Gainesville City School System

Elementary

Device Information and Procedures

Introduction

Learning in the digital age is all about connecting, collaborating, and creating. Students in Gainesville City School System have access to technology that connects them with the world and allows them to create and collaborate as they learn. By providing Chromebooks, students are able access resources when they need it, expanding learning opportunities. Providing each student with a device offers the opportunity to provide a high level of differentiation as Chromebooks provide a platform for personalized learning. Students have ownership of learning as the device allows them to manage and engage in the content in ways that are not possible with standard books, paper, and pencils. Having access to a computer establishes a connection between students and curriculum materials that naturally makes accommodations for students in ways that traditional course materials cannot. Teachers are able to help students develop higher order thinking skills through active engagement, collaboration, and immersion in real world scenarios that can only be achieved in 1:1 environments. GCSS' mission statement is to **INSPIRE**, **NURTURE**, **CHALLENGE**, and **PREPARE** our students. We want our students to be ready for their next step in life, whether it is college, technical school, or the workforce. It is critical that they have access to digital age tools to graduate with the skills and experiences necessary to compete globally, think critically, and communicate effectively.

Elementary School Students will keep their device in the classroom unless directed by the teacher.

What is a Chromebook?

A Chromebook is a laptop device that operates on Google's Chrome operating system. All applications run through the Internet, not through the hard drive of the computer. The Chromebook is an efficient and cost-effective way to get things done in and out of the classroom. Students have a Google account which allows them to use Google applications including Gmail, Google Calendar, Google Drive, Google Classroom, Google Docs, Google Sheets, Google Slides, and Google Forms. Most of the applications and documents are housed in the cloud within Google Drive. All applications and use of the Chromebooks are managed by the GCSS's Department of Information Technology.

Digital Safety

The advantages afforded by the rich, digital resources available through the Internet outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for students, parents, and the school staff. Internet safety is an important concern. Gainesville City School System students must exercise safe and responsible Internet use.

Chromebooks and other devices are used as tools for research and education and, like any other school property, must be used for the educational purposes for which they are intended. The distribution of a Chromebook to each student is a privilege, not a right, and may be revoked at any time for inappropriate conduct.

School media specialists, in collaboration with the Department of Information Technology, will coordinate the delivery of Digital Citizenship Lessons throughout the school year.

GCSS utilizes filtering software or other technologies to prevent students from accessing materials that are (i) obscene, (ii) child pornography, or (iii) harmful to minors and which complies with CIPA, The Child Internet Protection Act. The school also monitors the online activities of students, through direct observation and/or technical means, to ensure that the students are not accessing such depictions or any other materials which are inappropriate for minors.

Despite the best efforts of supervision and Internet filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and Internet and avoid these sites.

In using the network and Internet, users should not reveal personal information including names, home address, telephone number, school name, location, etc.

Student and Parent Responsibilities

The use of the mobile computing device is a privilege as the Chromebook is still the property of Gainesville City School System.

Students Expectations

- The classroom teacher will advise students on device usage. Chromebooks will not be used all day in every subject. Students will respect teachers' instructions on usage of the Chromebooks.
- Sound must be always muted unless the teacher states differently and/or headphones/earbuds are used.
- Students should NEVER share their Chromebook or charger with another student.
- Chromebooks will not be used to take pictures or video unless the teacher has given you permission to do so.
- Students must follow GCSS' Internet Acceptable Use Policy (available on the GCSS website)

Student Activities Strictly Prohibited

- Installing or transmitting copyrighted materials for which permission has not been granted.
- Acting in a manner that violates existing Board policy or public law.
- Using chat rooms, sites selling any form of student work
- Spamming - sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Using the school's Internet for financial or commercial gain or for any illegal activity
- Giving out personal information, for any reason, over the Internet unless directed by the teacher for educational purposes. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, email, etc.
- Participating in credit card fraud, electronic forgery, or other forms of illegal behavior
- Committing vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the GCSS Content Filter through a web proxy or other means

Parent Responsibilities

- Accept responsibility for your student's use of the Chromebook, Internet, and email **at home**.
- Be aware and discuss legal and academic expectations regarding the use of the Internet and email at home.
- Assist your student with making sure the Chromebook is charged and ready for the next school day if the Chromebook is taken home.

