



## Use of School-Owned Chromebooks by Keefe Tech Students

### Keefe Technical School's One-to-One Technology Initiative

Our vision is to use one-to-one technology as a platform to develop students with 21st Century Skills in Critical Thinking, Collaboration, Creativity, and Communication. The incorporation of one to one technology into curriculum development, delivery of instruction, and implementation of assessments will increase student engagement, innovation, and achievement.

The 1:1 initiative allows students to explore and excel for the benefit of student learning, some of these include the following:

- Helping students attain the goals of the district which include:
  - **Improve academic proficiency:** All students will make growth regarding established standards and performance expectations. In addition, all students will achieve identified proficiency levels.
  - **Develop complex thinking skills:** All students will increase proficiency in problem solving models in all subject areas.
  - **Become an effective communicator:** All students will communicate effectively with others in a variety of contexts and formats including reading, writing, speaking, listening and interpersonal skills.
  - **Demonstrate teamwork/collaboration:** All students will demonstrate the ability to work effectively with others to achieve a common goal.
  - **Exhibit global awareness:** All students will analyze ways their actions, as well as the actions of others, impact the world environmentally, socially, culturally, politically, and economically.
- Promoting student engagement and enthusiasm for learning.

- Allowing students access to information, along with an opportunity to connect it to their learning in a meaningful manner.

### **Equipment Provided**

In this 1:1 initiative, the Keefe Technical School District will issue to each of its students the following items: a Google Chromebook and an AC adapter and power cord. (In this document, these are collectively referred to as the “Device”.)

Keefe Tech will retain records of the serial numbers and Keefe Tech asset tags of the equipment it provides.

### **Equipment Ownership**

Keefe Tech retains sole right of possession and ownership of all Devices utilized in the 1:1 initiative, and grants permission to the student to use the Device according to the rules and guidelines set forth in this document and the school’s “Acceptable Use Policy”. Failure to follow the terms of this policy will result in disciplinary action, including but not limited to confiscation of any and all Devices lent to the student and revocation of student access to Keefe Tech technology, as well as any other disciplinary action deemed appropriate by Keefe Tech policy.

Keefe Tech reserves the right to monitor and log the use of its technology and network by users and examine user files and materials as necessary. Moreover, Keefe Tech administrative staff members retain the right to collect and/or inspect the Device at any time, including via electronic remote access. In addition, Keefe Tech staff retains the right to alter, add, or delete installed software or hardware.

Students have no reasonable expectation of privacy while using Keefe Tech computers, networks, or technology.

### **Responsibility for Electronic Data**

It is the sole responsibility of the student to backup data as necessary. Keefe Tech is not responsible for data lost due to equipment failure.

## **Part One: Device Use and Conduct**

### **Chromebook Distribution**

Chromebooks will be distributed to students each fall.

Before the Chromebook can be issued, Parents and Students must sign and return the “Chromebook Agreement”.

### **Training**

Students will be trained on how to use the Chromebook. In addition, training documents and videos will be available online for students to refer to when needed.

### **Chromebook Identification**

Chromebooks will be labeled in the manner specified by the school. They can be identified in the following ways:

- Record of serial number
- Student’s Google Account username

Students must not modify, remove, or destroy identification labels under any circumstances.

### **Use At School**

The Chromebook is intended for use at school during academic classes and possibly for some vocational technical classes. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

### **Use At Home**

All students are required to take their Chromebook home each night throughout the school year for charging. ***Chromebooks must be brought to school each day in a fully charged condition.*** Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action including loss of privileges.

It is recommended that students not carry the AC adapter and power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

### **Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional

purposes.

## **Printing**

The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

## **Managing Your Files and Saving Your Work**

Students may save documents to their Google Drive or they may save to an external memory device such as a SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures. Keefe Tech is not responsible for SD Cards or USB flash drives left in Chromebooks.

## **Personalizing the Chromebook**

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Keefe Technical School. Spot checks for compliance will be done by administration, teachers or Keefe Tech IT staff at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Keefe Technical School Acceptable Use Policy.

## **Email**

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Keefe Technical School. The interface is heavily monitored by Keefe Tech network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- Email is archived.

## **General Guidelines**

- Students will have access to forms of media and communication which is in support of

education and research and in support of educational goals and objectives at Keefe Technical School. Access to media and communication beyond these specific uses will not be supported or allowed.

- Students are responsible for their ethical and educational use of the technology resources of the Keefe Technical School.
- Access to the Keefe Technical School technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the Keefe Tech Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the district's Acceptable Use Policy, Parent/Student Handbook, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the District Acceptable Use Policy and abide by the rules defined in the District's Acceptable Use Policy. This is in addition to the rules and policies that this document contains.

