

AVELLA SCHOOL DISTRICT

1:1 With Chromebooks

Procedures & Information

for

Students & Parents

The Avella Area School District, in collaboration with students, parents and community is committed to developing 21st century learning and thinking skills through a rigorous, relevant, and comprehensive curriculum, while preparing students to be innovative, productive citizens in an interconnected world.



1. Receiving Your Chromebook

a. Parent/Guardian Orientation

All parents/guardians are required to attend an orientation and sign the Avella Chromebook Agreement, as well as complete all training required under Policy No. 815, and are required to sign and secure the signature of a parent/graduation and teacher on the Student Use Agreement attached to Policy No. 815 before a Chromebook can be issued to their student. Orientations will be held multiple times and whenever a new student registers. Students will be required to watch a video on the operation of a Chromebook.

2. Required Use of Chromebook

- a.** Students who are part of the Chromebook initiative will be required to bring a fully charged Chromebook to school every day and bring a fully charged Chromebook to all classes, unless specifically advised not to do so by his or her teacher. Failure to bring a fully charged Chromebook to school and/or to any class may result in disciplinary action, and/or an adverse effect on the student's participation grade for the course. (Note: Chromebooks must be charged for approximately 8 hours in order to be fully charged.)
- b.** All students with disabilities will be provided with any appropriate accommodations as may be needed to facilitate their participation in classes through the use of the Chromebook.
- c.** Parents have the option of signing an Authorization which would grant permission for their child to use the Chromebook only during the school day and on District property. If parents sign such an Authorization, then in order to permit their child at anytime in the future, after the Authorization is signed, to use the Chromebook at any time or location other than on District property during the school day, parents will be required to first provide the building principal with a written statement granting permission for such use and the same must be signed by the building principal.

3. Compliance with District Policy and Consequences

- a.** At all times and locations when a student uses a Chromebook, including that which was issued to him or her or a "loaner" Chromebook, regardless of whether use occurs on school property during the school day or at other locations or times off school premises and outside of the school day, and regardless of whether the student is connected to the internet, the District Network, the Avella portal, or is simply using the device without a connection, the student shall be bound by all provisions

of, and subject to all consequences of these Procedures, of District Policy No. 823: "Chromebooks", of District Policy No. 815: "Student Use of the Internet/School District Network and District-Provided Computer Equipment," the Chromebook Agreement signed by the student, and the Student Use Agreement.

- b.** Consequences for violation of any provision of the Policies, Procedures or Agreements listed at Paragraph 3.a. above may result in any or all of the following: revocation or suspension of Chromebook privileges and/or privileges to use the District's internet or other network, discipline up to and including suspension or expulsion from school, incurring of fees for loss, theft, damage or destruction of/to the Chromebook and/or Chromebook case, loss of participation credit for a course, and/or legal action.
- c.** Chromebooks are to be used only for educational purposes at all times. The term "educational purpose" or "educational value" means use that has a direct or indirect impact on the student educational program of the Avella Area School District, which is in line with the curriculum approved by the Avella Area School District Board of Directors.

4. Ownership of the Chromebook

The District retains sole ownership of Chromebooks. Chromebooks are lent to the students for educational purposes only during the academic year, and permission for use of the same may be revoked by the District at any time for a limited time or permanently based on a student's violation of these Procedures, the Chromebook Agreement, the Student Use Agreement, Policy No. 823 or Policy No. 815. Use of a Chromebook by a District student is a privilege, not a right.

5. Returning Your Chromebook

a. End of School Year

At the end of the school year, students will turn in their Chromebooks and cases.

b. Transferring/ Withdrawing Students

Students that transfer out of or withdraw from Avella must turn in their Chromebooks and cases to the office on their last day of attendance.

6. Cost Incurred for Lost or Destroyed Chromebooks

Students/parents will be responsible for the full replacement cost of any Chromebook or case that is not turned in at the end of the school year or upon the student's transfer or withdrawal, or when the same is/are at any other time lost or stolen, regardless of the reason for the loss or theft. The District may also file a report of stolen property with the local law enforcement authority when a Chromebook or case is not turned in when required or is otherwise lost or stolen or at any other time.

The District will repair or replace damaged Chromebooks or cases resulting from normal use. To the extent not otherwise covered by the warranty, students and their families will be responsible up to and including the full replacement cost amount for damages and/or complete destruction of the Chromebook or case; this includes cost of damage and destruction whether the same were incurred intentionally or incurred as a result of negligence.

