



Watervliet High School

Technology Handbook

2018-2019

The focus of Watervliet High School's technology initiative is to provide tools and resources for all of its students. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future and the individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all resources, including the use of student issued Chromebooks, used at Watervliet High School. Teachers may set additional policies and procedures for use in their classroom.

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Note: Parent / Student Agreements must be returned to the High School Media Center.



Watervliet High School Digital Citizenship Pledge

Watervliet High School believes that technology serves as a dynamic tool for learning that optimizes productivity, connectivity, collaboration, and creativity. Our goal in providing digital devices to students is to promote educational excellence by facilitating innovation, communication and collaboration. In order to meet our goal, users are expected to abide by and model the accepted Digital Citizenship Agreement, which includes but is not limited to:

Respect Yourself	Protect Yourself
I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation, or relationships I post and the impact that will have on me in the future.	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 bullying or inappropriate behavior directed at me. I will protect passwords, accounts, and resources. I will find a healthy balance between online and offline activity.
Respect Others	Protect Others
I will show respect to others. I will not use electronic mediums to bully, harass, or stalk other people. I will show respect for other people in my choice of websites. I will not visit inappropriate sites. I will not abuse my rights of access and I will not enter other people's private spaces or areas.	I will protect others by not forwarding inappropriate materials or communications and not visiting inappropriate sites. I will protect others by reporting abuse.
Respect Intellectual Property	Protect Intellectual Property
I will make sure I have permission and I will properly cite the creator of the original work any time I use media from any source.	I will only use software and media others produce with their permission. I will use free and open source alternatives rather than pirating software OR I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.
Respect Property	Protect Property
I will respect the property of others including school IT property such as networks, hardware, software, or other user's files and data. This includes, but is not limited to, the creation, uploading, or downloading of computer viruses or other malicious software and abuse of bandwidth through the likes of peer-to-peer file sharing and streaming of videos, music, and video games.	I will follow all WHS Chromebook Use Guidelines so that I am prepared to learn every day. This includes, but is not limited to, coming to school with a fully charged battery, not leaving my laptop unattended, and backing up my data on a regular basis.



Google Apps for Education Account Policies

The Google agreement with Watervliet Public Schools provides access to Google applications and storage. While Google hosts these services off-site, the District maintains the ability to manage users, groups, and settings, much like other locally hosted systems. This means that W.P.S. can grant and remove user access, and control other settings to ensure a safe and secure collaboration environment for students and teachers.

To parents and guardians,

At Watervliet Public Schools, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Watervliet Public Schools, students will use their G Suite accounts to complete assignments, communicate with their teachers, [if applicable, sign into their Chromebooks], and learn 21st century digital citizenship skills.

The faq's below provide answers to common questions about Google Apps for Education. Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent.

Google Apps for Education - FAQ's

What is Google Apps for Education?

Google Apps for Education is a web based suite of services that provide email, word-processing, calendaring, research and collaboration tools for students in Grades K through 12 and all staff in the Watervliet Public Schools District.

Why is Watervliet Public Schools providing this resource to students?

Google Apps for Education provides tools that will help W.P.S. authentically teach students to appropriately use technology for communication and collaboration with both teachers and peers. Google Apps for Education also supports anywhere, anytime learning, and helps reduce the digital divide by minimizing the hardware and software requirements needed to use the tools. Today, more than half the nation's primary- and secondary-school students — more than 70 million children nationwide — use Google education apps like Gmail and Docs, the company said. And Chromebooks, Google-powered laptops that initially struggled to find a purpose, are now a powerhouse in America's schools. Today they account for more than half the mobile devices shipped to schools.

Which programs will students be able to access?

W.P.S. Google Apps for Education may include Gmail, Calendar, Classroom, Docs, and Sites among other Google Applications. Each school may adjust the availability and range of services as needed. (For example, students in the elementary schools will ONLY have email privileges to contact teachers only. Middle School students will have access to email ONLY those within the W.P.S. school district and High School Students will be able to email outside of the W.P.S. school district).

