Chromebook Policy, Procedures, and Information Handbook 2020-21

Teaching today's learners for tomorrow's challenges

ABOUT THE BONNER SPRINGS/EDWARDSVILLE CHROMEBOOK PROGRAM

Through digital student engagement, Bonner Springs/Edwardsville School District will prepare students for their future in a world of digital technology and information.The primary learning tool for students grade 6-12 in Bonner Springs/Edwardsville Schools is the Chromebook, a web-oriented device that provides the opportunity to connect student learning to all of the resources and information available online, anywhere, at anytime. The individual use of Chromebooks is a way to empower students to learn at their full potential, to communicate and collaborate on analytical thinking and problem solving, skills they will need to be lifelong learners. Technology immersion does not diminish the vital role of the teacher. To the contrary, teachers are critical to the effective use of technology in the learning process. To facilitate that, we have put in place the support structure to enable our teachers to learn about, implement, and enhance the integration of technology in instruction.

The policies, procedures, and information within this document apply to all Chromebooks used at Bonner Springs/Edwardsville School District by students, staff, or guests including any other device considered by the Administration to fall under this policy. Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms. **The Chromebook and other district issued devices, email/Google accounts, are the property of the Bonner Springs/Edwardsville School District and, as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook, their Google Drive or gmail account.**

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CHROMEBOOK POLICY & PROCEDURES AGREEMENT

1. GENERAL INFORMATION/OVERVIEW OF CHROMEBOOK USE

Chromebooks are intended for use each school day. Therefore, students are responsible for charging the Chromebook battery before the start of each school day, and bringing their Chromebooks to all of their classes, unless specifically instructed not to do so by their teacher. As a web-oriented device, Chromebooks can also access sites on the Internet to connect to all the resources and information available for student learning, online, anywhere, at anytime. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.

1.1 Originally Installed Software - G-SUITE FOR EDUCATION

- All Chromebooks are supplied with the latest Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the direct consent of the building administrator or technology department, will be considered an act of vandalism.
- Chromebooks seamlessly integrate with the G Suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Slides (presentation), Drawings, Sites, Keep and Forms. The District will provide Google accounts for all teachers, students, and support staff.
- Students in grades 6-12 are assigned a district email through Gmail that is managed by Bonner Springs/Edwardsville School District. Students will be able to communicate with other students and staff within Bonner Springs/Edwardsville Schools with the district issued email address, however, students can email outside the Bonner Springs/Edwardsville Schools domain.

1.2 Additional Software Apps and Extensions

- Chrome Web Apps are advanced websites that are similar to other types of programs that are installed on a computer. The main difference from other types of programs is that apps can be used within the web browser rather than being installed on the Chromebook. Some Web Apps (for example, Google Docs) will be available to use when the Chromebook is not connected to the Internet.
- Extensions and Add-Ons are custom features that you can add to Google Chrome to enhance the functionality of apps.
- Students will be able to install additional apps from district approved apps on their Chromebooks for educational purposes through the Chrome Web Store. Any software app that does not conform to the Acceptable Use Policy (AUP) or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks and will be blocked.

1.3 Home Use

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to successfully complete, retrieve, access, etc., educational content used in classes with the Chromebook.
- Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the policies and procedures in this Handbook, the District Acceptable Use Policy (AUP), wherever they use their Chromebooks.
- The District provides content filtering on campus, however, parents are encouraged to provide a safe environment for students to use their Chromebooks at home for school assignments.
- Students can use the Chromebook offline to complete tasks. Students will be shown how to backup their work to their Google Drive before working offline, information can also be found at: https://support.google.com/drive/answer/2375012?hl=en
- ***For more tips, please see the Parent/Guardian Responsibilities*** *(Appendix B).*

IMPORTANT REMINDER:

- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address, phone number, address or phone numbers of other students, or passwords.
- All activity on the Chromebook and district-issued email account, whether conducted at school or off site, is subject to search as District property.

