

FRANKFORT-SCHUYLER CENTRAL SCHOOL

1:1 Chromebook Handbook

Information for Students and Parents

CHROMEBOOK HANDBOOK FOR STUDENTS AND PARENTS

The Frankfort-Schuyler Central School District employs computers as one way of furthering its mission to teach the skill, knowledge, and behavior that students will need as successful and responsible adults. Students in the sixth grade are issued a Chromebook computer to enable them to use a varied and exciting set of resources including computer applications, multimedia, and the Internet. While the Chromebook is available to go home with many of our students, it must be remembered that it is to be used as a learning tool.

Parents are an integral partner to the success of this program. As with all forms of technology, home monitoring should be embraced and practiced. In order to keep the Chromebook program successful, school officials, teachers, students and parents must act as partners committed to this same goal.

TERMS OF THE CHROMEBOOK LOAN:

Terms:

Students and parents must read, accept and follow the Frankfort-Schuyler Central School District's Chromebook Handbook for Students and Parents. The Parent/Student Computer, Internet Agreement, 1 to 1 Chromebook Permission slip must also be read and signed by both the parent and student before a computer will be issued to the student. A review of the RESPONSIBLE USE POLICY is also required, and a signature will be needed for that as well. The policies in this handbook must be complied with at all times. Any failure to comply may terminate the student's privilege of possession effective immediately and the District may repossess the Chromebook.

Title:

Legal title to the property is with the District and shall at all times remain with the District. The student's privilege of possession and use is limited to and conditioned upon full and complete compliance with the regulations and conditions set forth in the Chromebook Handbook for Students and Parents.

Chromebooks will be distributed to students as early as possible, but not before the Parent/Student 1 to 1 Chromebook Permission Slip has been signed by both the parent and student and returned to the school. Chromebooks will remain in circulation until the end of the school year, at which time notice will be given as to the process for them to be returned. These dates will vary according to testing schedules. Chromebooks must be returned to the school each summer for software updates and general maintenance.

All data on the Chromebook is considered property of the Frankfort-Schuyler Central School District. All data will be searched and cleared during the summer; no data will be saved for the students. It is the responsibility of the student to save any files they deem necessary for their school career on a separate device or online with Google Drive. We recommend that students purchase flash drives or hard drives to save their work.

Files stored in Google Apps or Google Classroom, any school network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to insure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Loss or Damage:

If the Chromebook or charger is damaged, lost, or stolen, the student and parent are responsible for the cost of the repair or replacement, up to \$350. Loss or theft of the property must be reported to the District by the next school day following the occurrence.

In the case of theft, vandalism, and other criminal acts, a **police report MUST be filed by the student or parent within 48 hours of the occurrence and a copy of the report be brought to the school.** The parent will be responsible for payment of our replacement, which is approximately \$350.00 to replace the computer.

TABLE OF ESTIMATED REPAIR PRICING

Repair or Replacement due to Loss, Damage or Neglect	Cost
Broken Screen (LCD)	\$350
Keyboard Replacement	\$350
Individual Key Replacement	\$70
Power Adapter + Cord	\$79
Labor per hour	\$68
Chromebook Case	\$30

The costs of other parts needed for repairs will be based on the manufacturer’s current price list.

Failure to pay for damages/loss may result in the district withholding the grades, diploma, and transcripts of the pupil responsible for the damage/loss until the pupil or the pupil's parent or guardian has paid for the damages.

Students with an unpaid balance at the beginning of the school year, will not be issued a Chromebook until the balance has been paid or a payment plan has been arranged. Siblings of students with a balance also will not be issued/reissued Chromebooks.

Fair Market Value of the Chromebook is currently \$350.00.

Financial Hardship:

In the event that the fee for loss or damage to a Chromebook creates a financial hardship on the student or parent, please contact the Director of Technology, Mrs. Sheppard-Thibault, about payment options. A payment plan may be created to allow the student to pay the fees over time.

Repossession:

If you do not fully comply with all terms of the Parent/Student Computer, Internet Agreement, 1 to 1 Chromebook Permission Slip, the Responsible Use Policy, and the Chromebook Handbook for Students and Parents, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence or other location of the property and take possession of the property.

