

## FREDERICA ACADEMY

### 2022-2023 CHROMEBOOK POLICY (MIDDLE SCHOOL AND UPPER SCHOOL)

#### 2022-2023 MIDDLE AND UPPER SCHOOL CHROMEBOOK OPTIONS

Frederica Academy is 1:1 with Chromebooks in grades 5th-12th. All students in these grades must purchase a Chromebook for use at school.

The mission of the 1:1 program in the Middle & Upper School 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.

**There are four options of Chromebooks for purchase through the Media Center at Frederica Academy:**

[HP Chromebook 11 G6 Education Edition 11.6" screen](#)

[HP Chromebook 14 G7 Education Edition 14" screen](#)

[Lenovo Chromebook Flex360 \(13.6"\) 2 in 1](#)

[Lenovo Chromebook Flex360 \(11.3"\) 2 in 1](#)

*\*FLEX360 is a chromebook that flips around 360 degrees turning into a "tablet" This unit is also a touchscreen. Available in 11.6" and 13.3"*



## REPAIRING / REPLACING YOUR CHROMEBOOK

### Warranty/Tech Support

- Frederica is now offering new warranty options for extended warranty. This is offered through Asurion Insurance (Allstate)
- There are NO deductibles or added costs.
- Parts, labor and shipping are all included. All submissions and paperwork will be coordinated by the FA Technology staff.
- Drops, spills and cracked screens covered (limit 2 per warranty). Breakdowns covered.
- FA Tech Support Staff will submit and file all claim paperwork online or by phone.
- These plans are only valid for a new Chromebook issued after January 24, 2022.
- Theft is NOT covered under this warranty.
- Warranty coverage ENDS upon graduation or FA withdrawal.
- Four warranty coverage options are available. At the family's discretion. Frederica recommends selecting the warranty coverage to align with your student's grade.

### Warranty Coverage Options

- 1-Year Protection for \$50
- 2-Year Protection for \$75
- 3-Year Protection for \$100
- 4-Year Protection for \$125
- NO COVERAGE – PAY PER INCIDENT

### Grade Level Suggestions\*

- Seniors: Choose 1-year protection
- 11th grade: Choose 2-year protection
- 10th grade: Choose 3-year protection
- 5th through 9th grades: Choose 4-year protection

*\*These are only suggestions. Any coverage level may be chosen.*

If no warranty coverage is purchased, parents will be financially responsible for all parts and labor costs @ \$60 per hour, repaired by the FA Tech Support Staff. All coverages are effective on the day the Chromebook is issued to the student.

### Estimated Costs without Warranty Coverage (subject to change)

- Screen - \$75.00
- Keyboard/Touchpad - \$52.00
- Power Cord - \$50.00
- Motherboard - \$150.00
- Replacement of Chromebook- See *Chromebook Order Form*.

## SOFTWARE

### 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.

### Chrome Web Apps and Extensions

- Middle & Upper School Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Middle & Upper School 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

### Parent/Guardian Requirement

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

### Student Orientations

- New Chromebooks will be issued the first week of school after students attend a brief orientation in August each school year.

## 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 may be repaired.

### 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.

### 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.

### Carrying Chromebooks

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

### 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.

### **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.
- A student that obtains a loaner will be responsible for returning the borrowed device to the Media Center before 3:30 p.m. each day.
- Students who have not purchased through our school program are charged a \$5/day rental fee.

### **Chromebook Repair**

- 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.
- Students/parents are responsible for any damages incurred on borrowed Chromebooks.

### **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 approximately one hour of charging for a 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.

### **Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing stations are available in the Academic Centers.

## 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 is 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.

### **Updates**

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks. This does require students to have to sign off and restart their Chromebooks at least once a week. Just closing the Chromebook will not initiate updates.

### **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 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. Frederica Academy is not liable for external Wi-Fi safety.

## 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 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 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.

**2022-2023 MIDDLE AND UPPER SCHOOL CHROMEBOOK POLICY AGREEMENT**

I have read the **2022-2023 Frederica Academy Middle and Upper School Chromebook Policy** and agree to the rules and expectations explained in this policy.

Student Grade: \_\_\_\_\_

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

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

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

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