2. GENERAL INFORMATION/GETTING STARTED

2.1 Receiving Your Chromebook

Chromebooks will be distributed during selected dates at the beginning of the school year. Each student will receive an AC charger with their Chromebook as well as a *protective case. ***Parents and the student must sign and return the Chromebook Policy and Loan Agreement before the Chromebook can be issued to the student.*** This document will need to be signed during student registration. Before a Chromebook will be issued to the student, parents and students must login to Skyward Family/Student Access to:

- verify that you have read, understand and accept the following online forms:
  - Acceptable Use Policy (AUP)
  - Chromebook Policy & Procedures Agreement

- There is ***NO*** checkout fee for the Chromebook. The only cost a student and/or parent or guardian may be liable for are repair costs, which is covered in the repairs section, or replacement cost in the event the Chromebook is lost, stolen, or damaged.

2.2 Returning Your Chromebook

- Students withdrawing from Bonner Springs/Edwardsville School District, by either choice or disciplinary action, must return their Chromebook and all district-purchased accessories to the Registrar and/or Guidance Counselor on their last day of attendance, or a date, place and time determined by school administration.
- If upon inspection of the device, there is evidence of abuse, neglect or intentional damage, the student and/or parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook.
- Failure to turn in the Chromebook and accessories (charger and case) will result in the student and/or parent/guardian being charged the full replacement cost. If payment is not received, the matter will be turned over to a collection agency.

3. CHROMEBOOK CARE: PROTECTING & STORING YOUR CHROMEBOOK

Students are responsible for the general care of the district-owned Chromebook. Chromebooks that are broken, or fail to work properly, must be reported to the building technology representative, in accordance with school procedures, as soon as possible. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired (subject to availability). **DO NOT TAKE DISTRICT OWNED CHROMEBOOKS TO AN OUTSIDE COMPUTER SERVICE FOR ANY TYPE OF REPAIRS OR ATTEMPT TO COMPLETE REPAIRS YOURSELF.** Students may be selected at random by teachers or administrators to provide their Chromebook for inspection for damages or misuse.

3.1 General Care and Precautions

- Chromebook battery must be fully charged before the start of each school day.
- Do not remove the Chromebook from the district provided case.
- Do not remove the Property of USD204 identification label from the Chromebook.
- Vents should not be covered.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks and chargers should be kept away from food and drinks, small children, and pets.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Bonner Springs/Edwardsville School District.
- Chromebooks must never be left in an unlocked car or any unsupervised area in or outside of school. Unsupervised areas include the school grounds, the lunchroom,

vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. If a Chromebook is found in an unsupervised area, it should be immediately reported to the office/media specialist and/or building technology representative in your school.

3.2 Chromebook Screen Care

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure. Protect the Chromebook screen by following the rules below.

- Do not lift Chromebooks by the screen.
- Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.
- Do not lean or place anything on top of the Chromebook case.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks, earbuds).
- Do not place anything near the Chromebook case that could put pressure on the screen.
- Do not wedge the Chromebook case into a backpack/bookbag or place anything in the carrying case that will press against the cover as this will damage the screen.
- Do not poke the screen.
- For screen adjustment do not grasp screen by wrapping hand around screen; your thumbs can shatter the screen.

3.3 Carrying Chromebooks

- Carry your Chromebook with the District issued protective case at all times.
- Never carry the Chromebook while the screen is open.
- Do not transport Chromebook with the power cord inserted.

3.4 Storing Your Chromebook

- Chromebooks should never be left in vehicles or a location that is not temperature controlled.
- Chromebooks should be stored safely at all times, especially during extra-curricular events.
- Chromebooks should never be shoved into a locker, placed on the bottom of a pile or wedged into a bookbag as this may break the screen.
- Never store your Chromebook in your carry case or backpack with the power cord inserted.

3.5 Asset Tags and Logos

- All Chromebooks will be labeled with a Property of USD204 asset tag. Chromebook asset tags are recorded and associated with student accounts. Chromebooks must have an asset tag on them at all times.

- Asset tags and logos may 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 school asset tag logo or turning in a Chromebook without a school asset tag or logo.