Unpaid fines and fees incurred as a result of a student losing, having stolen from the student, or otherwise failing to turn in a Chromebook or case when required for any reason, or as a result of total or partial damage to a Chromebook, may result in reporting to a collection agency. In addition, a student may be subject to any or all of the consequences listed at paragraph 3.b. of these Procedures for loss, damage or destruction to a Chromebook or case, or when a Chromebook or case is stolen from the student.

7. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook and case which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the High School Office or Elementary School Office as applicable, as soon as possible so that they can be taken care of properly. Students and parents are prohibited from taking District-owned Chromebooks to an outside computer service for any type of repairs or maintenance, and are prohibited from performing any self repairs or self-maintenance. Students must never leave their Chromebooks unattended except when locked in their hallway locker, and must ensure the security of their Chromebooks when used at all other locations outside of the school.

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.

- Chromebooks should not be used with the power cord plugged in when the cord 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.
- Students must keep their device clean and must not touch the screen with anything (e.g., finger, pen, pencil, etc.) other than District approved computer screen cleaners.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing.
- All problems with Chromebooks must be reported promptly to the Office.

b. Cases

- Each student will be issued a protective case for his/her Chromebook that must be used whenever the Chromebook is 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 student's responsibility to care for and protect his/her device.

c. Carrying Chromebooks

- Always transport Chromebooks with care and in Avella - issued protective cases. Failure to do so may result in any or all of the consequences listed at Paragraph 3.b. and/or the consequences listed at Paragraph 6 for damage or destruction to a Chromebook.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

d. 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.

- 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 antistatic cloth.

e. Asset Tags

- All Chromebooks will be labeled with a District asset tag.
- Asset tags and serial numbers 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.

8. When a Student's Chromebook Is Unavailable

A student may not opt to keep an inoperable Chromebook, or to leave a Chromebook at home, in order to avoid doing class work. If a student does not bring his or her Chromebook to school, he or she may be required to borrow a Chromebook, under the procedures listed below. The District notes, however, that it has a limited number of spare Chromebooks; priority in use of these "loaner" Chromebooks is given to students whose Chromebooks are under repair.

All provisions of these Procedures, of the Chromebook Agreement, of the Student Use Agreement, of Policy No. 823, and of Policy No. 815, remain in effect when a student is using a "loaner" Chromebook.

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

- A student may check out a "loaner" Chromebook and case for the day, **if available**.
- A student borrowing a Chromebook must sign a "loaner" agreement and will be responsible for any damage to or loss of the issued "loaner" device and/or case.
- The students that obtain a "loaner" will be responsible for returning the borrowed device and case to the teacher before the end of the school day.
- If a "loaner" (Chromebook and/or case) is not turned in by the end of the school day, the teacher will submit a report to the Principal's office and the Principal will work on retrieving the "loaner" Chromebook and/or case.
- Chromebooks and cases which are loaned to students when students leave their Chromebook at home may **not** be taken home by the student.

b. Chromebooks being repaired

- "Loaner" Chromebooks and cases may be issued to students when they leave their school - issued Chromebook for repair in the office.
- A student borrowing a Chromebook must sign a "loaner" agreement and will be responsible for any damage to or loss of the loaned device and/or case.

- Chromebooks and cases on loan to students having their devices repaired may be taken home.
- A member of the office will contact students when their devices are repaired and available to be picked up. The "loaner" Chromebook and case must be returned to the office at that time.

c. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge. It takes approximately 8 hours to fully charge a Chromebook.
- Students must charge their Chromebooks at home every evening.

d. Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes, or in any other manner on a Chromebook. The presence of such media may result in any or all of the consequences listed at Paragraph 3.a.

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 reasons.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work must be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school.

g. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account. Students are required to log-on only to the portal provided by Avella; this account must be used.
- Students must never share their account passwords with others, unless requested by a building principal.
- Students are prohibited from sharing the Chromebook with any other students, family members, or any other person.

h. Managing and Saving Your Digital Work With a Chromebook

- The majority of student work must be stored in 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 are only permitted to save/store school related work in locations authorized by the District.
- Students must always remember to save frequently when working on digital media. Students are responsible for backing up their data to protect from loss.
- 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.

9. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school *for educational purposes only*. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. At all times, students must log on to the internet **only** through the portal provided by Avella.