How will my child access the Google Apps for Education tools?

Google Apps for Education may be accessed by any internet connected device capable of running a world wide web browser; however, different devices support different capabilities. At school, students will access Google Apps for Education using a laptop, computer lab or Chromebook computer. Outside of school, students may use a computer, a tablet device, or even a mobile phone to access their Google Apps for Education account and resources.

How will Google Apps for Education be used in my child's school?

Google Apps for Education aligns with National Standards for Technology Integration, Common Core State Standards, and the W.P.S. Board of Education's long term goals and objectives. At the district level, the curriculum department will define any district requirements involving Google Apps for Education, but each school will individually decide the implementation details of Google Apps for Education within each individual school setting. You can contact your student's teachers or Technology Director (Bill Tiefenbach / wtiefenbach@watervlietps.org) to learn more about how Google Apps will be used at your student's school.

I thought only children over 13 could have access to email. Will GMail be available to elementary students?

Students under 13 ordinarily need parent permission to have email accounts, however, COPPA (Children's Online Privacy Protection Act) allows W.P.S. to act as the parent's' agent and approve the accounts on their behalf. To be COPPA compliant we must provide an opt-out process to parents; the opt-out process is explained below. All students in grades K-12 will be issued Google Apps accounts (including a restricted GMail account) unless parents wish to opt out. The following restrictions to GMail will be enforced at the following levels:

- **Elementary Schools** - No Access to Email
- **Middle School** - Only can send and receive messages from W.P.S. teachers, staff and peers
- **High School & WAY Program** - Can send and receive messages from all W.P.S. staff and peers, and also outside of the W.P.S. organization

Technology use within Watervliet Public Schools is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Watervliet Public Schools presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school district to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information (See Board Policy W.P.S.) but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form.

FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

What if I just am not comfortable with my student having a Google account, can I opt out?

Watervliet Public Schools believes that there is value in providing these resources to students and would welcome the opportunity to discuss any concerns regarding how Google Apps for Education will be used in your child's school. Please contact the Technology Director (Bill Tiefenbach / wtiefenbach@watervlietps.org) directly to discuss the implementation and use of Google Apps for Education.

If you still feel it would be best for your child not to utilize these tools, your school's principal will instruct the technology department to deactivate your child's Google Apps for Education account.

What happens if students misuse their Google Accounts?

All technology use, including the use of Google Apps for Education accounts, is regulated under Watervliet Public Schools Acceptable Use Policy (AUP). Student access to technology is granted for educational purposes only. Students who misuse their accounts will be referred to the building principal who will deal with the infraction on a case by case basis.

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

No. For G Suite 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.



Watervliet High School Technology Acceptable Use Policy

The use of the Watervliet School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Watervliet School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Watervliet School District. All users should be aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. **Students shall have no expectation of privacy when using district technology resources or in the contents of their Chromebook.**

The district's Chromebook and network is not an invitation to users for dissemination of information in a "public forum." The district will maintain its technology resources, including the Chromebooks, as a "nonpublic forum." A "nonpublic forum" is an area, which is neither traditionally open to public expression nor designated for such expression by the government. The district owns the information contained in its technology resources, like the Chromebooks, and may take steps to monitor and regulate the content contained in the agreement.

If a student violates any part of the *Chromebook Policies and Procedures* or the *Acceptable Use Policy*, privileges may be temporarily revoked or terminated. Access to the school district's technology resources may be denied and the appropriate disciplinary action shall be taken. The Watervliet School District's *Acceptable Use Policy* as well as the *Student Handbook* shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Student Responsibilities:

Students will use their Chromebook in a manner consistent with the Board of Education's Policies, *Acceptable Use Policy*, the *Student Handbook*, and *Chromebook Policies and Procedures*.

- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions cause by the student's own negligence, errors or omissions. Use of any information obtained via Watervliet School District's designated Internet system is at your own risk. Watervliet School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help the Watervliet School District protect its computer system, network and devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account.
- Students receiving email containing inappropriate or abusive language or if the subject matter is questionable are required to print a copy and turn it in to the main office.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Students will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity, if you are unsure ask a teacher.