### **Privacy and Safety**

- Internet access on the Chromebook will be filtered using a CIPA web filter.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, Social Security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. The school reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the administrator immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

### **Legal Propriety**

- All students and staff must comply with trademark and copyright laws and all license

agreements. Ignorance of the law is not an excuse. If you are unsure, ask the network administrator if you are in compliance with the law.

- Plagiarism is a violation of the Keefe Technical School discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

### **Return of Devices**

Students' Chromebook and charger will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook and charger each year while enrolled at Keefe Tech.

Any student who transfers out of Keefe Tech will be required to return their Chromebook and charger. If a Chromebook and charger are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

## **Part Two: Taking Care of the Device**

Students are responsible for the general care of the Chromebook which has been issued to them by the school. Chromebooks that are broken or fail to work properly must be taken to the IT Department. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

### **General Precautions**

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always make sure your Chromebook is at room temperature prior to turning it on.
- Chromebooks should never be left in a vehicle or unattended.

### **Carrying the Chromebook**

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

### **Screen Care**

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

### **Storing Your Chromebook**

When students are not monitoring their Chromebook, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in a vehicle.

### **Storing Chromebooks at Extra-Curricular Events**

Students are responsible for securely storing their Chromebook during extra-curricular events.

### **Chromebooks Left in Unsupervised / Unsecured Areas**

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other facility that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

### **Originally Installed Software**

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

### **Virus Protection**

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

### **Additional Software**



Students must not install additional software on their Chromebook other than what has been approved by Keefe Technical School.

### **Inspection**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. No prior notification will be given before inspection.

### **Procedure for Restoring the Chrome Operating System**

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment, it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it.

Do not attempt to restore the Chromebook to factory defaults yourself. Instead, bring the device to the school’s IT department if you have a problem with your Chromebook. All student-created files stored on an external SD card, USB flash drive, or Google Drive will be intact after the operating system is restored.

All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it. Keefe Tech is not responsible for any data unable to be salvaged.

## Part Three: Device Damage and Consequences

### Lost or Intentionally Damaged Device and Accessories

A Chromebook that is lost or intentionally damaged is the responsibility of the student and parent involved in the loss of property. Students and parents will be charged for lost Chromebooks. Students and parents will be charged for a Chromebook that is damaged as the result of misuse or abusive handling. Students and parents also will be charged for parts necessary for repair.

The student will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Chromebook: **FULL COST**
- Replacement of the AC adapter and power cord: **FULL COST**
- Repair of Chromebook damaged by misuse: **FULL COST FOR REPLACEMENT PARTS**

### Chromebook Repairs

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair in the IT Department.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

### Chromebook Technical Support

The IT Department will be the first point of contact for repair of Chromebooks. Services provided by the IT Department include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

## **Consequences**

- The student or staff member whose name and system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Agreement or the Keefe Tech Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. Keefe Technical School cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Keefe Technical School  
**CHROMEBOOK AGREEMENT**  
Student/Parent Chromebook Use Agreement

In this agreement, “Chromebook” means Samsung/HP Chromebook and all its components, including software, battery, and charger.

**TERMS:**

- You will comply at all times with the guidelines contained in the “Use of School-Owned Chromebooks by Keefe Tech Students” as well as the Keefe Tech “Acceptable Use Policy”. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.

**TITLE:**

- Keefe Tech is the legal owner of the Device. The student’s right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the school district’s “Acceptable Use Policy”.

**LOSS OR DAMAGE:**

- You will be held financially responsible for all damage or loss caused by neglect or abuse. If the property is accidentally damaged or incurs loss due to an act of nature, Keefe Tech will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student’s parents/guardian involved in the loss of property. Theft of the property must be reported to the School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.

**REPOSSESSION:**

- Students not complying with all terms of this Agreement and the “Acceptable Use Policy”, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence or other location to take possession of the Chromebook.

**TERM OF AGREEMENT:**

- Your right to use and possess the property terminates no later than the last day of classes during the school year unless earlier terminated by Keefe Tech or upon student withdrawal from Keefe Tech.

**APPROPRIATION:**

- Your failure to timely return the property and the continued use of it for non-school purposes without the school’s consent will be considered unlawful.

# Keefe Technical School Chromebook Agreement Sign-Off and Student Pledge

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will only use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is not my property,
- I understand that the Chromebook is subject to inspection at any time without notice and remains the property of Keefe Tech.
- I will follow the policies outlined in the Chromebook Agreement and the Keefe Tech Acceptable Use Policy at all times, including while at school and outside of school.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.
- I have reviewed and agree to comply with the full Chromebook agreement at [www.keefetech.org](http://www.keefetech.org).

Keefe Tech Asset Tag #: \_\_\_\_\_

Student Name: \_\_\_\_\_ (Please Print)

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

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_