- Assist your student with making sure the Chromebook is brought back to school after being taken home.
- Supervise the safe storage of the Chromebook at home.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to GCSS disciplinary action. Violation of applicable state and/or federal laws will result in criminal prosecution or disciplinary actions by Gainesville City School System.

Content Filter on Chromebook/Security/Privacy

Chromebooks will be set up with safety content filters at school with the Gainesville City Schools Content Filter in compliance with the Children's Internet Protection Act. Blocks are placed on the device for certain categories of web content. Filters are NOT 100% accurate. When the student is using the device away from school, parents should monitor their student's online activity. Chromebooks can only be logged into using a GCSS account. Students should never leave their Chromebook unsupervised during the school day, at any after school activities, or at home. The device should not be left in a vehicle for any length of time.

Students should have NO expectations of confidentiality or privacy with respect to any usage of the Chromebook, regardless of whether that use is for school related or personal purposes, other than as specifically provided by law.

GCSS' Department of Information Technology may, without prior notice or consent, login to, supervise, access, view, monitor, and record use of a student's Chromebook at any time for any reason related to the operation of the school. By using the Chromebook, students agree to such access, monitoring, and recording of their use.

How to Care for your Chromebook

Students are responsible for the care and upkeep of their assigned Chromebook. Below are a few guidelines to follow:

- Use care when opening and closing your Chromebook by grasping the center of the lid.
- Avoid putting anything heavy on the lid of the Chromebook.
- Avoid leaving any school supplies including pencils, pens, papers, or earbuds inside the Chromebook when you close it.
- When plugging and unplugging the charger, be gentle and do not pull on it.
- Do not stretch the charger across an area causing a tripping hazard as this could also cause the Chromebook to fall to the ground.
- Never leave the Chromebook unattended. You should always keep it with you while at school or secured in a classroom by a teacher locking the classroom door.
- It is not recommended to place the Chromebook on the floor, in the seat of a desk, on your bed, etc. where the device can be sat or stepped on.
- Keep food and drinks away from the device.
- Do not allow the Chromebook to get wet.
- Keep the Chromebook out of extreme weather such as rain and temperature change.
- Do not leave the Chromebook in a vehicle.
- Do not put personal stickers on the Chromebook.

Damaged Chromebooks

In the event your Chromebook becomes damaged, you must immediately notify your teacher who will notify the school technician (see procedures below). If your Chromebook is not working properly or for some reason has an issue unrelated to misuse, the School System will handle the repair of the device.

If one of the following has occurred, **the student** will be responsible for the repairs or replacement:

- theft, burglary, or robbery of the Chromebook
- accidental loss of the Chromebook
- intentional loss or damage to the Chromebook due to negligence
- illegal use or fraud of the Chromebook
- dishonest acts including selling the Chromebook
- damage, corrosion, or rust due to liquids or foods coming in contact with the Chromebook
- damage to the Chromebook due to changes in humidity or temperature
- insect or animal damage to the Chromebook
- any other use the school system deems inappropriate

Lost/Stolen Chromebooks

If the Chromebook is lost/stolen, a police report must be filed with the School Resource Officer. Immediately contact the school technician. The Chromebook will be completely shut down through the Department of Information Technology so it is unusable by anyone. The cost of the Chromebook is prorated based on the age of the device (see prorated scale). This will be charged to the student/parents for the device. During that week the student must pay the replacement fee and return the loaner before a new Chromebook will be assigned. If school administration in consultation with the Department of Information Technology, decides that payment is required then a payment plan may be used.

