


Instruction

Exhibit 2 – Use of Technology – Chromebook Procedures and Information for Students and Parents

 The logo for Leyden Eagles 212 is circular. The outer ring contains the text "Leyden Eagles" at the top and "committed to excellence" at the bottom. In the center, the number "212" is prominently displayed.	<h1>Leyden CHSD 212</h1> <h2>1:1 With Chromebooks</h2> <p>Procedures and Info for Students and Parents</p>
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The mission of the 1:1 program in the Leyden Community High School District 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.

District 212 feels obligated to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing them for whatever path they choose after high school.



1. Receiving Your Chromebook

a. Parent/Guardian Orientation

All parents/guardians will be required to attend an orientation and sign the Leyden Chromebook Agreement (6:235 E1) before a Chromebook can be issued to their student. Orientations will be held multiple times each summer and during transfer/new student registration.

b. Upperclass Distribution

Returning Sophomores, Juniors, and Seniors will now keep their Chromebooks over the summer, so no organized distribution is needed.

c. Freshman Distribution

Freshmen will receive their Chromebooks and cases during Freshman Orientation the week before school begins. At the time they receive their device they must sign the Leyden Chromebook Agreement (6:235 E1). Students that miss Freshman Orientation will be able to pick up their Chromebook from the bookstore within the first 10 days of a semester or from the Tech Support Internship classroom after the the first 10 days of a semester.

d. Transfer/New Student Distribution

Transfer/new students will be issued their Chromebooks and cases on their first day of attendance and after both their parents/guardians and they have signed the Leyden Chromebook Agreement (6:235 E1). All transfers/new students participate in a school orientation and will be able to pick up their Chromebook from the Tech Support Internship classroom.

2. Returning Your Chromebook

a. End of Year

At the end of the school year, Seniors will turn in their Chromebooks, chargers, and cases. Failure to turn in a Chromebook will result in a student being charged the full \$250.00 replacement cost. A report of stolen property may also be filed with the local law enforcement agency. Freshmen, Sophomore, and Junior students will be allowed to keep their devices over the summer.

b. Transferring/Withdrawing Students

Students that transfer out or withdraw from Leyden must turn in their Chromebooks and cases to the Deans' office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$250.00 replacement cost. Unpaid fines and fees of students leaving Leyden may be turned over to a collection agency. A report of stolen property may also be filed with the local law enforcement agency.

3. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Tech Support Internship classroom (room 262 at East and 161 at West) as soon as possible so that they can be taken care of properly. District owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebook unattended unless it is locked in their hallway locker.

a. General Precautions

- No food or drink should be next to a Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with their power cords plugged in when the cords may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

b. Cases

- All students will be issued a protective case for their Chromebooks that should be used whenever the Chromebooks are being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the students' responsibility to care for and protect their devices.

c. Carrying Chromebooks

- Chromebooks should always be transported with care in a Leyden issued protective case. Failure to do so may result in disciplinary action.
- Chromebooks should never be lifted by the screen.
- Chromebooks should never be carried with their screens open.

d. Screen Care

The Chromebook screens 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 (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Asset Tags

- All Chromebooks will be labeled with a district asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a district asset tag or turning in a Chromebook without a district asset tag.

4. Using Your Chromebook At School

It is the expectation that students 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.

a. If a student does not bring his/her Chromebook to school

- If available, a student may stop in the Tech Support Internship (TSI) classroom and check out a loaner for the day or have his/her teacher call the TSI class to have one delivered.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage or loss of the issued device.
- The TSI class will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to the deans' office for those students that have more than one occurrence.
- Every student will receive one free pass for the year and all subsequent occurrences will be treated as a Level 1 offense by the deans, which may result in disciplinary action.
- The students that obtain a loaner will be responsible for returning the borrowed device to the TSI classroom before 3:30 p.m.
- If a loaner is not turned in by 3:30 p.m., the TSI class will submit a report to the deans' office and the deans will work on retrieving the loaner.

b. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school issued Chromebook for repair in the Tech Support Internship classroom.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage or loss of the loaned device.
- Chromebooks on loan to students that are having their device repaired may be taken home.
- A member of the Tech Support Internship class will contact students when their devices are repaired and available to be picked up.

c. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- There will be a limited number of unsupervised charging stations in the library, study hall, and cafeteria available to students on a first-come-first-served basis.

d. Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

e. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary purposes.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing stations will be available in the library and other various locations. Since all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Each print station will consist of a desktop computer and networked printer. Students may log into a print station to print their work. Every student will receive 50 pages of free printing each year and may purchase additional pages at the rate of \$0.10 per page. Deposits to student printing accounts should be made in the library or with the school cashier.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be attained here: <http://www.google.com/cloudprint/learn/>.

g. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others.

h. Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in their Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however there are some applications that can be used while offline and not connected to the Internet. Students will be bound by the Leyden technology policy (6:235), administrative procedures, acceptable use

agreement, and all other guidelines in this document wherever they use their Chromebooks.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

a. Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. There is no need for students to manually update their Chromebook.

b. 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.

7. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If its blocked in school then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers or the media center staff to request the site be unblocked.

8. Software

a. 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.

b. Chrome Web Apps and Extensions

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- 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 offline or not connected to the Internet.

9. Chromebook Identification

a. Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

b. Users

- Students will be assigned the same Chromebook for the duration of their time at Leyden.
Take good care of it!

10. Repairing/Replacing Your Chromebook

a. Tech Support Internship (TSI) Class

- All Chromebooks in need of repair must be brought to the TSI classroom (262 at East and 161 at West) as soon as possible.
- The TSI students will analyze and fix the problems they can and escalate the issues they cannot to the Technology Department.

b. Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the Tech Support Internship class.

c. Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

- Replacement - \$250.00
- Screen - \$90.00
- Keyboard/touchpad - \$40.00
- Power cord - \$20.00

d. Optional Insurance (subject to change)

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
- The district has contracted with a third party insurance agency to provide optional coverage. You can download an enrollment form here: <http://goo.gl/tiH6O>

11. 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 district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks (including reviewing files and other materials) at any time for any reason related to the operation of the District and/or for any purpose that furthers the interests of the District. By using a Chromebook, students agree to such access, monitoring and/or recording of their use.

a. Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

12. Appropriate Uses and Digital Citizenship

In general, the school issued Chromebooks should be used for educational purposes and students are to adhere to the Use of Technology Policy (6:235) and all of its corresponding administrative procedures at all times.

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 consider the information, images, and other media that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
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 other 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 abuse my rights of access and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist or inappropriate.
5. **Respect Intellectual property.** I will request permission to use resources. I will suitably cite any and 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 request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