Term of Agreement:

Your privilege to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

Failure to return the property in a timely manner and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

USE OF COMPUTERS AND CHROMEBOOKS ON THE NETWORK

The Frankfort-Schuyler Central School District is committed to the importance of a student being able to continue with their work when their Chromebook is experiencing problems. To assist with this problem the District is providing the following:

- **Student Folders:** They can perform at school on desktops only. Students must have backups of their work through the use of flash drives, external hard drives or Google Drive.
- **Classroom Computers:** The District has loaner Chromebook computers in 7-12 classrooms. These computers can be used by students who do not have their own Chromebooks.
- **Google Apps:** Students can access their work anywhere through Google Apps, a web-based document management system. If students cannot take Chromebooks home, this will be the acceptable way for managing files both in and out of school.
- **Internet Safety:** There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network but may not be blocked at home. Students are in violation of district policy if they access these sites through proxies or other means with the intent of bypassing the safeguards put in place by the district. Parents may want to restrict their home access.

GENERAL CHROMEBOOK RULES

No Loaning or Borrowing Chromebooks

- Students must NOT loan Chromebooks or other equipment to other students or siblings.
- Students must NOT borrow a Chromebook from another student.
- Students must NOT share passwords or usernames with others.

Do NOT Leave the Chromebook Unattended

- Students are responsible for your Chromebook at ALL times, in and out of school.

Care and Cleaning of Chromebooks

- Students are responsible for the cleanliness of their Chromebooks. Failure to keep the Chromebook clean is not only irresponsible, but unhealthy.

Cleaning Your Chromebook

Follow these general rules when cleaning the outside of your computer.

- Shut down Chromebook and detach the power adapter.
- Use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings.
- **DO NOT spray any type of liquid directly on the computer.**
- **DO NOT use aerosol sprays, solvents, or abrasives.**

Cleaning Your Chromebook Display

Follow these general rules when cleaning the screen.

- Shut down your Chromebook and detach the power adapter.
- Dampen a clean, soft, lint-free cloth with water or eyeglass cleaner and wipe the screen.
- **DO NOT spray liquid directly on the screen,** spray the liquid on the cloth

Personalizing Your Chromebook

- Students may not personalize their Chromebooks. If a student purchases their own Chromebook snap on cases they may decorate the snap on cases, not the Chromebook.

Chromebook Cases

- The Chromebook cases are designed to hold only your computer. Your Chromebook case should not be used to transport any other school supplies or personal items. Overcrowding of the Chromebook cases can cause stress on the Chromebook screen, potentially leading to the cracking of the screen.

Charging

- Students will arrive each morning with a fully charged Chromebook battery. Students are responsible for charging their Chromebooks at home. There will be a limited access to charging locations during school hours. These should be used only as an emergency back-up.

Inappropriate Content

- Inappropriate content will not be allowed on Chromebooks.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.

Deleting Files

- Students must not delete, re-name or move any folders or files that he/she did not create or that he/she does not recognize. Deletion, renaming or moving of certain files will result in a computer failure and/or loss of data, and will interfere with your ability to complete class work and may affect your grades.

Music, Games, Movies or Programs

- Games and software may not be downloaded from the Internet. This may be a violation of copyright laws.
- Music is to be listened to during free time, not during class time.
- Watching movies is not permitted during school hours. Streaming video slows down the network and diminishes battery life.
- All software loaded on the system must be District approved and District loaded.

Unauthorized Access

- Access to another person's account or computer without their consent or knowledge and/or tampering with the district-approved, student-safe image is

considered hacking and is defined as a misdemeanor in the NY State Penal Code and is punishable by law.

Transporting Chromebooks

- Chromebooks must be transported in the district-approved case.
- Chromebook cases must be securely closed while Chromebooks are being transported.
- Students must restart their computer and log in at the beginning of each day.
- Chromebooks need to stay in the cases when on the bus.

STUDENT GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY RESOURCES

The following guidelines are provided to inform students and parents of the responsibilities students accept when they use district-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMS, DVD's, digitized information, communications technologies and internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

1. Expectations

- Student use of Chromebooks, other technology hardware, software and computer networks including the Internet is only allowed when supervised or granted permission by a staff member.
- All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the District Website.
- Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

2. Unacceptable conduct includes, but is not limited to the following:

- Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software such as, but not limited to, hacking and host file sharing software.
- Using the network for financial or commercial gain, advertising, or political lobbying.
- Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as, but not limited to, pornographic sites.
- Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- Intentionally wasting finite resources i.e., on-line time, real-time music, streaming video, printing.
- Gaining unauthorized access anywhere on the network.
- Revealing the home address or phone number of one's self or another person.
- Invading the privacy of other individuals.

