

One to One Chromebook Handbook  
for  
Parents/Guardians and Students

Oriskany Central School District

2017 - 2018



*This handbook is a guideline for the productive and responsible use of devices as a primary learning resource.*

## TABLE OF CONTENTS

Purpose.....	page 3
Objectives.....	page 3
Use of Technology.....	page 3
Ownership.....	page 4
Chromebook Parent/Guardian Orientation.....	page 4
Chromebook Identification Records.....	page 4
Virus Protection.....	page 5
Google Apps for Education.....	page 5
Repairing/Replacing Your Chromebook.....	page 6
Using Your Chromebook At School.....	page 6
Backgrounds and Themes.....	page 6
Printing.....	page 6
Managing and Saving Your Digital Work With a Chromebook.....	page 6
Using Your Google Chrome Account Outside of School.....	page 7
Chromebook Care.....	page 7
General Precautions.....	page 7
Screen Care.....	page 8
Bar Codes.....	page 8
Digital Citizenship Appropriate Uses and Inappropriate Use.....	page 9
Copyright and File Sharing.....	page 9
Oriskany Central School District Chromebook User Policy, Agreement, and Protection Plan.....	pages 10-12

## **Purpose**

The mission of the 1:1 program in the Oriskany Central School is to help propel our Innovation initiative and establish the foundation for a seamless program that supports individualized instruction in our classrooms. Appropriate technology resources support this objective in many ways, and both teachers and school administrators endeavor to provide technology resources for students in order to accommodate meaningful and effective learning experiences. Providing each student with a laptop, Chromebook, iPad or other device is commonly referred to as a one-to-one (1:1) initiative; this initiative is increasingly becoming the preferred method of computer configuration for schools.

## **Objectives**

The Oriskany Central School District's 1:1 Chromebook initiative will integrate technology in the classroom to :

- Promote student engagement and enthusiasm for learning.
- Make resources available 24/7 for learning.
- Encourage collaboration among students and teachers.
- Allow students access to information, along with the opportunity to connect it to their learning in a meaningful manner.
- Reduce the use of printed textbooks, worksheets, and workbooks.
- Nurture a sense of responsibility and digital citizenship.
- Prepare students for success after graduation from High School.

## **Use of Technology**

As of September 2017, all students in grades Seventh through Twelfth will be issued a Chromebook for educational use, in school, to be used in every classroom throughout the curriculum. This document provides students and their parents/guardians with information about the general use of technology, "ownership" of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. Additionally, the last page is a Chromebook Agreement form for parents and students to complete. This handbook may be updated, changed and modified at the sole discretion of Oriskany Central School District. We will provide advance notice of any changes through regular school communication. Any changes to policy will be effective for the next school year. Students and their parents/guardians are reminded that use of school technology is a privilege and not a right and that everything done on any school owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of school technology will result in loss of computer privileges, removal from class, loss of credit, failing grade and/or legal action as stated in Student Code of Conduct.

## Ownership

Oriskany Central School retains sole right of possession of the Chromebook. Oriskany Central School lends Chromebooks to the student for educational purposes only, during the academic year. Additionally, Oriskany Central School administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware. Students should not share their Chromebook with another student or leave the Chromebook unattended.

## Chromebook Parent/Guardian Orientation

All parents/guardians are required to attend an orientation or meet with school personnel and sign the **ORISKANY CENTRAL SCHOOL DISTRICT CHROMEBOOK USER POLICY, AGREEMENT AND PROTECTION PLAN** before a Chromebook will be issued to their child. The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Oriskany Central School Schools technology staff. Students are responsible for backing up their data to protect from loss. Users of Oriskany Central School System School technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

## Chromebook Identification Records

- The school will maintain a log of all Chromebooks including: Chromebook serial number, asset tag code, name and ID number of the student assigned to the device.
- Each student will be assigned the same Chromebook for the duration of his/her time at Oriskany Central School. They will be collected at the end of each year.
- 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 school.
- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not manually update their Chromebooks.



## **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.
- The school utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks have Internet activity protected and monitored by the school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.
- Chromebooks are filtered at school and at home.
- 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. The school 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.
- Each Chromebook is equipped with a Go Guardian filtering system that allows District personnel to view all programs, websites, etc.

