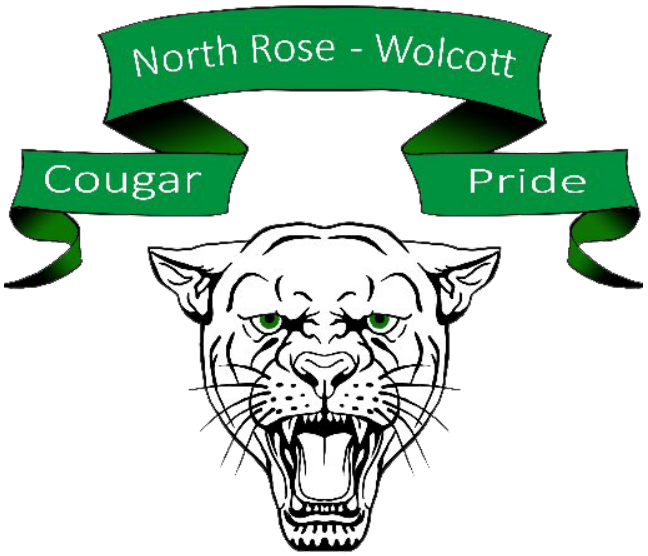
2019-2020



NRW CHROMEBOOK HANDBOOK

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Chromebook Handbook Agreement

North Rose-Wolcott Central School District 1:1 Chromebook Handbook

Introduction

The mission of the North Rose-Wolcott Central School District 1:1 Chromebook initiative is to put current technology into the hands of all students to help enhance, personalize and establish the foundation for a seamless program that supports individualized instruction. We believe this will also ensure all students a quality, equitable, rigorous, adaptive curriculum which is responsive to an ever-changing world.

This will guarantee that all students are receiving the highest quality education that will ultimately prepare them to be global employees as well as global citizens.

Every student in NRW has unique needs, abilities and interests. Educational technology enables students to experience a more personalized curriculum to gain the 21st Century skills necessary to be successful in college and/or career.

Long-Term Goals of the 1-to-1 initiative are to:

- Increase student engagement with curriculum
- Personalize instruction to meet student's needs, abilities and interests
- Foster the growth of the 4 C's – Collaboration, Communication, Critical-Thinking, and Creativity

Keeping these goals in mind as we progress through our planning and implementation of this 1-to-1 technology initiative, we believe, will result in a transformation in our learning environments that will accelerate student learning.

All Students in grades **K-12** will receive a HP x360 11 Chromebook to use for school purposes.

Grades **K-6** Chromebooks will be assigned to students and will be housed in the student's assigned homeroom.

Grades **7-12** will be able to take their assigned devices home once they have completed a signed **NRW Chromebook Agreement**.

Students are accountable for ensuring the care of the equipment entrusted to them. Proper care for each of these items is the responsibility of the student.

Digital Citizenship

It is expected that all students will follow the proper principles of Digital Citizenship which include the following:

1. **Digital Access** - Students are aware that not everyone has access to technology resources.
2. **Digital Communication** - Students understand what is appropriate to share through email, texting, video chatting, and social media.
3. **Digital Literacy** - Students know how to use various digital technologies and how to assess legitimacy of web resources.
4. **Digital Etiquette** - Students know when to use technology appropriately and always in a positive manner.
5. **Digital Law** - Students know how to use and share digital content legally and how to respect content ownership by citing sources.
6. **Digital Rights and Responsibilities** - Students understand they have a right to safe and friendly digital communications and a responsibility to report instances that threaten this.
7. **Digital Health** - Students are aware of the physical and psychological dangers of excessive internet usage.
8. **Digital Security** - Students know how to stay safe by using difficult passwords, backing up data, and being aware of identity theft, phishing, and other online scams.

Family Partnership

The use of personal devices for teaching and learning in the North Rose-Wolcott School District is an immense opportunity to accelerate the learning for all our students and to enhance an already strong academic program.

The success of this endeavor, though, must be built on a strong partnership and open communication between the school, students, and parents. To help ensure the best learning experience possible, here are some helpful "1:1 Ideas" for families:

- Help kids find a safe place to store and charge their device when at home.
- Set expectations of how and when the device will be used at home.
- Engage students in conversations about how they are using their device.
- Communicate concerns and/or ideas with NRW Technology Department.