- Using another user's account, username or password or allowing another user to access your account password or ID.
- Coaching, helping, observing or joining any unauthorized activity on the network.
- Forwarding/distributing E-mail messages, photographs or other forms of media, without permission from the author.
- Posting anonymous messages or unlawful information on the system.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning, or slanderous.
- Falsifying permission, authorization or identification documents.
- Use of proxy websites to bypass firewall.
- Obtain copies of, or modify files, data or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or network.

3. Use of the Frankfort-Schuyler Central School District Network and On-Line Services

A. General Guidelines

- Students are responsible for their ethical and educational use of the network services at the Frankfort-Schuyler Central School District.
- All policies and restrictions of the network services must be followed.
- Access to the Frankfort-Schuyler Central School District computer network is a privilege and not a right. Each employee, student and/or parent will be required to sign the Acceptable Use Agreement and Adhere to the Acceptable Use Guidelines in order to be granted access to the computer online services.
- The use of the computer network within the Frankfort-Schuyler Central School District must be in support of educational and research-based goals and objectives of the Frankfort-Schuyler Central School District.
- When placing, removing, or restricting access to specific databases or other computer network services, school officials shall apply the same criteria of educational suitability used for other education resources.
- Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to: 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, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Frankfort-Schuyler Central School Code of Conduct booklet.
- Parents concerned with the computer network services at their child's school should contact the Principal.
- Any parent wishing to restrict their children's ability to avail themselves of a computer loan, or access to any on-line computer services, will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.
- At no time will a Chromebook, not owned by the district be connected to the

district network unless done so by and with the permission of the Technology Director.

B. Network Etiquette

- Be polite
- Use appropriate language
- Do not reveal data (home address, phone or cell phone numbers, ID numbers or passwords) of yourself or others.
- Remember that the other users on the network are human beings whose culture, language, and humor have different points of reference from your own.
- Exhibit ethical and moral behavior at all times.

C. E-Mail

- Messaging will be conducted through blogs, Gmail, Google Classroom, or other instructional tools as instructed by the teacher.

4. Consequences

The student in whose name, system account, and/or computer hardware is issued, will be responsible at all times for its appropriate care and use.

- Non-Compliance with the guidelines published in this handbook, Student Code of Conduct and Responsible Use Policy may result in suspension or termination of technology privileges and disciplinary actions.
- Use or possession of hacking software is strictly prohibited and violators will be subject to consequences outlined in the Code of Conduct.
- Non-Payment of all fines or damage charges in a timely manner will result in repossession of the computer by the district until such time as fines are paid in full.
- Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- Network usage and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to insure appropriate use.
- The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by state and federal law, and proper authorities will be given access to their content.

RESPONSIBLE USE POLICY FOR NETWORK AND INTERNET
ACCESS OVERVIEW

I. Statement of Purpose:

Frankfort-Schuyler Central School teachers, staff, students, and parents use technology and internet-based tools to support learning and expand opportunities to engage, communicate, and collaborate in a global world. These technologies extend learning beyond the walls of the classroom and prepare students for work, life, and citizenship. We provide the privilege of access to technology for student and staff use. Access to technology requires responsible, respectful, efficient, and legal use of technology resources. Our goal in providing access to these resources is to prepare students to be lifelong learners, who are responsible citizens prepared to enter a global society. Our mission is to educate all users in responsible and appropriate use of technology. It is important that all users create responsible digital footprints and recognize that their online activity is public, permanent, and needs to be appropriate.

II. CIPA:

Frankfort-Schuyler Central School is in compliance with the Children's Internet Protection Act (CIPA) and utilizes protection measures for all school-owned devices as well as any personal devices connected to the RSCS Internet/network. The protection measure blocks or filters Internet access and protects against content that is obscene, pornographic, or harmful to minors. The content filter monitors the online activities of users, and may be reviewed by authorized personnel when deemed necessary.