## **Software Google Apps for Education**

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Drive (Documents, Spreadsheets, Presentations, Drawings, and Forms) and Google Classroom
- All work is stored in the cloud.
- Chrome Web Apps and Extensions: Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store with teacher permission.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action in accordance with our Code of Conduct.
- Some web apps will be available to use when the Chromebook is not connected to the Internet. Teachers, school administrators, and the Technology Department staff reserve the right to monitor activity on student Chromebooks via the Google Administrator Dashboard and teacher observation.

## **Repairing/Replacing Your Chromebook**

Repairs will be estimated on a case by case basis at current replacement costs and follow the guidelines set forth in the **ORISKANY CENTRAL SCHOOL DISTRICT CHROMEBOOK USER POLICY, AGREEMENT AND PROTECTION PLAN.**

## **Using Your Chromebook At School**

Students are expected to bring their assigned Chromebook to each class every day unless specifically advised not to do so by their teacher. It is the sole responsibility of the student to have the Chromebook fully charged at the beginning of each school day.

## **Backgrounds and Themes**

- Inappropriate media may not be used as Chromebook backgrounds or themes.
- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones/earbuds may be used at the discretion of the teachers.

## **Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/cloud application, students can not print directly from their Chromebooks at school at this time. Any printing that needs to be done can be accomplished by accessing their Google Chrome accounts in the school lab or printing at home.

## **Managing and Saving Your Digital Work With a Chromebook**

- The majority of student work will be stored in Google Drive or 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 or a flash drive (not provided by the school).
- Flash drives are only to be used to store school related/approved information.
- Students should always remember to save frequently when working on digital media. Not all Google tools/apps automatically update/save.
- The school 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.

## **Using Your Google Chrome Account Outside of School**

Your Chrome Account is accessible from any computer. Homework will often be tied to the student's Google Drive account and will need to be accessed at home. Students are bound by the Oriskany Central School System Schools Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Google Chrome account. Students should never share their account passwords with others.

## **Chromebook Care**

Students are responsible for the general care of the school-issued Chromebook and case. Chromebooks that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so the problem can be resolved. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.

## **General Precautions**

- Every student will be issued a protective case for their school Chromebook. It is highly encouraged that the case be used.
- Use caution when using Chromebook around food or drink.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Students will also take proper care of the Chromebook case. No writing or tearing of covers.
- Always transport Chromebooks with care and with the screen closed.
- Never lift Chromebooks by the screen.
- Always place Chromebooks in the case when moving from classroom to classroom.
- Never share account passwords with others.



## Screen Care

The Chromebook screen 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, heat, and light.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

## Bar Codes

- All Chromebooks will be labeled with a Oriskany Central School System School bar code.
- Bar codes may not be modified, removed, or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a school bar code logo or turning in a Chromebook without a school asset tag.
- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, bathrooms, computer labs, library, unlocked classrooms, locker rooms and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office.

## Digital Citizenship: Appropriate Uses

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

**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, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.*

**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.*

**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.*



**Protect Others:** *I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.*

**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.*

**Protect Intellectual Property:** *I will request 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.*

### **Inappropriate Digital Citizenship by Student**

The school administration will follow district policy on inappropriate use of technology. Inappropriate use of technology could result in the student's loss of a one to one device.

### **Copyright and File Sharing**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

# ORISKANY CENTRAL SCHOOL DISTRICT CHROMEBOOK USER POLICY, AGREEMENT AND PROTECTION PLAN

Please review this Chromebook User Policy, Agreement and Protection Plan (collectively, the "Agreement") carefully, sign on reverse side and return to the High School Library.

1. **Distribution.** The Oriskany Central School District (the "District") will distribute a Chromebook to the student at the beginning of the year.
2. **Ownership.** All Chromebooks and any accessories provided by the District are the sole property of Oriskany Central School District.
3. **Term of Agreement.** Chromebooks will be distributed to students at the start of school in September, and will be collected from students at the end of school in June. \*\*Students may be permitted to use their Chromebook during the summer months for educational purposes upon District approval. Students will be able to use the Chromebooks throughout the entire school year. Chromebooks and any school accessories shall be immediately returned by the student to the District (a) upon the District's request; (b) upon the student's graduation from the District; (c) if the student withdraws from the District, is suspended or otherwise leaves the District.
4. **Use of Chromebook.** Each day, students are expected to bring their Chromebooks to school in working order and fully charged. Students, with support from parents, are expected to manage and handle their Chromebooks in a way that minimizes the likelihood of damage, loss, and theft. It is the responsibility of the student to backup any personal content from the Chromebook before the date the Chromebook will be collected.