10. 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. Students do not need to manually update their Chromebooks.

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.

11. 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. The District will in all other ways comply with CIPA relative to student use of Chromebooks. (See Policy No. 815 for additional information on the District's compliance with CIPA.) If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students/teachers/other authorized users must follow the procedures for determining whether a site should be unblocked as set forth in Policies 815 and 815.1.

12. 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. Work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the District.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

13. Hardware

In accordance with Policy No. 815, moving, repairing, reconfiguring, modifying, or attaching external devices to the computer equipment/network without permission of the Superintendent or her designee, or reconfiguring, modifying, or attaching external devices to the Chromebook without permission of the Superintendent or her designee is prohibited, except as otherwise permitted by District Policy or procedures. This prohibition does not apply to the use of thumb drives or USB drives for school work.

14. 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

- Each student will be assigned the same Chromebook for the duration of his/her time at Avella. *Take good care of it!*

15. Repairing/Replacing Your Chromebook

- All Chromebooks in need of repair must be brought to the office as soon as possible.

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.

c. Estimated Costs (Subject to Change)

The following are estimated costs of Chromebook parts and replacements:

Item	Cost
Chromebook	\$340.00
Flak Jacket (Case)	\$10.00
Keyboard and Touchpad	\$50.00
Chromebook AC Adapter	\$25.00
Chromebook LCD Screens	\$55.00
Top Cover (Black LCD Cover)	\$20.00
Bottom Cover	\$35.00
Assembly Motherboard	\$190.00
Management License	\$35.00
Unit-Housing LCD Front (Bezel)	\$13.00
Hinge Set	\$10.00

The District reserves the right to amend the above costs at any time.

d. Optional Insurance (subject to change)

- Chromebook is available through Worth Avenue Group. Forms can be obtained through the High School Office. Checks are made payable to Avella Area School District.

16. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to **any** usage of a Chromebook including but not limited to with respect to data stored on the Chromebook, on the Cloud, or on any District network, nor do they have any expectation of privacy with respect to any app installed by either themselves or the District. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time, and by any means including but not limited to collecting the Chromebook, electronic remote access, or the use of monitoring software but excluding monitoring through use of a web cam. The District also reserves the right to alter, add or

delete any software, hardware or apps installed on the Chromebook by the District or by the student.

17. Copyright and File Sharing

Students are required to follow all copyright laws relative to all media including text, images, programs, music, and video. Downloading, sharing, and posting on-line illegally obtained media is prohibited.

18. Appropriate Uses and Digital Citizenship

Appropriate use of Chromebooks, both inside and outside of school, are limited to educational use only. At all times when Chromebooks are used, students must adhere to these Procedures, District Policy No. 815 and No. 823, the Chromebook Agreement, and the Student Use Agreement.

The following guidelines regarding good digital citizenship are provided as guidance for students regarding **some** of their important duties with respect to use of the Chromebook. These guidelines are provided as a useful reminder only, and are not a complete list of all requirements. For a complete list of all applicable requirements, parents and students must review these Procedures, Policy No. 815, Policy No. 823, the Chromebook Agreement, and the Student Use Agreement.

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, defame, offend, bully or stalk people. I will show respect for other people in my choice of websites: I will not visit sites or disseminate material that are/is sexually oriented, profane, degrading to others, pornographic, threatening, racially, ethnically, or religiously offensive, or otherwise inappropriate, or illegal. *(Note: An exception may be made when a student's work on a project assigned under Board approved curriculum may involve accessing or preparing materials that could be considered to include offensive subject matter. Students must always secure permission of a teacher or other designated District personnel before engaging in such use.)* I will not enter other

people's private spaces or areas. I will not disseminate material that I know to be inaccurate. I will report all knowledge of prohibited materials in the School District internet/network or on District-provided computer equipment immediately to the building principal. I will not obtain or modify files, passwords, or data belonging to other users. I will not disrupt the work of others. I will not impersonate another or use electronic media anonymously or under pseudonyms.

I will not attempt to circumvent systems security, guess passwords, gain unauthorized access to local or wide area net resources, or attempt to harm the system or infect it with a virus.

Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will report all knowledge of such materials in the School District system immediately to the building principal.

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.

19. Right to Alter or Discontinue the Program

The District reserves the right to, in its sole discretion, discontinue, expand, or limit the implementation of the 1:1 Chromebook Initiative at any time.