III. Terms of Agreement:

The use of the network/Internet is for the purpose of education, communication, or research and must be consistent with the educational objectives of the district as set forth in written board policy. Users must abide by all school rules as outlined in the Code of Conduct, RSCS Faculty Handbook, and this Responsible Use Policy.

- A. Users are responsible for keeping their passwords private and respecting the privacy of other users' passwords.
- B. Users are responsible for only accessing and using their own accounts, files, and the network security level specifically provided for their use. Users will respect others by requesting permission before accessing another individual's files.
- C. Users are responsible for requesting permission from the Technology Coordinator to install any software. All software will be evaluated for integrity and security before being installed.
- D. All equipment (technology hardware, software and peripherals) is the property of Frankfort-Schuyler Central School and loaned to the users. The users are responsible to use equipment for educational purposes, practice responsible care, and report any malfunctions to the Technology Coordinator. Users are also responsible for conserving district resources both physically and electronically. They will only print, store files, play online games, and stream audio/video as

- they directly relate to educational projects.
- E. Users are responsible for acting with integrity and respecting the school's property, network, and other users. Users will be polite, considerate, and use appropriate language. They will report and/or help prevent any attacks or inappropriate behavior such as hacking, harassing, or cyberbullying. Students will report security problems to their teacher. Teachers will immediately notify the Technology Director.
 - F. Users are responsible to use the Frankfort-Schuyler Central School network in a legal and ethical manner. Users will not obtain, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
 - G. Users are responsible for following copyright laws and license agreements. Users will only download, copy, and/or distribute information, files, and software with specific written permission of the owner or appropriate licensing. Users will give credit to copyright owners by appropriately citing their sources.
 - H. Users are responsible to utilize social media sites for educational purposes only. Users accessing social networking sites shall follow the age and legal requirements that govern the use of said site in addition to the guidelines established in this policy.
 - I. Students are responsible for utilizing school issued email accounts only. Students will only use online communication tools approved by their teachers and only communicate about school projects and academic topics.
 - J. Users are responsible for all files they store on the district's computers, network servers, and cloud-based storage systems. These files are not to be considered private, and may be accessed by authorized personnel. Files relating to or in support of illegal activities may be reported to the authorities.
 - K. Users are responsible to utilize the network for educational purposes only. Any use of the network for commercial or private business, product advertisement, or political lobbying is prohibited.
 - L. The Frankfort-Schuyler Central School has a system of internet filters to reduce the chance of inappropriate content being displayed or accessed. Users are responsible to follow all filters and security measures. Students will limit their exploration of the internet to sites and information as recommended by their teachers and related to their course work.
 - M. From time to time, the Frankfort-Schuyler Central School's Technology Committee will make determinations on whether specific uses of the network are consistent with the Responsible Use Policy.
 - N. Frankfort-Schuyler Central School reserves the right to remove or suspend a user account on the network to prevent further unauthorized activity.
 - O. Users are responsible to respect privacy when recording audio and video. It is best practice and common courtesy to ask permission before recording an individual or group. Any recordings regardless of format should be related to the academic program.

IV. Disclaimer

The Frankfort-Schuyler Central School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Frankfort-Schuyler Central

School District will not be responsible for any damages incurred. This includes loss of data (resulting from delays, non-deliveries, missed-deliveries) or service interruptions caused by negligence, errors, or omissions. The Frankfort-Schuyler Central School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

V. Due Process:

- A. School employees who have violated the RUP will lose access to or have their user accounts suspended pursuant to rule “S” above. Additional internal disciplinary actions as outlined in employee contracts may also result from RUP violations.
- B. Students who have violated the RUP will lose access to or have their user accounts suspended pursuant to rule “S” above. Additional disciplinary actions as outlined in the school Code of Conduct may result from RUP violations.
- C. Due to the serious impact that may result from RUP violations, disciplinary actions may include criminal prosecution.

VI. Notice:

All students and staff will be provided with a copy of this policy on an annual basis and will provide the district with a signed acknowledgement indicating receipt of the policy. It is recommended that students and families read this together. The Frankfort-Schuyler Central School District will review the RUP with students in the fall of each year.

Frankfort-Schuyler Central School District

Adopted: 01/10/2000

Revised: 02/11/2009, 02/24/10, 09/25/13, 06/06/18