- Plagiarism is a violation of the *Student Handbook* and the *Acceptable Use Policy*. Give credit to all sources used, whether quoted or paraphrased. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials, either for personal use or for the use of harassing another individual.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging or content sharing services of any kind for non-school related activities.
- Internet/computer games and music while at school.
- Installation of profiles or connections that intentionally bypass district network including but not limited to virtual private networks or proxies.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of Chromebook setting (exceptions include personal settings such as font size, brightness, etc.).
- Spamming - sending mass or inappropriate emails.
- Gaining access to another student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Inappropriate use of anonymous and/or false communications such as Facebook, Twitter, Snapchat, Yik Yak, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism of school equipment.
- Attempting 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.
- Bypassing the Watervliet School web filter through a web proxy.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the district.
- Use of personal passwords should be used for security purposes, but must be disabled when asked by a Watervliet Public School staff member.

Student Discipline:

- If a student violates any part of the *Acceptable Use Policy*, he/she will be subject to consequences as listed in the *Student Handbook*.
- Chromebooks are a privilege. Student misuse will result in restrictions and/or loss of Chromebook use.



Watervliet High School Chromebook Policies and Procedures

1. Chromebook Distribution and Check-In

1.1 Chromebook Distribution:

- Chromebooks will be distributed each fall during the first days of school and during the parent open house the week before school begins.
- Students and parents/guardians must sign and return copies of the *Technology Handbook*

1.2 Chromebook Identification:

- Students will be assigned a specific asset tagged Chromebook.
- Students are only to use their school assigned Chromebook.
- A student is not allowed to loan his/her Chromebook to another student or individual.
- Watervliet High School Chromebooks can be identified in the following ways:
 - Electronic record of serial number and correlated asset tag
 - Watervliet Public School label

1.3 Chromebook Check-In:

- Chromebooks will be returned prior to the end of the school year so they can be examined for serviceability.
- A student who graduates early, withdraws, is suspended or expelled from Watervliet High School or leaves for any other reason must return his/her Chromebook on the student's drop date.

1.4 Check-In Fines:

- Individual Chromebooks and accessories must be returned to Watervliet High School at the end of each school year in satisfactory condition.
- Students / parents will be responsible for any damage to their Chromebook.
- Students will be charged a fee for any needed repairs, not to exceed the replacement cost of their Chromebook. (See section 6)
- If a student fails to return the Chromebook at the end of the school year or on the student's drop date, a theft report will be filed with the Police Department. The student will also pay the cost of the Chromebook.

2. Chromebook Care

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported immediately to the Watervliet High School Media Center for evaluation and completion of necessary documentation. The Chromebook is school property and all users will be held accountable to the maintenance and care of the device outlined in the *Chromebook Policies and Procedures*.

2.1 General Expectations:

- Cords and cables must be inserted carefully into the Chromebook to prevent damage. This would include chargers and headphones.
- The Chromebook must remain free of any writing, drawing, stickers, or labels that are not the property of the Watervliet School District. Students are allowed ONE sticker on their device for identification purposes.

- Students are responsible for keeping foods and beverages away from the Chromebook.

2.2 Carrying and Storing Chromebooks:

- It is strongly recommended that students have a protective carrying case, besides a backpack for carrying the Chromebooks.
- Some backpacks do have device storage compartments, but additional items must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.
- Chromebooks must be shut down before storing.
- Chromebooks must never be left in an unlocked locker or unlocked car.
- Chromebooks must never be left in unsupervised areas, such as unlocked classrooms, locker rooms, student lounge, cafeteria, media center, etc.
- Nothing should be placed on top of the Chromebook when stored in locker, backpack, car, etc.
- Chromebooks must not be left in a hot or cold environment, such as parked cars at school or home. **Extreme heat will damage the device itself. Extreme cold will cause severe screen damage.**

2.3 Screen Care:

The Chromebook screens can be damaged if subjected to rough treatment. **The screens are particularly sensitive to damage from excessive pressure on the screen.**

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals will damage the screen.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it could eventually break the screen.