4. USING YOUR CHROMEBOOK

4.1 Student Responsibilities and Legal Propriety

- Bring fully charged Chromebooks to school every day.
- Bring your Chromebook to all of your classes, unless specifically instructed not to do so by your teacher**.**
- Follow each teacher's rules and expectations regarding Chromebook use in the classroom.
- Do not loan your Chromebook to anyone or leave it unattended.
- Do not change District settings, remove District identification tags or barcodes from District issued devices.
- Follow Internet safety guidelines in accordance to the AUP. Do not use chat rooms other than those set up by teachers or mandated in other distance education courses.
- Students may not place their Chromebook in developer mode.
- Keep personal information and identity secure and private. Never reveal your full name, phone number, home address, Social Security number, credit card numbers, passwords, or those of other people.
- Obey general school rules concerning behavior and communication that apply to technology use. Do not send harmful, anonymous or misleading communications for any purpose.
- 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.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, and text.
- Use Bonner Springs/Edwardsville network, services, devices or equipment in a manner that is not disruptive to others, such as disseminating inappropriate content, spam/viruses, transferring large amounts of data across the network, or attempting to hack into network/online systems. Do not attempt to bypass our content web filter, attempt to gain access, or use/change other students' accounts, files, or data.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.
- Students must not use the school's Internet/email accounts for financial or commercial gain, or for any illegal activity including, bullying, harassing, inappropriate communication, inappropriate pictures/video, credit card fraud, electronic forgery or other forms of illegal behavior.
- ***For more info, please see DISCIPLINARY ACTIONS (Appendix A)***

4.2 Managing Your Files and Saving Your Work

- Students will be logging into Bonner Springs/Edwardsville School District Google Apps for Education domain and saving documents to Google Drive via the Chromebook or any device that has Internet access.
- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be reserved for educational use only.
- If technical difficulties occur and cannot be repaired, the Chromebook may need to be restored to factory defaults. All student created files stored on an external mini SD card, USB flash drive, or Google Drive will remain intact after the operating system is restored. However, ***all other data (documents, photos, music) stored on local internal memory of the Chromebook will not be restored.***

4.3 Chromebooks Left at Home

- If students leave their Chromebook at home, they are still responsible for completing their coursework as if they had their Chromebook.
- Students must report to the Media Center and check-out a day loaner Chromebook from the building technology representative.
- Students are allowed *TWO* free loaner checkouts per semester, after the fact, each additional checkout will result in an intervention.
- Students are held to the the same policies with the day loaner as they are with their device that was issued to them for the entire year.
- Day loaner Chromebooks must be turned in by 3:00 p.m. the same day they were signed out. Failure to return the device may result in the student receiving disciplinary action and/or liable for replacement cost.

4.4 Chromebook Battery

- Chromebooks must be charged each evening and brought to school each day in a fully charged condition. In cases where use of the Chromebook has caused batteries to drain, students may be able to connect their device to a power outlet in class or at designated charging stations within the school, such as the Media Center.
- If a battery problem persists, return your Chromebook to the Media Center for diagnosis.

4.5 Photos, Screensavers, and Background photos

- Inappropriate media may not be used as a screensaver or background.
- Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the Chromebook. All other photos/videos should not be taken or stored.

4.6 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should have their own personal set of headphones, which may be used in the classroom at the discretion of teachers.
- Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available.

4.7 Printing

- At *School:* Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teachers will encourage and facilitate digital copies of homework.
- At *Home*: The Chromebook does not support a physical printer connection. Instead, students may print to their home printers from their Chromebooks using the Google Cloud Print service. A wireless home network is required for this. http://google.com/cloudprint. Alternately, GAFE documents can be printed from any other computer, in or out of school, that has a printer connection.

5. SECURITY

5.1 Chromebook Security & Inspection

The district uses a centralized Chromebook management system, which is utilized to change security settings, update software, add or remove applications, and monitor usage.

- Periodic checks of Chromebooks may be made to ensure that students have not removed required apps/extensions.
- Any attempt to change the configuration settings of the Chromebook will result in an immediate disciplinary action.
- All activity on the Chromebook and district-issued email account, whether conducted at school or off site, is subject to search as District property.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, behavior and various violations of student AUP when using the Chromebook.

