

Penn Yan Academy

Chromebook Handbook for Parents & Students

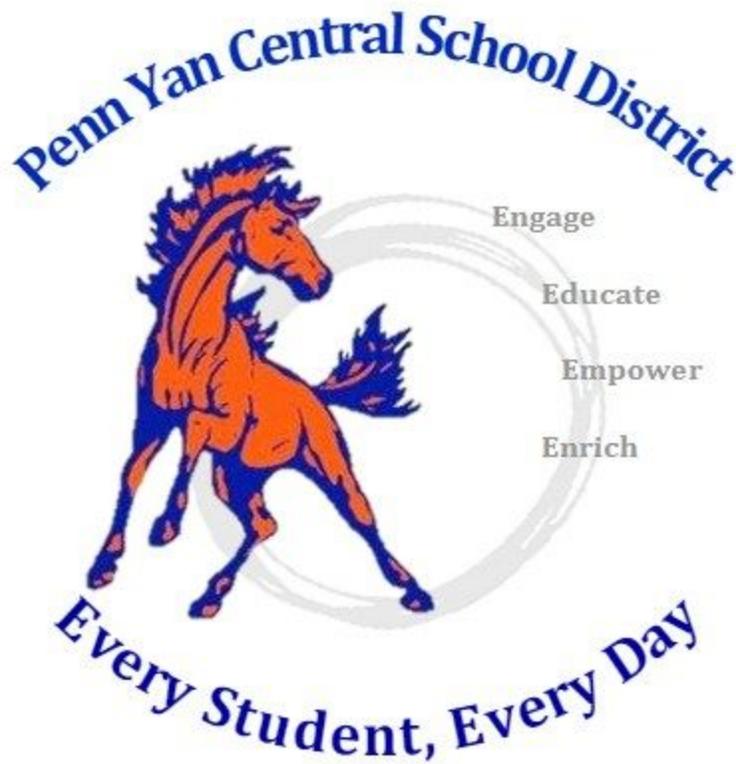


Table of Contents

What is 1:1?

What will 1:1 look like at PYA?

Penn Yan Academy 1:1 initiative goals

Chromebook Distribution and Return

Receiving issued device

Returning issued device

Ownership of Hardware and Documents/Data

Personalizing the Device

Responsibilities

Chromebook Maintenance/General Precautions

Carrying the Device

Screen care

Caring for Device at School/Home

Protecting and Storing Your Device Chromebook/Device Identification

Digital Citizenship

District Responsibilities

Student Responsibilities

Parent/Guardian Responsibilities

Suggestions for Parents

Copyright and Plagiarism

Repairs and Loaner Devices

Chromebook Security

Internet filtering

Protecting and Storing Your Device Chromebook/Device Identification

Virus Protection

Additional Software

Consequences

Our Mission Statement:

The Penn Yan Central School Community will engage, educate, empower, and enrich every student, every day.

What is 1:1 (One-to-One)?

Successful 1:1 implementation helps transform how teachers teach and how students learn. By definition, 1:1 describes a ratio where all students have been loaned a school owned device. A digital device in the hands of all students has the potential to engage them in transformational learning opportunities. Students need to be producers and evaluators of knowledge, not just consumers. In the digital age, analyzing information is a critical skill. In a 1:1 initiative, students will regularly have the opportunity to locate, evaluate, and interpret information, as well as collaborate with others to engage in authentic, real-world tasks.

In preparing students to succeed in the 21st century, schools must ensure that students are:

- digitally literate;
- successful problem-solvers, creative decision makers, and critical thinkers who are effective communicators;
- effective collaborators;
- self-regulators;
- connected to the world around them who contribute to their communities.

* A 1:1 device initiative provides a key resource for teachers who are helping students develop these skills and competencies.

Penn Yan Academy 1:1 initiative Goals are:

- to use the devices as a way to provide effective and engaging student-centered instruction that meets the needs of every student, every day;
- to use the devices as a way to introduce, reinforce and ultimately become proficient in specific 21st century technology skills;
- to increase collaboration, creativity, critical thinking and communication;
- to ensure that all students from varying socio-economic backgrounds have access to devices throughout the school day and at home.