Guidelines For 1:1 Device Use

Section 1: Devices

I. Appropriate Use

- Access to the NRW technology resources is a privilege and not a right. Each student will be required to follow the district Acceptable Use Policy. (BOE policy #7315).

II. Receipt of 1-to-1 device

- Devices will be distributed to students prior to the beginning of the school year once parents/guardians and students sign the NRW Chromebook Agreement. Dates and times to be determined.
- This Agreement outlines procedures for families to protect the 1-to-1 device investment for the district.

III. Collection of Device

- 1-to-1 devices are District owned and students may be requested to turn in their devices and any accessories for maintenance or inspection at any time. All 1-to-1 devices will be collected at the end of each school year. Instructions will be given later how this will be conducted.
- Returning your device:
  Any student leaving the district must return their 1-to-1 device to the Technology Department prior to their last day. Any device that is not returned will be considered stolen property.

IV. Monitored Use

- NRW reviews and monitors all activity on the computers/network for responsible use. Internet history and e-mail checks will occur at least once a month. They will be random and unannounced.

V. Student Owned Devices

- Personal student devices **will not be** supported by IT.

Section 2: Guidelines

I. General Guidelines

- The 1-to-1 devices and technology system are to be used solely for educational support of student learning.

- All regulations are in effect before, during, and after school hours, for all computers/devices.
- Students may use headphones at the discretion of the teacher.
- 1-to-1 device use is for instructional purposes only.

II. General Guidelines at School

- All student use of computers or other technology should be in support of their education.
- All use of technology must comply with the Student Acceptable Use Policy (BOE # 7315) as well as the Acceptable Use Agreement. The student in whose name a 1-to-1 device is issued, will always be responsible for its appropriate use.
- All use of the Internet must comply with district guidelines. Log files are maintained on each 1-to-1 device with detail history of all sites accessed. These files may be reviewed periodically.
- All 1-to-1 devices contain a remote content filter for use at school.
- NRW staff are responsible for monitoring student 1-to-1 device use at school, especially Internet access.
- Students who identify or know about a security problem are expected to report the details of the problem to their teacher without discussing it with another student.
- Students are expected to notify a staff member immediately if they come across information, images or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- All users are expected to comply with existing copyright laws.
- Students may only log in under their assigned username. Students may not share their passwords with other students.
- Students are responsible for charging the 1-to-1 device battery each day.
- Students are expected to care for the 1-to-1 devices. If a 1-to-1 device is deemed to be intentionally damaged by a student, the student may be subject to discipline and the student/parent/guardian may be responsible for the full cost of the 1-to-1 device repair.
- Students are expected to report any damage to the 1-to-1 device immediately. Spot inspections of 1-to-1 devices will occur regularly. Students who do not report damage or abuse will be subject to discipline.
- Students are expected to keep track of all equipment issued to them. If

components are lost, the student/parent/guardian should notify the District as soon as possible.

- Students may not loan 1-to-1 device components to other students for any reason. Students who do so are responsible for any loss of components.
- Students may not load or download any software, music, pictures, etc. on the 1-to- 1 device without specific instructions from a teacher to do so.
- Educational games may be used at the discretion of the teacher.
- 1-to-1 devices are always to be carried in the school provided carrying case.
- The district will cooperate with fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, and/or gang related symbols will result in disciplinary action, or loss of 1-to-1 device privileges.

III. General Guidelines at Home

- The use of 1-to-1 devices at home is encouraged and expected at the discretion of the teacher for grades 7-12.
- 1-to-1 device care at home is as important as at school
- Transport your 1-to-1 device in an issued case or protected backpack.
- The 1-to-1 device is for the assigned student only. Other users are prohibited from use of the device.

Section 3: Terms of Use

I. Liability

- If the property is not returned or is intentionally damaged, the student is responsible for the cost of repair or the replacement value on the date of the loss. In the case of theft, a police report must be filed within 48 hours and provided to the school, the building principal and the Technology Services Department.