All use of the Chromebook must be consistent with District policies.

5. **Cost of Use.** The District will purchase the Chromebook and all required apps for in school use. Prior to receiving the Chromebook, parents and students must review and sign this Agreement. Families have the option of purchasing the Chromebook Protection Plan to offset unanticipated costs due to damage or theft of the Chromebook (see section 6).
6. **Protection of Chromebook.** Parents may opt to purchase the Chromebook Protection Plan from the District to cover repair and/or replacement costs in the event a Chromebook is damaged, destroyed, or stolen. The Chromebook Protection Plan will ensure the Chromebook for the duration of the Term of this Agreement.

The cost of the Chromebook Protection Plan is an annual \$10 nonrefundable fee. As set forth in more detail in the Chromebook Protection Plan Summary below, the Plan will cover costs for repair and/or replacement of the Chromebook due to accidental damage or theft after the payment of the appropriate deductible. If the Chromebook is accidentally damaged, the student or parent must pay a \$25 deductible, and the District will pay any further repair/replacement cost. If the Chromebook is lost/stolen, the student or parent must pay a \$40 deductible and the District will pay the remainder of the replacement cost. Before

replacement of a stolen Chromebook occurs by the District, police reports must be filed by the student or parent for stolen Chromebooks. The Chromebook Protection Plan does not cover, and the District will not be responsible for, damage or loss due to dishonest, fraudulent, intentional, negligent, or criminal acts.

If students/parents do not enroll in the Chromebook Protection Plan, they are fully responsible for any and all repair and/or replacement costs in the same way they would be responsible for any other damaged or lost school property such as textbooks or music instruments and the District shall have no liability for repair or replacement.

<b>Chromebook Protection Plan Summary</b>	
<b><u>Program Fees/Coverage</u></b>	
Non-refundable annual fee.....\$10.00	
Damage Deductible.....\$25.00	
Stolen Deductible.....\$40.00	
Liability Limit (full replacement)..... \$360.00	
<p>Coverage: Repair or replacement of school issued Chromebook and/ or case. Will cover up to one charger and cable replacement per year, after which parent/student will have to either pay for a replacement or purchase their own. Does not cover lost chargers or cables; damaged chargers or cables will not be replaced unless District applied markings are still affixed.</p> <p>No refunds after enrollment in the plan and delivery/pick up of device by student.</p>	
<b><u>Coverage</u></b>	<b><u>Exclusions</u></b>
<p>-Accidental Damage: Pay for accidental damage caused by fire, liquid, spills, drops or other unintentional events (requires written explanation from parent).</p> <p>-Theft: Pays for loss due to theft (claim requires a police report to be filed with a copy provided to the District).</p>	<p>-Dishonest, fraudulent, intentional, negligent (not locked/stored in a secure manner or location) or criminal acts: Will not pay if damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent or criminal act, or if the Chromebook is removed from its protective case when damaged. The student/parents will be responsible for the full amount of repair/replacement.</p> <p>-Cosmetic damage that doesn't affect the functionality of the device. This includes but is not limited to scratches and dents.</p> <p>-The Oriskany Central School District is not liable for any loss, damage (including incidental, consequential or punitive damages) or expense caused directly or indirectly by the equipment.</p>



**CHECK ONE**

I have received the "One to One Chromebook Handbook". I accept the terms of this Agreement and wish to enroll in the Chromebook Protection Plan and have enclosed the \$10.00 fee. I understand this is a non-refundable fee that provides protection per the terms of this Agreement.

Cash

Check# \_\_\_\_\_ (Make payable to Oriskany Central School District)

I have received the "One to One Chromebook Handbook". I accept the terms of this Agreement, but I ***decline to enroll in the Chromebook Protection Plan***, and understand that I am fully responsible for any repair and/or replacement costs in the same way I am responsible for other damaged or lost school property, such as textbooks and musical instruments. ***My child has permission to take the Chromebook home.***

I have received the "One to One Chromebook Handbook". I accept the terms of this Agreement, but I ***decline to enroll in the Chromebook Protection Plan***, and understand that I am fully responsible for any repair and/or replacement costs in the same way I am responsible for other damaged or lost school property, such as textbooks and musical instruments. ***My child DOES NOT have permission to take the Chromebook home.***

Parent/Guardian Signature: \_\_\_\_\_

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

Parent/Guardian Name (printed): \_\_\_\_\_

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

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

Student Name (printed): \_\_\_\_\_