



Somerville ISD

1:1 Chromebooks

Procedures & Information

2018-2019

Parent/Student Handbook

Somerville ISD

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Chromebook Procedures and Information for Students and Parents

The purpose of this initiative is to use modern technology tools to fully engage students and create a learning environment that fosters critical thinking, collaboration, communication, and creativity. This device levels the technology playing field for all students providing the same access and opportunity to:

- Increase student-centered learning
- Draw conclusions from data analysis
- Create new presentations of expressions for their creative works and ideas
- Develop responsible, 21st century digital citizens; and
- Communicate and collaborate with teachers and peers both locally and globally.

We hope to establish the foundation for a seamless program that supports individualized instruction in our classrooms. The chromebook devices support anytime access to online resources for each 9th grade student for use at school and possibly at home. This ensures that students can access educational resources throughout the school day. Every 9th grade student has a device that provides real-time data to a reporting dashboard providing an interactive interface for students where they can access tools and resources, post their current work, track their progress, and interact with teachers and other students around their projects.

Somerville ISD sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school.

Chromebook Handbook

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Use of Technology

This document provides students and their parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. Additionally, the last page is a Chromebook Agreement form for parents to complete.

Students and their parents/guardians are reminded that use of school technology is a privilege and not a right and that everything done on any School owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of school technology can result in limited or banned computer use, and/or disciplinary consequences.

To understand the technology use expectations, students and their parents/guardians are responsible for reviewing the Somerville ISD Acceptable Use Policy.

Ownership of the Chromebook

Somerville ISD retains sole right of possession of the Chromebook until this year's 9th grade students graduate in 2019. Somerville ISD lends the Chromebook to the students for educational purposes only for each academic year until the student graduates. When each 9th grade student graduates from Somerville ISD in 2019, they will be able to own the Chromebook device. Please keep in mind it that Somerville ISD administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

All parents/guardians are required to read and sign the Somerville ISD Chromebook Agreement before a Chromebook will be issued to their student.

Transfer/New Student Distribution

All transfers/new students must participate in a school orientation and will be able to pick up their Chromebooks on campus. Both students and their parents/guardians must sign the Somerville ISD Chromebook Agreement prior to picking up a Chromebook.

End of Year Process & Return of Chromebooks

Before last week of school, at the end of the school year, students will turn in their Chromebooks and all peripherals and accessories each school for updating the devices. Upon returning to school each student will receive their same device back. Failure to turn in a Chromebook at the end of the school year will result in the student being charged the full \$279.00 replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee. Graduating seniors will not need to return their devices.

Transferring/Withdrawing Students

Students that transfer out of or withdraw from Somerville ISD must turn in their Chromebooks and peripherals and accessories to campus office personnel on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$279.00 replacement cost. Unpaid fines and fees of students leaving Somerville ISD may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Rights and Responsibilities

Electronic Data

Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was stored on the Chromebook device, school network, or any school issued applications.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school. Somerville ISD will use Go Guardian for the following reasons:

1. See detailed browsing histories of every Somerville ISD user.
2. View trends in users' searches, videos, docs, apps, and extensions.
3. Push stolen devices in anti-theft mode, enabling geolocation, screenshots, key logs, and webcam pictures.
4. Filter content with a powerful, built-in blacklist and set up custom blacklisting, flagging, and notification alerts.

Wondering what GoGuardian is? Here's an explainer video: <http://youtu.be/uKwIH7zM46c>

Content Filter

The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

Parents/guardians are responsible for filtering and monitoring any internet connection students receive that is not provided by the school.

Inappropriate Content

- Inappropriate content will not be allowed on Chromebooks.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, or pictures will result in disciplinary action.
- There is no need for additional virus protection.

Software

Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud.

Chrome Web Apps and Extensions

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store but once the device is turned off it will return to original settings.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

Identification

Records

- The school will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

Users

- Each student will be assigned the same Chromebook for the duration of his/her time at Somerville ISD until they graduate. Take good care of it!

Repairing/Replacing

- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

- Replacement - \$235.21
- Power cord - \$32.00
- Carrying Case- \$36.95

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Educational Use

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times.

Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. Students should always have the Chromebook in the case at all times along with a power cord just in case it needs to charge. Each battery on the Chromebook device should last up to 9 hours if fully charged.

Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- Chromebooks on loan to students having their devices repaired may not be taken home, unless permitted by the school administration.

Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used only if the instructional software has an audio component.
- Students should have their own personal set of headphones for sanitary reasons and will not be provided by the school district.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Any printing that needs to be done must be accomplished at home or with the assistance of a staff member.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Using Your Chromebook Outside of School

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 Somerville ISD Acceptable Use Policy.

Chromebooks Left at Home

Students are required to bring their Chromebooks to school every day. Repeat offenders who leave their device at home could be subject to disciplinary consequences.

Chromebook Care

Taking Care of Your Chromebook

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 to a teacher or administrator as soon as possible so that they can be taken care of properly. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker.

General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

Carrying Chromebooks

- Always transport Chromebooks in their case and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Always have the carrying case on the Chromebook.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags and Logos

- All Chromebooks will be labeled with a school asset tag and a Somerville ISD logo.
- 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.