3. Using Your Chromebook at School

Chromebooks are intended for use at school each day. Students must bring their Chromebooks to school every day and use them according to each teacher's expectations. All aspects of the *Student Handbook*, *Digital Citizenship Agreement* and *Acceptable Use Policy* are applicable to the use of Chromebooks and other electronic devices.

3.1 Battery:

- Chromebooks must be brought to school each day in a fully charged condition.
- Designated charging stations will not be provided at school.

3.2 Chromebook and Classwork:

- If students leave their Chromebook at home or lose Chromebook privileges, they are responsible for getting the course work completed as if they had their Chromebook present.
- A temporary Chromebook may be issued to students when they leave their Chromebook for repair. Parents/students will be expected to sign a repair form and acknowledge damages and potential cost. There may be a delay in receiving a temporary Chromebook.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.
- Chromebooks should always be turned off and secured after students are done working to protect their work and information.

3.3 Sound, Music, Games or Programs:

- Sound must be muted at all times unless permission is obtained from the teacher for educational specific purposes.
- Students are expected to use headphones when listening to approved materials on the Chromebook.
- Students are expected to provide their own headphones.
- Students are not allowed to stream music, videos or any other materials. The only exception would be under the permission of a teacher for specific educational purposes.

- Students are not allowed to access online games or social media sites during the school day.

4. Using Your Chromebook at Home

Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. The district is not responsible for providing wireless access at home. Printing at home will require a wireless printer, proper settings on the Chromebook, and the correct app. The *Acceptable Use Policy* and *Chromebook Policies and Procedures* will apply to the use of the Chromebooks even when a student takes the Chromebook off-campus and accesses the internet. Any off campus network issues need to be resolved by accessing the network provider.

5. Software on Chromebooks

5.1 Originally Installed Software:

- The software/apps originally installed by the Watervliet School District must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from Chromebooks at the completion of the course.

5.2 Periodic Checks/Inspections:

- Periodic and random checks of Chromebooks will be made to ensure that students have not removed required apps.
- **Students shall have no expectation of privacy when using their Chromebook or in the contents of their Chromebook.**

5.3 Procedure for Re-loading Software:

- If technical difficulties occur or illegal software appears, the Chromebook will be restored from backup.
- The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.4 Software Upgrades:

- Upgrade versions of licensed software/apps are available from time to time.
- Students may be required to check in their Chromebooks for periodic updates and syncing.

6. Repairing or Replacing Your Chromebook Computer

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order. Students and parents will be responsible for damages to their Chromebooks.

6.1 Damaged or Stolen Chromebooks:

- Malfunctioning or damaged Chromebooks must be reported to the Watervliet High School Media Center. The school district will be responsible for repairing Chromebooks that malfunction.
- Chromebooks that have been damaged will be repaired with the student being responsible for the cost.
- Students will be responsible for the entire cost of repairs to Chromebooks that are damaged or be responsible for full replacement cost.
- Chromebooks that are stolen or lost must be reported immediately to the Main Office or Watervliet High School Media Center. Chromebooks not recovered will require a report filed with the Police Department.

6.2: Replacement Costs

- Full Replacement \$225
- Broken Screen Replacement \$45
- Charger Replacement \$20
- Web Camera Replacement \$20
- Hinge Covers \$15 (per set of 2)
- Touchpad \$25
- Keyboard \$25

6.3 Additional Protection:

- If students or parents wish to carry their own additional personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the Chromebook.
- Most insurance companies will require a rider for electronics
- Parents also have the option of purchasing insurance through an outside insurance company called Worth Ave. Group. You will find the policy purchase at <http://bit.ly/2KS364y> and you will find the policy information and details at <http://bit.ly/2Bb3xar>

