



Bowling Green City Schools

1:1 Chromebook Program Handbook

The Bowling Green City School District's commitment to providing quality instruction and ensuring equitable resources for its students is a driving force behind the 1:1 program.

Students will have the capability to access a wide range of educational resources and to collaborate with their teachers and other students to solve problems and develop analytical and critical thinking skills. The implementation of a 1:1 program solidifies the vital role of the teacher who will design activities that will help students become active and engaged in their learning.

In grades 1-5, a chromebook will be assigned to each student and will be stored and charged in classroom carts. Elementary students may check out a loaner chromebook overnight with teacher permission for school work. Students in grades 6-12 will be provided a chromebook, case and charger, and they are required to bring their Chromebook to school every day charged and take it home every night during the school year.

The policies, regulations, procedures and information within this handbook apply to all BGCS Chromebooks used at school or at home.

1. THE CHROMEBOOK

The Chromebooks issued to students may vary slightly from year-to-year or even during the school year as models change. The general description of the Chromebook and associated items include:

- Chromebook (*models in 2023-24: Lenovo 100e 2nd, 3rd, 4th generations and HP G9*)
- Charging cable specifically designed for the models listed above
- Bump Armor CB Slim Hard Shell Case for grades 6-12
- Chromebooks access the Internet through the district's Internet filter at all times and locations.
- BGCS Google accounts run through monitoring systems that may prompt a security or safety alert to school administrators. Activity logs can be accessed by school officials if needed.

The Chromebook, charging cable and case (collectively referred to as "Chromebook") are the property of Bowling Green City Schools.

2. RECEIVING A CHROMEBOOK

2.1 Agreement & Fee

Parents must sign the Chromebook Agreement and pay the annual technology fee before a Chromebook can be issued to their student. The technology fee helps to support the applications and devices used by students throughout the school year.

2.2 Distribution

Chromebooks will be distributed to students at each school building in August. Chromebook pickup information will be communicated to parents in advance of each school year and may vary per building. Students enrolling during the school year will receive a Chromebook soon after enrolling. Students and parents are responsible for returning Chromebooks upon request.

Students in grades 1-5 will use the district-provided chromebook. Personal student devices are not permitted at the elementary schools. Because state and most college tests require a "managed" (school) chromebook or a software download to a Windows or Mac laptop, the district must purchase and provide a device for all students. The district strongly encourages all students to use the district device. However, students in grades 6-12 may elect to use a personal chromebook or laptop for school work. Students are expected to bring their devices to school everyday and are

bound by district policies and guidelines concerning use of technology at school and the use of district resources and accounts. BGCS devices will be provided for testing.

3. CHROMEBOOK CARE

Students are responsible for the care and condition of the Chromebook they have been issued by the school. They should never allow others to use or borrow their device. Students will use the same Chromebook for multiple years, so proper care is important to ensure it works well over the term of use. Chromebooks that are broken or not working properly should be taken to the school office. A loaner will be provided for the day while technical support is being conducted.

3.1 General Precautions:

- The Chromebook may only be used by the student it is assigned to.
- The Chromebook must remain in the district-provided case at all times.
- Students should wash their hands before using the device. Sticky fingers/hands will eventually coat the touchpad and prevent it from working properly.
- Students should keep food, liquids, and pets away from the Chromebooks.
- Students are expected to keep the Chromebook and case clean.
- Cables and removable storage must be inserted carefully into the Chromebook.
- Students should never carry their Chromebooks while the screen is open.
- Students in grades 6-12 are responsible for charging their Chromebook battery for school each day.
- No personal writing, drawing, etching, stickers, or labels are permitted on the Chromebooks, chargers or cases.
- District identification labels and serial numbers may not be removed or interfered with.
- Do not use any chemicals (cleaners, sprays, solvents) or abrasives to clean the device.
- Chromebooks should be stored in safe and secure spaces when not in use. Extreme temperatures may be harmful to the device. Never leave the device in a hot or frozen car.

3.2 Screen Care:

- Screens and hinges can be damaged from rough treatment and pressure.
- Do not carry the Chromebook by the screen. Close the screen and use the case handles.
- Do not place anything on the keyboard before closing the lid (i.e. pens, pencils).
- Do not lean on the top of the Chromebook when it is closed.
- Clean the screen with a soft, dry cloth or anti-static cloth. *No liquid cleaners/chemicals.*

4. USING THE CHROMEBOOK

The Chromebooks are intended for school work only and to be used at school each day. Students are expected to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

4.1 Chromebooks Left at Home:

If students leave their Chromebook at home, a loaner may be provided if available. If a student repeatedly leaves his/her device at home, he/she will be subject to appropriate disciplinary action.

4.2 Chromebook Undergoing Repair:

Loaner Chromebooks may be issued to students when they submit their Chromebook for repair at the designated location at their school.

4.3 Charging the Chromebook Battery:

The Chromebooks should be brought to school each day in a fully charged condition. It is important for students to power off and charge the device each evening. When the student turns on the chromebook, it will prompt system updates that include important security and feature updates.

4.4 Screensavers & Backgrounds:

Screensavers and desktop backgrounds should only contain appropriate content. As a general rule if the content would be deemed inappropriate on student clothing, it is not appropriate on school technology.

4.5 Printing:

Printing is not available. Students will digitally submit or share documents through their Google accounts.

