# Gorman Public School
# Chromebook Policy

The policies, procedures, and information within this document apply to all Chromebooks used at Gorman Public School by students, staff, or guests including any other device considered by the Administration to fall under this policy.   (Teachers may set additional requirements for Chromebook use in their classroom.)

## *Receiving Your Chromebook:*
Chromebooks will be used as teaching aids for all Gorman High School Juniors and Seniors in the 2019-2020 school year.   During the first week of school, students will be assigned to a specific Chromebook that they will use throughout the year.  ***Parents & Students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child.***

## *Return:*
If a Chromebook and/or accessories are not returned when required, the parent/guardian will be held responsible for payment in full.  If payment is not received the parent/guardian will be turned over to a collection agency.

## *General Precautions:*
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

## *Carrying the Chromebook:*
The protective shell of the Chromebook will only provide basic protection from everyday use.  It is not designed to prevent damage from drops or abusive handling. It is a best practice to carry your Chromebook responsibly and carefully.

## *Screen Care:*
The Chromebook screen can be damaged if subjected to rough treatment.  The screens are particularly sensitive to damage from excessive pressure on the screen.  Please follow these general rules:

- Do not lean on top of the Chromebook.
- 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.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth.  Do not use window cleaner or any type of liquid or water on the Chromebook.  You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen.  These are very convenient and relatively inexpensive.
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## *Using Your Chromebook*
The Chromebook is intended for use at school each day; students must be responsible for having their Chromebook ready for class unless specifically advised not to do so by their teacher.

## *Sound:*
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

### Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to an external memory device such as a mini SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Google Drive will save each keystroke as the work is being completed.  It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.  Students will be trained on proper file management procedures.
*Gorman ISD reserves the right to access files at any time.

### Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Gorman Public Schools.  Spot checks for compliance will be done by administration or GISD Technicians at any time.

### Software on Chromebooks:
### Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of 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 shut down and restarted.

From time to time the school may add software applications for use in a particular course.  This process will be automatic with virtually no impact on students.  Applications that are no longer needed will automatically be removed by the school as well.

### Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

### Additional Software:

Students are not allowed to install additional software on their Chromebook other than what has been approved by Gorman ISD Technology Department.

### Inspection:

Students may be selected at random to provide their Chromebook for inspection by the Technology Director and/or GISD Administration.  The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

### Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the "5-minute" rule.  If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults.  In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise.  Restoring the Chrome OS will restore the device to the state in which the user originally received it.  All student created files stored on an external mini SD card, USB flash drive, or Google Drive will be intact after the operating system is restored.  All files saved on the Chromebook that have been synced to Google Drive will be intact.  However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

### Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school.
Chromebooks can be identified in the following ways:

- Record of serial number and GISD asset tag
- Individual's Google Account username
  ******Under no circumstances are students to modify, remove, or destroy identification labels.

## Storing Your Chromebook:

When students are not using their Chromebook, they should be stored in a safe location. Nothing should be placed on top of the Chromebook.

## Repairing or Replacing Your Chromebook:
## Chromebooks Undergoing Repair:

- Loaner Chromebooks, if available, may be issued to students if their assigned Chromebook is in need of repair.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

## Chromebook Technical Support:

The Technology Coordinator will be the first point of contact for repair of the Chromebooks. Services provided include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

## Technology Acceptable Use:
## General Guidelines:

Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at Gorman Public Schools. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of Gorman Public School.
- Access to the Gorman Public School technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the Corporation's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the district's Acceptable Use Policy, Plan of Discipline, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the district Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies that this document (Gorman Public School Chromebook Policy) contains.

## Privacy and Safety:

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.

- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

## *Legal Propriety:*
- All student and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the Gorman Public School discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

## *Email:*
- Students will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by Gorman Public Schools and is compliance with CIPA. The interface is heavily monitored by network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.

## *Consequences:*
- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or the Corporation's Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.

- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The Corporation cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

- All Chromebook privileges will be revoked in response to violations to the Chromebook or AUP Policies.

- Students who damage Chromebooks will be responsible for the replacement cost of the device.

# Gorman Public School
# Chromebook Policy Handbook
# Sign-Off and Student Pledge

- I will take good care of my Chromebook.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will have my Chromebook's battery charged to full capacity each day before coming to school.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook assigned to me is subject to inspection at any time without notice GISD Technology Director and/or Administration.
- I understand that the Chromebook is on loan and remains the property of Gorman Public Schools.
- I understand that any documents, emails and files stored and/or transmitted on my Chromebook are subject to random inspection by GISD Technology Director and/or Administration.
- I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in the event of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

Student Name: _____(Please Print)

Student Signature: _____

Parent Signature: _____

Date: _____

# GORMAN PUBLIC SCHOOL
# STUDENT/PARENT CHROMEBOOK SIGNATURE PAGE

**Student Information**

Last Name_____ First Name_____

Address_____

Home Phone_____ Cell Phone_____

**Parent/Guardian Information**

Last Name_____ First Name_____

Address_____

Home Phone_____ Cell Phone_____

## <u>Technology Acceptable Use Agreement</u>

**Student Agreement**

Rules and regulations are necessary in order to offer technology opportunities to the students.  In order to use technology resources, I agree to abide by the GISD Acceptable Use Policy Guidelines and the Chromebook Policy as stated in this document.  I also understand that violation of any part of the guidelines and policies with result in revocation of Chromebook privileges.

Student Signature:_____ Date:_____

**Parent/Guardian Agreement**

In consideration of the privileges and opportunities afforded by the use of the GISD technology and computer resources, I hereby release the GISD and its agents from any and all claims of any nature arising from my student's use or inability to use the GISD technology and computer resources.

Parent Signature:_____ Date:_____