- Students who damage a Chromebook more than once will be required to purchase device insurance before another device can be issued.
- Students who lose a Chromebook will be required to purchase device insurance before another device can be issued.

Insurance can be purchased from https://akko.link/gainesville.

FEES for Chromebooks Repairs/Replacements:

All replacement parts and service must be completed by Gainesville City Schools Staff. No private purchases or replacements will be accepted.

- Screen: $40
- Trim: $40
- Keyboard: $30
- Charger: $25
- Vandalism (includes sticker removal): $5 - $40

Prorated Replacement Fees:

Replacement Costs based on the date the district purchased the device and the model.

- HP G8 Chromebook*: $25
- HP x360 Chromebook*: $50
- Dell 3100/3110 2 in 1 Chromebook*: $125
- Dell 3100/3110 standard Chromebook*: $100
- Wi-Fi Hotspot (Kajeet): $100

*Includes replacement charger, do not assess additional fees

Procedure for Chromebook repairs or support

All repairs or support will be handled through the technician. No repairs are to be made by the student, parent, or outside source. If this happens, this could result in the full payment of the Chromebook. Chromebooks that require repair will be turned into the school technician. Upon Chromebooks being turned in for repair or support, the technician will access if the damage and determine the cause, general wear and tear or negligence/intentional damage. General wear and tear will be repaired and returned to the student as quickly as possible. The student will be issued a loaner device during the repair.

If the damage is determined to be negligence/intentional, the technician will document the damage and the associated fees. If the device is NOT covered by a current insurance policy, an invoice for the damages will be sent to the parent/guardian that must be paid prior to the Chromebook being repaired. If the device is covered by a current insurance policy, GCSS will file the claim, the student will be issued a loaner device until the Chromebook is repaired and returned to the student.

Google Apps for Education and Online Resource Notification

Gainesville City School System believes that technology is an important resource for enhancing the education of students with the most effective web-based tools and applications for learning. To provide students with access to web-based resources, school systems must abide by federal regulations that require parent/guardian consent as outlined below.

Several third-party computer software applications and web-based services are utilized by our schools. These include Google Apps for Education, ClassLink, and other similar educational programs. A list of the programs with the terms of use and privacy policy for each can be found at: https://www.gcssk12.net/students-parents/technology-info-for-students-parents/third-party-apps-terms-of-use-privacy-policy.

In order for students to use these third-party software programs and services, certain personal identifying information - the student's name, GCSS email address and GCSS username - must be provided to the web site operators. Under federal law, these websites must provide parental notification and obtain verifiable parental consent before collecting personal information from children (Federal Trade Commission – Children's Online Privacy Protection Act "COPPA"). The law permits school districts to obtain this consent thereby eliminating the need for each website operator to request parental consent.

This notification will constitute consent for Gainesville City School System to provide personal identifying information for your child consisting of only first name, last name, GCSS email address and GCSS username to the operators of web-based educational programs and services.

Each employee, student or non-student user of Gainesville City School System (GCSS) information system is expected to be familiar with and follow the expectations and requirements of Board Policy and Administrative Rule IFBG – Internet Acceptable use. This document is available for review at https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=4072&revid=4m23vdE8OtaJw6mzOfUbpg==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&secid=qo79RxbUbdO3GjATNVIJ7Q==&isPndg=&PG=6.

What personal information does Google collect?

When creating a student account, GCSS may provide Google with certain personal information about the student, including, for example, a name, email address, and password.

When a student uses Google services, Google also collects information based on the use of those services. This includes: device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number; log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address; location information, as determined by various technologies including IP address, GPS, and other sensors; unique application numbers, such as application version number; and cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

*Students are not allowed to share documents outside of the Gainesville City School System. We have this setting turned on so that they are not able to share to outside entities.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations, and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations, or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

Google Workspace for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

For legal reasons. Google will share personal information with companies, organizations, or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to: meet any applicable law, regulation, legal process or enforceable governmental request.

- enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information — such as trends about the use of its services — publicly and with its partners.