5.2 Network Security

The Bonner Springs/Edwardsville School District will be responsible for providing network access and content filtering at school.

- All Chromebooks will have all Internet activity protected and monitored by the district filter.

- If an educationally valuable site is blocked, students should contact the building technology representative to request the site be unblocked.
- While the District provides Internet content filtering on campus, parents/guardians are responsible for monitoring student internet use when off campus and at home ***(see Appendix B).***
- Attempting to disable or bypass district Internet content filters, including using or attempting to use proxies to access sites that would otherwise be restricted, is not permitted and will result in disciplinary action. Student use of the Internet is monitored on school issued devices.
- Restrictions on the network and computers will block certain functions. Any attempt to bypass these restrictions will be seen as a violation of the District AUP and appropriate disciplinary action will be taken.
- The district, the parents, and the students all have the responsibility to abide by the USD 204 Acceptable Use policy and local, state, and federal laws.

5.3 Privacy

- Content students backup to cloud based storage cannot be guaranteed the same privacy as paper assignments that students turn in to teachers. Such content is subject to the policies of Google and/or Microsoft, which may not meet guidelines of Protection of Pupil Rights Amendment (PPRA), Family Educational Rights and Privacy Act (FERPA) and Children's Online Privacy Protection Act (COPPA). By signing the Chromebook use agreement, parents are waiving their rights to the above guidelines for material that is backed up to the cloud.
- All files stored on the Bonner Springs/Edwardsville School Districts GAFE accounts or network are the property of the district and are subject to regular review and monitoring for responsible use. Internet history and email checks may occur at the discretion of the District Administration. *Students have no expectation of confidentiality or privacy with respect to the usage or content of a district issued Chromebook, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law.*

IMPORTANT REMINDER:

All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address, phone number, address or phone numbers of other students, or passwords.

6. REPAIRS & FEES

6.1 Chromebook Repairs

- Students are responsible for reporting Chromebooks that are broken or fail to work properly immediately to the building technology representative. This includes, but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- The building technology representative will document the issue and collect the device for repair.
- Once determined, the cost associated with the repairs needed for the Chromebook, the student and/or parent or guardian will be responsible to pay any necessary cost associated with the repairs that are not covered by the warranty.
- If deemed necessary, a day loaner or long term loaner will be issued if there is one available.
- Students will be responsible for caring for the loaner as if it were their own, and are subject to charges for damages, theft, or loss.
- The building technology representative will email student when repairs are complete and device is ready for pick-up. Students must return loaner devices promptly after receiving notification. The loaner device will be disabled if not returned within three days.
- If repair is needed due to abuse or neglect, there will be a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The school may also refuse to provide a loaner or reissue a Chromebook for repeated or intentional damages, and may incur additional charges **(see 6.2 Fees/Fines).**
- Any damage done to a loaner while issued to a student falls under the same guidelines as the original Chromebook issued to the student.
- Do not take district owned Chromebook to an outside computer service for any type of repairs or attempt to complete repairs yourself.

6.2 Fees/Fines

- Fines will be imposed as the circumstances may warrant at the discretion of the District.
- Estimated costs/fees of some common repairs are listed below and subject to change
    - ❏ Top Cover - $30
    - ❏ Front Bezel - $20
    - ❏ Bottom Cover - $30
    - ❏ Keyboard and Touchpad - $75
    - ❏ Screen - $30
    - ❏ Charger - $20
    - ❏ Case - $25
    - ❏ Hinge Cover - $25
    - ❏ DC Jack - $25
    - ❏ Battery - $60
    - ❏ Replacement Chromebook - $240-$300

Kansas statute allows the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. The full cost of the Chromebook and case is $265. Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrower's agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Bonner Springs/Edwardsville School District.

APPENDIX A: ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebook has the potential to earn disciplinary consequences as determined by building administration.