Chromebooks left unattended

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offences will result in disciplinary action.

The School will repair or replace damaged equipment resulting from normal use and accidents. Abuse or neglect may result in damages that are the responsibility of the student to pay for. The School will make its best attempt to purchase replacement parts at the best possible price. In case of theft at home, vandalism, or other criminal acts, a police report **MUST** be filed with the local police department and a copy submitted to the office of the campus where the students attends.

Proper Care and Handling of Chromebooks in the Classroom

Chargers

- Avoid bending the charger's cord at sharp angles.
- Don't strain the power cord at right angles to the power port. This can damage the charger's cord, and the computer itself.
- Position your charger so that you won't roll over the cord with a chair, or catch the cord in the sharp edges of desk drawers.
- Disconnect all connected cords, USB memory and any adapters before putting your Chromebook into a carrying case, bag or slot in a mobile cart.
- Be careful and gentle as you connect and disconnect the power cord.

Heat

- Always place your Chromebook on a flat, stable surface.

- Do not place it on top of stacks of paper, blanket, upholstery, or anything else that is an insulator.
- The bottom of your Chromebook is a cooling surface. Excessive heat buildup will lead to premature failure. The computer needs proper air flow to operate correctly.

Gravity - The enemy of a Chromebook

- Don't drop them. This can break the hinge, latch, or worse.
- Keep your Chromebook away from the edges of tables and desks.

Liquids

- Keep liquids away from your Chromebook. Liquids damage the electronic components quickly and easily. Always put water bottles or any other liquids on the floor while using these devices.

The Screen

- Your Chromebook's LCD Display is a very expensive component, and physical damage to it is not covered by warranty. If you drop your Chromebook or slam the lid shut, it may crack. Make sure you don't have anything between the screen and keyboard as you close the case such as a pencil.
- If you open the screen beyond its hinge limitation it will break and be very costly to repair. It is not designed to open to a flat position.
- Do not pick it up by the screen
- Don't place items on top of your Chromebook as the weight can cause damage to the screen. Always keep magnetic devices away from your Chromebook.

Keep it clean

- Don't use your Chromebook while you eat. Make sure your hands are clean when using your Chromebook.
- To clean, shutdown your Chromebook, disconnect the power adapter and network cable, and remove the battery (if apply). Use a damp, soft, lint-free cloth to clean the computer's exterior.
- Avoid getting moisture in any openings. Do not spray liquid directly on the computer.
- Don't use aerosol sprays, solvents, or abrasives.

Proper way to carry your Chromebook

- Be sure to use both hands if you are moving your Chromebook.
- Never lift or carry by the screen as you can either break the screen or damage the hinge. It is safer to close the Chromebook before moving.

Authorized users

- The school Chromebook is assigned to you for your use alone. Please don't allow others to use your device while in use. Remember you are responsible for any damage or misuse.
- Access to another person's account or Chromebook without their consent or knowledge is considered hacking and is unacceptable.

Keep your Chromebook secure

- Please keep Chromebook in a secure area when not in use. Do not leave your Chromebook sitting in an empty classroom or any other area without adult supervision. If using Chromebook cart, once is used place the Chromebook back to the assigned slot.

Stay out of the inside

- Under no circumstances should you open (or attempt to open) your school computer's case. Touching the wrong components may not only damage the computer, it may seriously hurt you. Report the failure to the Teacher or IT person on your school. Let a district technician handle any repairs that require the case to be opened.

No Loaning or Borrowing of Chromebooks

- Do not loan your Chromebook to other students.
- Do not borrow a Chromebook from another student.
- Do not share passwords or user names.

Digital Citizenship

Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

Chromebook Agreement

By signing the below, the student and their parent/guardian agree to follow and accept:

- Acceptable Use Policy
- Never let anyone borrow the device, only to be used by the student it is issued to
- This Chromebook Agreement in its entirety
- The Website and Social Media Guidelines (below)
- Ownership of Chromebook device and accessories belong to Somerville ISD until student graduates
- If the student ceases to be enrolled in Somerville ISD, the student/parents will return the Chromebook in good working order or pay the full \$279.00 replacement cost of the computer. In addition, the student must also return both the Chromebook charger and any other purchased peripherals. Students may be charged for any piece that is not returned.
- In no event shall Somerville ISD be held liable to any claim of damage, negligence, or breach of duty.

Chromebook Acknowledgment Form

Student Information

Please complete the boxes below to identify the student and their assigned device. This is also a receipt of acknowledgment regarding responsibilities outlined in Chromebook agreement accessed online at www.somervilleisd.org

Student Name:	Student ID:
Student Signature:	Date:
Parent Name:	Grade:
Parent Signature:	Date:
Office Use Only	Date of Graduation:
Somerville ISD TAG #:	Chromebook Serial #:

PART TWO

Website & Social Media Guidelines

Think before you act because your virtual actions are real and permanent!

Student Initials		Parent Initials
	Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.	
	Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.	
	Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures.	

	Do not share your password with anyone besides your teachers and parents.	
	Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.	
	Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.	
	Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.	
	How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.	
	Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.	
	If you run across inappropriate material that makes you feel uncomfortable is not respectful, tell your teacher right away.	