What will 1:1 Look Like at PYA? Implementation of a 1:1 program will focus on using the device as a *tool* to provide students with effective and engaging instruction based on the standards and curriculum. The core and supplemental digital content, strategies, and resources embedded in the curriculum will provide support for instruction using technology. The primary goal is effective, engaging instruction that meets the needs of *every student, every day*. The following information will summarize the 1:1 program at PYA:

- Students in grades 9-12 will each be assigned to a Chromebook.
- This device will be assigned to each student for their entire tenure at PYA.
 - Devices may be upgraded throughout their tenure at PYA due to previously scheduled updates for the devices at PYA.
- Teachers are not required to use the devices on a daily basis.
- Students will be allowed to take the devices home.
 - All students and parents/guardians must sign the Chromebook Handbook, Device Contract, and the District AUP which describe the expectations associated with this privilege.
- If students do not want to take devices home, they will be allowed to place their device within a Chromebook cart located in a designated Penn Yan Academy classroom.
- It is the responsibility of the student to ensure that the device is charged on a regular basis.
 - Additional chargers will be located in all PYA classrooms as well as the library.
- If a student device is in need of repair, or a student fails to bring their device to school, they may sign out a chromebook from the PYA library as a loaner for the day.
 - The PYA Library will be the point of contact for any issues with devices.
- The district will repair or replace damaged equipment resulting from normal use at no cost you.
 - All breakages through user negligence requiring a replacement part, not due to manufacturing issues, will be covered at the expense of the individual. This will be your responsibility to pay.
 - If the student is unable to afford the cost of repairs/replacement, he or she will be required to perform community service at the discretion of administration.
 - Administrative discretion will be used to determine cause of damaged Chromebook and corresponding repercussions.

Chromebook Distribution and Return

Receiving Issued Device

Chromebooks/Devices will be distributed to all students each fall. *Parents/guardians and students must sign and return the 1:1 Device Contract document and Chromebook Handbook before the device can be issued to their child.* These documents will need to be signed and returned to the school by the end of September.

Return Issued Device

Any student who transfers out of Penn Yan Academy will be required to return their Chromebook/Device and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full or the property not returned will be reported to law enforcement authorities.

Ownership of Hardware and Documents/Data

Chromebooks and chargers are property of PYCSD. Students are expected to use them in compliance to the district's Acceptable Use Policy. Each Chromebook is inventoried allowing the school district to know which student is assigned a specific device. Under no circumstances should a student tamper with either the Chromebook asset tag or student ID label. All students are set up with computer accounts that are linked to Google when they enroll in the school district. This school account will be used to log in to the Chromebook. Students are expected to keep their account information private. Any work that is done by students should be saved in their Google drive and can be accessed from any device that has access to the internet.

Personalizing the Device: *Chromebooks/Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Penn Yan Central School District.*

Students may add appropriate music, photos, and videos to their Chromebook/Devices. Personalized media must follow the code of conduct.

Responsibilities

Chromebook Maintenance/General Precautions

Students are responsible for the general care of the Chromebook/Device which they have been issued by the school. Devices that are broken or fail to work properly must be taken to the library and brought to the attention of Mr. Mumby or Mrs. Sands. If a loaner is needed, one will be issued to the student until their device can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook/Device while it is in use.
- Students should use the device assigned to them and not lend their device to others.
- Students are responsible for arriving at school with a fully charged device.
- Cords, cables, and removable storage devices must be inserted carefully
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks/Devices should be shut down when not in use to conserve battery life.
- Chromebooks/Devices should never be shoved into a locker or wedged into a bookbag as this may cause damage to the screen.
- Do not expose your Chromebook/Device to extreme temperatures or direct sunlight for extended periods of time.
 - Extreme heat or cold may cause damage to the device.
- Always bring your Chromebook/Device to room temperature prior to turning it on.

Carrying the Device:

There is no case that can protect from abusive handling. Carrying the Chromebook in a padded backpack is acceptable provided the backpack is handled with care. Never carry the Chromebook with the screen open.

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Screen Care: The Chromebook/Device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Therefore:

- do not place anything near the device that could put pressure on the screen;
- do not place anything in any carrying case that will press against the cover;
- do not poke the screen;
- do not place anything on the keyboard before closing the lid;
- 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/Device.**

Caring for Your Device At School:

- The Chromebook is intended for use at school at the discretion of the teacher.
- Students are responsible to bring the Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, unlocked classrooms, locker rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.
 - Chromebooks should be stored in student lockers with the lock securely fastened (As the Chromebook is the sole responsibility of each student, locker combinations should NEVER be shared).
- The device must not be bumped against lockers, walls, car doors, floors, etc. as it will break the screen.
 - Do not close your chromebook without checking to make sure there is nothing in it (earbuds, pencils, etc.).
- Students are responsible for securely storing their Chromebook during extra-curricular events and should communicate with their coach or sponsor if there are questions about safe storage areas.
- If a student is unable or does not want to take the device home, the individual is to bring the device to the designated storage room where there will be secure charging stations for the student to store the device safely overnight.
 - Student is responsible for bringing the device to this room in a timely manner that will not jeopardize their means of transportation.
 - Student is responsible for picking up the device the following morning prior to the bell in order to prevent tardiness to their first period class.