5. SCHOOL ACCOUNTS

5.1 School Accounts:

Students are provided accounts for multiple school resources. The Google account is the core account that provides access to the Chromebook and to other school resources. For safety and security purposes, student Google accounts can only interact with other BGCS accounts. A limited number of school resources can send messages to BGCS students. School accounts may only be used for school work. Students are not to use their school accounts for personal files to create accounts on platforms that are not related to school work.

5.2 Securing Accounts:

Students must protect their username and password information and may not share account information with other people. Students may not access or use accounts that belong to other students or to staff. If a student believes his/her account has been compromised, the student should inform a teacher or the Technology Department immediately. Students are responsible for all activity and content in their accounts.

5.3 Saving Work:

Students are responsible for transferring their files prior to leaving the district using Google takeout.

5.4 Inspection:

Student Chromebooks and accounts may be viewed or inspected by school administration at any time.

5.5 Compliance:

Bowling Green City Schools takes measures to protect student data privacy as required by the Family Educational Rights and Privacy Act [FERPA] and the Children's Online Privacy Protection Act [COPPA].

6. RESPONSIBLE USE

6.1 Board Policy:

Each student is required to follow Board Policy concerning the use of Bowling Green City Schools technology equipment and services. The policy manual is available on the district website.

6.2 Digital Citizenship:

Students are expected to practice good digital citizenship. Guiding questions:

- Does your behavior represent good work ethic and productivity?
- Does your work improve knowledge and understanding?
- Does your conduct impact the safety, security or reputation of yourself and/or others?
- Is your behavior honest and legal?
- Does your behavior diminish technology resources for other users?

6.3 Cyberbullying:

Cyberbullying occurs when one or more students slander, threaten, harass, humiliate, embarrass or otherwise target another student using digital technologies. Cyberbullying is not tolerated by the school district. Students who bully others will be disciplined per the student handbook and district policy and may include law enforcement.

6.4 Chromebook Security Settings:

The Chromebook has been configured by the district to facilitate device and account management and security. Security settings and the Internet filter may not be altered, bypassed or circumvented in any way, and the operating system must not be altered or replaced. Students should not initiate any reset actions on BGCS Chromebooks without guidance from the Technology Department.

6.5 Screen Time and Unsupervised Use:

The devices and online applications have been provided to support school work. The district believes that homework should be completed within normal waking hours and with adult supervision of online activities. Internet access on BGCS Chromebooks will be turned off during the night to promote online safety and the mental and physical well-being of our students. Middle School users can access the Internet daily 7:00am-10:30pm; high school users 5:00am-1:00am. These times are managed school-wide and cannot be adjusted for individual students.

7. CHROMEBOOK SUPPORT

All repairs on BGCS Chromebooks must be completed by the BGCS Technology Department. Parents, students or other entities may not attempt to repair or to provide replacement parts and/or devices.

7.1 Chromebook Technical Support:

District technicians are housed at the middle school and will travel to each school to address Chromebook repairs. Students will take malfunctioning Chromebooks to the school office, and a loaner device may be issued if available. All device policy agreements will remain in effect for the loaner device. Parents and students can contact technical support via email at bgtech@bgcs.k12.oh.us. Chromebook support hours are during school hours on school days. Summer hours are limited.

7.2 Chromebook Warranty:

Warranty repairs will be free of charge and cover normal use and manufacturer defects. Damage caused by negligence, liquid, fire, drops, falls, and other collisions are not covered by the warranty. Students will be charged for replacement chargers, and may be charged for replacement parts or the whole Chromebook. Damage will be considered on a case-by-case basis. All labor is free of charge.

7.3 Deliberate Damage:

Willful, deliberate damage to the Chromebook will require the student to be charged for replacement parts or the whole Chromebook. All damage will be considered on a case-by-case basis. Examples of damage that will be considered intentionally reckless, willful, or deliberate:

- Missing or broken key. Keys do not fall off without force being applied to them.
- Rubber/plastic removal from the device.
- Coloring, Drawing, or Writing on the device
- Etching or carving on the device

7.4 Loss, Theft, Vandalism:

Students/parents must contact their building principal ASAP after the device is determined to be stolen, lost or vandalized. In cases of theft, vandalism, and other criminal acts, a police report must be filed by the student or parent within 48 hours after the theft or vandalism is discovered. The police report must be presented to the building principal.

7.5 Payment for Chromebook Repairs and Replacements:

Replacement part costs vary by model and over time. General part costs are available on the technology webpage. The replacement cost of a Chromebook varies per model. Payments for repair or replacement must be made in the form of cash or a personal check made out to Bowling Green City Schools and turned into your child's school office. Students and parents cannot bring in a replacement Chromebook in lieu of payment.



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Agreement Form

The student and parent/guardian named below agree to assume full responsibility for the safety, care and maintenance of the Chromebook in accordance with the Bowling Green City School District 1:1 Chromebook Program Handbook (the "Handbook"). As set forth in the Handbook, damaged or lost Chromebooks will be reviewed and a fee could be charged on a case-by-case basis. The student agrees to abide by District policies and procedures while using the Chromebook. The Chromebook is the property of the District and, as such, is subject to monitoring and search of its contents at any time. There is no expectation of privacy in use or data stored on the Chromebook. When a student ends enrollment in the Bowling Green City School District, the Chromebook, charger and case must be returned to the school or a charge will be assessed.

Student Name _____

School _____ Grade _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

Student Signature _____

Date _____

For additional information or questions please contact your school principal or:

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