, media and visual literacy skills. Technology access allows your student to be literate by these contemporary 21st Century standards.
- **Why Chromebooks?**
Chromebooks represent a new and critical form of technology. This space between mobile options such as the iPad or other tablets and the portable space anchored by laptops provides students with many learning opportunities. The Chromebook needs little, if any maintenance. It is a web-based device, so there is no need for downloading or installing software and/or updates, reducing the need for technical support. Student work on the Chromebook automatically saves to the Google cloud as part of the Google Apps for Education services our district receives.
- **Is participation in the 1:1 program required?**
As a school switches to a 1:1 environment, teachers begin to move away from paper and pencil and rely more on technology-based tools for reading, writing, problem solving, and research. With a move to cloud-based tools, many student assignments include collaboration among students. Your child's team members will expect that everyone is completing their part of a project in a timely manner. While your child is not required to participate, having a Chromebook at home reduces technical glitches and keeps your child focused on the work at hand.
- **What if we don't have Internet access at home?**
Chromebook use will be provided to students while at school. If you do not have connectivity at home, contact Mrs. Bosche or Dr. Loiterstein.
- **Who owns these Chromebooks—the students or the school? What happens if my child breaks or loses his or her Chromebook?**
Chromebooks that are issued as part of the 1:1 program are the property of the Brentwood School District; each BMS student who is issued a Chromebook by the school district will have access to that device 24/7.

Parents can choose to purchase insurance for their child's Chromebook for **\$30.00 per year**. Insurance will cover damages such as screen damage, liquid immersion, mechanical issues, and theft (a police report must be filed in the case of theft.) The insurance will not cover student loss of a Chromebook or its charger. Additionally, students will be responsible for paying nominal fee(s) based upon the number and frequency of damage occurrences.

Brentwood School District will be responsible for any needed apps purchases and e-materials. Through the district's Google Apps management, applications and system updates will be pushed out to student devices via their BSD Google Apps Accounts.
- **Who is responsible for updating the device (software and applications)?**
Students are responsible for the Chromebook's general care and content accessed through the device. The Chromebook operating system, Chrome OS, updates automatically. Users do not need to manually update their Chromebooks. Chromebooks use engineered configurations that provide multiple layers of protection against viruses and malware. By signing in with a school email account, Chromebooks seamlessly integrate with the brentwoodmoschools.org Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Google Sheets, (spreadsheets), Google Slides (presentations), Google Drawings, Google Forms, and Google Classroom.

Apps and Extensions have the ability to customize the user experience. Apps and Extensions that are available for student use have been selected based on their ability to enhance the teaching and learning process. When students visit the Chrome Web Store while logged into their BSD Google account, they will see district-approved apps and extensions in a customized “for brentwoodmoschools.org” folder. For a list of apps available for student use with their brentwoodmoschools accounts, go to <https://sites.google.com/a/brentwoodmoschools.org/apps>

- **As a parent, what kinds of limits should I set on my child’s “screen time”? How does the Chromebook affect my rules at home?**

We hope that our 1:1 Chromebook program will help students learn and maintain good digital habits that will last a lifetime. Any rules that you have about computer use or Internet access should apply equally to your child’s Chromebook use. Please keep in mind that more class content will be digitally accessed via the Chromebook.

- **Will there be Internet filters on the Chromebooks? How will these work when my child has to do research for projects or assignments on the Internet at home?**

The Chromebook initiative is a joint partnership between the school, students, and their parents. Chromebooks are subject to the same Acceptable Use Policy restrictions and discipline procedures applied to all other technology infractions. Internet activities at school and when the district-issued Chromebooks are being used outside of school are monitored and filtered by the District to provide online safety. *It is important to note that Internet filters are not infallible, and ways to get around the filter can be sought. We ask that parents help by monitoring their child’s use of on-line tools as well.*

Chromebook Agreement - Parent Responsibilities

Your child will be issued a Chromebook to improve and personalize his/her education this year.

Talk to your child about how to use this device. If your child abuses the privilege of using this Chromebook, his/her use may be restricted or terminated. Consequences may be issued for misuse.

It is essential that your child uses the following safe, efficient, and ethical operation of this device. In order to ensure the proper use and maintenance of the equipment, you agree as the student's parent or guardian as follows:

- I am aware that my child will bring a school-issued Chromebook home, and I will supervise use of it as needed.
- I am aware of the district's expectations and rules regarding appropriate use of the Internet and e-mail.
- I will not attempt to repair the Chromebook or to clean it with anything other than a soft, dry cloth.
- I will not take the Chromebook to an outside repair service if it gets damaged or stops working properly.
- I will report within 24 hours any lost, stolen (police report required), or damaged Chromebook to the district's technology department.
- I understand that I will bear responsibility for the theft or loss of the device – a \$300.00 replacement cost.
- I understand that the district will repair two instances of physical damage deemed repairable by the district. I understand that I bear full responsibility for the replacement of the Chromebook at a cost of \$300.00 on the third incident of physical damage.
- I understand that I bear full responsibility for physical damage to the Chromebook deemed to be unrepairable by the district as follows: damage caused by abuse or neglect, installation of unauthorized software, or unauthorized modifications.
- I am aware that the power cord, power charger, and case will not be replaced unless there is an issue due to faulty manufacturing.
- I will make sure my child brings the Chromebook to school **every day fully charged**.
- I agree to make sure that the Chromebook, case and charger are returned to the school when requested and/or upon my son's/daughter's withdrawal from Brentwood Middle School.
- I understand that until I submit the signed Chromebook agreement to the Brentwood Middle School office, my child will NOT be issued a Chromebook for use at home.
- It is important to note that Internet filters are not infallible, and ways to get around the filter can be sought. We ask that parents help by monitoring their child's use of on-line tools as well.

Chromebook Agreement - Student Responsibilities

In order to take a Chromebook home each day, you must accept the following responsibilities.

- I understand that the Chromebook is an important learning tool and is for educational purposes only.
- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the rules of the Brentwood School District, and abide by all local, state, and federal laws.
- I will not use the Chromebook to post or create anything considered bullying or harassment.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, leaving it in a car in extreme weather conditions, or using it with food or drink nearby.
- I will not remove district-provided applications or change configuration profiles on the Chromebook.
- I will not attempt to alter the web filter in any manner.
- I will not lend my Chromebook to others, including other Brentwood Middle School students.
- I will not give out personal information when using the Chromebook.
- I will bring a fully charged Chromebook to school every day.
- I will recharge the Chromebook battery each night.
- If the Chromebook is lost/stolen or damaged in any way, I will report it to the technology department within 24 hours.
- I will keep all accounts and passwords secure, and will not share these with any other students.
- I will return the Chromebook when requested and/or upon leaving the Brentwood School District.
- I will place the Chromebook in a secure location when not in use (locked up when possible).
- I realize that the Chromebook and all accessories are the sole property of the Brentwood School District and may be inspected by school staff at any time.
- I acknowledge that the failure of a timely return of the Chromebook, case, and power adapter when scheduled or when requested shall result in liability by both parent and child for the value of the Chromebook. The parties acknowledge the value of the Chromebook shall be \$300.00.
- I will not place heavy objects on top of the Chromebook, even if it is in its case.
- I will be mindful of how I put the Chromebook in my locker to ensure that it does not fall out or get crushed.
- I will not download unapproved apps, extensions, or add-ons.
- I will not remove or deface the identification stickers and labels that are on the Chromebook.