II. Repossession

- Failure to fully comply with all terms of the NRW Chromebook Agreement and the Student Acceptable Use Agreement may result in the confiscation of the 1-to-1 device by the district at any time.
- Unsupervised 1-to-1 devices will be confiscated by staff. Disciplinary action may be taken for leaving your 1-to-1 device in an unsupervised location.

Section 4: Technology Discipline

The discipline policies at each school encompass the 1-to-1 environment.
The privilege of having a computer/device comes with a new set of responsibilities.
NRW may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

Section 5: Device Security

Each of the 1-to-1 devices are managed by NRW. We have tried to strike a balance between usability of the equipment, and appropriate security to prevent the units from being damaged or used to cause damage to the NRW technology system.

I. Filtering and Monitoring Software

- NRW maintains an Internet filtering/monitoring solution. This program automatically filters all student access to the Internet and monitors student activities on the Chromebook both in school and at home. The first layer of security is the iBoss filter which assigns content by user login through district created groups. The second layer is GoGuardian which integrates with Google for Education and the Chromebooks. Students always login using their Google accounts and password.

Section 6: Device Damage

I. Damaged Device Repair

- Occasionally, unexpected problems do occur with the 1-to-1 devices that are not the fault of the user (computer crashes, software errors, etc.). The Technology Services Department is prepared to assist students in resolving these issues. These issues will be remedied at no cost to students or their families.
- Repair Process: Repairs will be facilitated through the Library Media Center. Process will be posted on the Districts website under the Technology Page.

II. Loaner Device

- Temporary replacements will also be available at the Library Media Center so that student learning is not disrupted by the repair process. Students are responsible for the care of the temporary device while it is issued to them. All the same rules and regulations apply to loaner devices, and students are expected to treat them as if they were their own.

III. Accidental Damage vs. Negligence

- Accidents do happen. There is a difference, however, between an accident and negligence. The price that the district paid for the 1-to-1 device includes: the 1-to-1 device and a one-year warranty. The 1-to-1 device warranty will cover normal wear and tear along with other damage that might occur during normal use of the 1-to-1 device. After investigation by school administration, if the 1-to-1 device is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement and a loaner device will NOT be provided.

Section 7: Lost or Stolen Devices

For this subsection, "equipment" refers to 1-to-1 devices and chargers. 1-to-1 devices and other equipment are issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator. Students are expected to keep track of and care for this equipment for the time it is issued to them. Students/families may be fined for damaged or lost equipment.

I. Lost Equipment

- Lost equipment reporting process:
  If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her. The circumstances of each situation involving lost equipment will be investigated individually.

II. Stolen Equipment

- Stolen Equipment Reporting Process:
- If any equipment is reported as stolen, a police report must be filed within 48 hours and a copy of the report must be provided to the building principal or the Director of Technology by the student or parent.
- If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s).

III. Student Safety

- It is always a high priority to ensure the safety of our students while at school and we hope these precautions will help student be safe on their trip to and from school.
- The circumstances of each situation involving stolen equipment will be investigated individually.

Section 8: Financial Responsibility

I. Fees, Fines and Estimated Repair/Replace Cost

- If a Chromebook and/or AC power adaptor has been defaced or damaged beyond the normal wear of a computer which has been handled safely and responsibly, families may be fined for repairs or replacements. Fines are structured in a 3-tier manner:

1st incident $35, 2nd incident $75, 3rd incident $300 (full replacement value)

AC Power Adapter Replacement Fee $35

* Arrangements can/will be made for any fees incurred on a case by case basis.

- Families may also be charged for replacements if Chromebooks are lost or stolen due to students leaving them unattended or unsecured. We understand that damage may occur accidentally, and that theft is possible even under a watchful eye; in either case, students should notify administration as soon as possible so an investigation may take place.
- If a student requires more than 2 repairs in one school year to a Chromebook due to accidental damage, he/she may lose privileges to bring the device home and/or face disciplinary action.
- Lack of payment will result in loss of privilege to take device home.

- Please note that the Chromebooks are designed to only be used by authorized nrwcs.org domain users.

Frequently Asked Questions (FAQ)

1. What is a Chromebook?

A Chromebook is a device that utilizes Google Chrome for "cloud" based access instead of on the device itself or on a local area network. They are less expensive than traditional Windows or Apple laptops, login quickly, do not require virus applications for protection. Relies on the Google platform that the district so heavily utilizes.