Examples of conduct warning disciplinary action include, but are not limited to the following:

- Leaving Chromebook unattended or in an unsupervised area
- Failure to utilize protective case
- Inadequate care for Chromebook, case, charger, and other peripherals
- Multiple damage instances caused by abuse or neglect of Chromebooks and peripherals
- Resetting Chromebook to factory defaults
- Placing the Chromebook in developer mode
- Removal of District Asset Tags
- Downloading inappropriate apps and media
- Using the device to engage in inappropriate behaviors
- Adjusting settings on someone else's Chromebook
- Deleting school-installed settings from a Chromebook
- Leaving Chromebook at home; lack of preparation for classes
- Repeatedly bringing uncharged Chromebooks to school
- Loaning of student device to other students inside and outside of school
- Using a personal Google account to download purchased apps for yourself or another student(s)
- Attempting to bypass USD204 Network Security, including web and content filtering
- Attempting to gain access to other students accounts
- Illegal installation or transmission of copyrighted materials
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Non-compliance of District AUP and Bonner Springs/Edwardsville Chromebook Agreement

Failure to comply with the guidelines listed in this Handbook, or repeated occurrences of Chromebook damages caused by neglect or abuse, may result in the further disciplinary action, fees, and the loss of Chromebook use privileges.

APPENDIX B: PARENT/GUARDIAN RESPONSIBILITIES

Before a device can be issued to students for school and home use, parents must:

- login to Skyward Family Access (SFA) to verify that you have read, understand and accept the following online forms:
    - Acceptable Use Policy (AUP)
    - Chromebook Policy & Procedures Agreement

The parent/guardian is responsible for the cost of repair or replacement of the Chromebook if it is intentionally damaged, lost because of negligence, or stolen.
Parents are encouraged to provide a safe environment for students to use their Chromebooks at home for school assignments. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications, such as Google Docs, can be used while not connected to the Internet. Parents/Guardians are also encouraged to:

- Discuss family expectations regarding the use of the Internet.
- Set rules for student use at home.
- Allow use in common areas of the home where student use can easily be monitored.
- Demonstrate a genuine interest in student's use of device.
- Not attempt to repair the Chromebook.
- Report to the school any problems with the Chromebook.
- Remind student to recharge the Chromebook nightly.
- Encourage your student to bring the Chromebook to school every day.
- Reinforce the idea that the device is a productivity tool to support learning, rather than used as a form of entertainment.
- Return the Chromebook to the school when requested and upon my student's withdrawal from Bonner Springs/Edwardsville School District
- Become familiar with internet safety resources such as
    http://www.commonsensemedia.org/blog/digital-citizenship
    http://www.netsmartz.org/Parents
    http://www.connectsafely.org/
    http://www.isafe.org/
    http://wiredsafety.org/
    https://www2.fbi.gov/publications/pguide/pguidee.htm

By electronically signing the Chromebook Policy & Procedures Agreement, you commit to the student expectations and understand the consequences for violations.

CHROMEBOOK POLICY & PROCEDURES AGREEMENT

This Agreement must be electronically signed by the parent/guardian before a Chromebook will be issued to a student. During the Mandatory Annual Online Re-registration process, you must complete the "Chromebook Policy & Procedures Agreement" form, which states the following:

Bonner Springs/Edwardsville Chromebook 1:1 Implementation 2018-19

Bonner Springs/Edwardsville School District has implemented a 1:1 student computing program and will provide all students in grade 6 - 12 with Chromebooks to use both at school and home. A Chromebook is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used primarily while connected to the Internet and to support applications that reside on the Web with limited offline use. Chromebooks also have Google products built-in and, within seconds of logging in, students can access their personal Google apps account.

Additional information about this program can be found on the District Website with continual updates on the Bonner Springs/Edwardsville Chromebook 1:1 Implementation.

Before receiving a device, parents must do the following:

Bonner Springs/Edwardsville Chromebook Policy, Procedures & Information Handbook
This handbook serves as a resource for both students and parents. Parents and students must read this handbook and then agree to comply with the requirements contained within the handbook. Please also review the School District AUP referred to in the Chromebook Handbook.

Typing your name in the "YES I agree to the terms" on the online form, indicates that you acknowledge receipt of and hereby agree to comply with the user requirements contained in the Chromebook Policy, Procedures and Information Handbook.

This document serves as notice that Bonner Springs/Edwardsville School District shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student while they are using the device outside of school.