7. Optional, but Recommended Add-On's

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order. Students will be responsible for damages to their Chromebooks. It is recommended by W.H.S. that you purchase a case for your Chromebook and a set of headphones. The specifications for the Chromebooks are **Dell Chromebook 11 - 3180 and the size is an 11.6 inch device**. Most large department and electronics stores carry cases for this model (Walmart, Amazon, Best Buy, etc....). While wireless headphones are capable with this device, it is NOT required. Regular "plug-in" headphones will work, but again, bluetooth capabilities are accessible with wireless headphones. Watervliet Public Schools is not responsible for the damage or loss of any additional purchases of accessories. High School students are **required** to bring a set of headphones on a daily basis for instructional purposes.



Watervliet High School Student Pledge for Chromebook Use

- I will bring my Chromebook to school each day and only use it for educational purposes.
- I will use my Chromebook in ways that adhere to each teacher's classroom expectations.
- I will only access educational apps and online resources. Online games and social media sites are not acceptable during the school day.
- I will use music/videos only for educational purposes and only with teacher permission. I will have my headphones with me at all times for listening to music/videos. No streaming videos or music.
- I will be responsible for all Chromebook based classwork regardless of a Chromebook malfunction or my Chromebook not being at school.
- I will charge my Chromebooks battery daily.
- I will know where my Chromebook is at all times and never leave it unattended or in unsupervised areas.
- I will never loan out my Chromebook to other students or individuals.
- I will insert cords and cables carefully into my Chromebook to prevent damage.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will keep my Chromebook free of writing, drawing, stickers, and labels not issued by WPS.
- I will keep the Watervliet asset tag and serial number sticker intact and legible on my Chromebook.
- I will carry my Chromebook appropriately to avoid too much pressure and weight on the screen.
- I will keep items off the top of my Chromebook when stored in my backpack, locked locker, locked car, etc. I will keep from leaning on the top of the Chromebook when it is closed.
- I will avoid bumping the Chromebook against lockers, walls, car doors, floors, etc. as it could eventually break the screen.
- I will clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals will damage the screen.
- I will keep my Chromebook out of hot or cold environments, such as parked cars at school or home. Extreme heat will damage the device itself. Extreme cold will cause severe screen damage.
- I will get an individual's permission before recording video or taking pictures of him/her.
- I will report malfunctions and damage of my Chromebook to the media center and will not disassemble any part of my Chromebook or attempt any repairs.
- I will be responsible to pay for all damage or loss caused by neglect or abuse.
- I will return the Chromebook and accessories in good working condition.
- I will not circumvent district network settings.
- I will have no expectation of privacy in my Chromebook or its contents, and both are subject to inspection at any time without notice and remain the property of the Watervliet School District.
- I will read the *Chromebook Policy and Procedures* document.
- I will follow the guidelines outlined in the *Chromebook Policy and Procedures*, the *Student Handbook*, and the *Acceptable Use Policy* while at school, as well as outside the school day.



Watervliet High School Technology Handbook Agreement Form

I agree to the stipulations set forth in the Student Digital Citizenship Pledge, Google Apps for Education Account Policies, Student Acceptable Use Policy/Discipline, Chromebook Policies and Procedures and the Student Chromebook Pledge. I also acknowledge that my student is allowed to bring their device home with them. **This form is to be turned in to the High School Media Center before any device is issued and before students have access to their school accounts.**

Student Name: (Please Print)	
Grade:	
Student Signature:	
Parent / Guardian Name(s): (Please Print)	
Parent / Guardian Signature(s):	
Date:	

If you choose NOT to allow your student to take their Chromebook home for the 2018-2019 school year, please check the box below.

Note: If a parent declines their student of taking a Chromebook off-campus, students will still be required to check-out and check-in an individual Chromebook on a DAILY basis from the H.S. Media Center during the hours of 7:35 and 7:50 and returned during advisory class at the end of the day. Students will still be held responsible for any damage or loss during the school day according to the replacement and repair costs listed in the Chromebook Policies and Procedures Handbook.