2. What model Chromebook are we using?

We are using HP x360 11 Chromebooks which are specifically built for the rigor of a school environment.

They have special features such as 360° hinges, sealed keyboards, crack-resistant touchscreens, and rugged protective cases. As technology changes and new products become available, the district will consider new manufacturers and models for the 1:1 program.

3. What about damage?

The district has a 1-year parts and labor manufacturer warranty and has a repair service COSER available through BOCES. However, we anticipate there may be accidental damage on occasion. If that occurs, we will repair or replace devices that are not covered under the manufacturer's warranty. Students and their families may be liable for some or all the replacement cost.

4. Will I have to pay repair fees if my child damages or loses their Chromebook?

If a Chromebook and/or AC power adaptor has been defaced or damaged beyond the normal wear of a computer which has been handled safely and responsibly, families may be fined for repairs or replacements. Fines are structured in a 3-tier manner:

1st incident $35, 2nd incident $75, 3rd incident $300 (full replacement value)

AC Power Adapter Replacement Fee $35

5. Can anyone login on a district-owned Chromebook?

Only nrwcs.org accounts issued to staff and students can be used when logging into the Chromebook.

6. What about battery life?

Our Chromebooks typically hold an 4-6-hour charge when fully charged. The white LED will illuminate when charging and will turn off once it reaches 100%. To help extend battery life when using the Chromebook, users can lower the screen brightness.

7. What if a student forgets their Chromebook at home?
Students will be expected to bring fully charged devices to school every day in the same way that they are expected to bring other supplies to class. Chronically forgetting supplies may lead to disciplinary consequences including phone calls home.

8. Why not only use a BYOD (Bring Your Own Device) approach?
While we understand that many students have their own laptops, tablets, and smartphones, because there are so many different models, it would be impossible to become experts about each of them. We also know that many families cannot afford devices that would be effective in a school environment.
We want the device to be as easy to support as possible so that students and teachers can spend more time focusing on the content. We also want everyone to have equal access to high quality devices.

9. Can our network support this many devices?
Wireless access points have been installed in every classroom and common gathering places. Our internet bandwidth is provided by our regional BOCES, who constantly monitors usage and adjusts our capacity as needed.

10. Can students get additional programs or apps themselves?
In order to prevent malicious apps, themes or extensions from being installed, students will be restricted to installing content that has been "whitelisted" (approved) by the district. This will ensure that Chromebooks are not bogged down with running unnecessary apps or extensions that are not needed for educational purposes. The district has the capability of force-installing apps as they are needed. This policy will continuously be evaluated to determine the most efficient way of students obtaining content.

11. Is there a camera built into the device?
Our Chromebooks have a webcam built into the top of the monitor, which allows students to take pictures and video and use in videoconferencing situations such as Skype. There are also many apps that will allow for lesson recording and the ability to demonstrate specific functionality. The camera functionality will be enabled by default, though if distractions caused by cameras outweighs the benefit of having them, they can be disabled.

12. Is virus protection software needed?
Virus protection is not needed for Chomebooks but, regardless of the platform, there are always security risks of sharing personal information online (such as passwords), so students will constantly be learning about responsible computing habits while using Laptops as educational tools.

13. What if parents refuse to allow their kids to bring devices home?
This is certainly a possibility, and parents know their children best. If parents choose not to permit their children to bring Chromebooks off campus, students

would need to pick up Chromebooks each morning and turn them in at the end of the day. The Library Media Center will be the designated area for pick up and drop off. The responsibility lies on the student to ensure their Chromebook is returned each day to the designated location.

14. What if a family has no home internet access?

Chromebooks can be used offline, however work created on them won't save until the student gets online.

Teachers will instruct students on how to make specific files available offline, so they can do so prior to leaving our school campus each day.

15. Will internet use at home (or anywhere off the school campus) still be filtered?

Yes, internet content will be filtered in compliance with CIPA regulations using an approved filter, which works directly on the device regardless of where the student is obtaining their network connectivity.

Information is available on the District webpage at nrwcs.org.