Caring for Your Device at Home

- The power cord/charger should remain at home.
 - If fully charged at home, the battery will last throughout the day.
- Charge the device fully each night.
- Store the device on a desk or table- never on the floor!
- Protect the device from:
 - extreme heat or cold
 - food and drinks
 - small children
 - pets
- Do not leave the device in a vehicle.
- Do not wrap the charger cord tightly as it will cause wires to break.

Digital Citizenship

Digital Citizenship is a concept that helps students understand how to use technology appropriately in society.

- Penn Yan Academy expects students to use technology appropriately and responsibly whether in electronic communication or participation.
- Penn Yan Academy has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting.

District Responsibilities

- School staff will help students comply with the district's Acceptable Use Policy.
- Penn Yan Academy reserves the right to investigate the inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via PYCSD-owned equipment and resources.

Student Responsibilities Students will abide by the district's Acceptable Use Policy and:

- Contact an administrator about any security issue they encounter.
- Monitor all activity on their personal account(s).
- Report email containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- Report lost or stolen devices.
 - If stolen, it is the responsibility of the student to file a report with the local police department.

Parent/Guardian Responsibilities

- Talk to your children about the values and standards you expect your children to follow as they use the Internet just as you talk to them about their use of all other media information sources such as television, telephone, movies, radio, etc.
- All district-issued devices utilize Internet filters that are enabled at school, at home, and anywhere else a student might use their device. Parents/guardians are encouraged to monitor student activity at home, especially their Internet use.

Suggestions for Parents/Guardians

- Investigate parental controls available through your Internet/phone service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.
- The parent/guardian should monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Copyright and Plagiarism

Students are expected to follow all copyright laws as outlined in [Fair Use Doctrine of the United States Copyright Law](#) (Title 17, USC). All student and staff must comply with these trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask teachers, administration or network administrator if you are in compliance with this law. Plagiarism is a violation of the Penn Yan Central School District's Code of Conduct. 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. To "plagiarize" means that you are stealing and passing off the ideas or words of another as one's own. You should never use another person's' work without crediting the source. In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

Digital Citizenship Tips for Student

- 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 not belonging to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- 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.

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 miniSD 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 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 monitor saved files.

Software on Device Originally installed Chromebook software is delivered via the Chrome Web Store. These are web-based applications/extensions that do not require installation space on a hard drive. Some applications or extensions, 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 have been updated to the latest Chrome Operating System (OS), and

[Table of Contents](#)

many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted. From time to time the school may add software 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.

Repairs and Loaner Devices

Chromebook Repair/Loaner Devices

- Loaner Chromebooks/Devices may be issued to students when they leave their device for repair at the library.
- If a student forgets the device, they may receive a loaned device for the school day. It is their responsibility to return the device at the end of the day.
- The district will repair or replace damaged equipment resulting from normal use at no cost you. You will receive a “loaner” Chromebook while their device is being repaired. The loaner must be returned once your device is ready for use.
- All breakages through user negligence requiring a replacement part, not due to manufacturing issues, will be covered at the expense of the individual. This will be your responsibility to pay.
 - Administrative discretion will be used to determine cause of damaged Chromebook.
- Your District-owned Chromebook should never be taken to an outside computer service for any type of repairs or maintenance.
- Repaired devices will likely be restored to its original state - as it was when deployed.
 - It is important that students keep their school data synced to Google Drive so documents and class projects will not be lost. Other information should be saved at home or on an external storage device.
- Students must report the damage using the Chromebook Repair Google Form and the incident that caused the damage - devices CANNOT be repaired without an explanation of the cause of the damage.

Chromebook/Device Technical Support The library will be the first point of contact for repair of Chromebooks/Devices. Other services provided by the library include:

- password and user account support;
- coordination of repair;
- distribution of loaner device (during repair);
- hardware maintenance and repair operating system or software configuration;
- charging station.

Chromebook Security

Internet Filtering: We manage all district owned Chromebooks using Google's management console. This helps us configure each Chromebook to run through our content filtering system regardless of time or place. The filtering system will work the same whether the student is at school or at home. All devices have a small program on them to validate that sites are appropriate before allowing the student access. PYCSD complies with all CIPA and COPPA regulations.

Student Personal Data and Privacy: G Suite for Education and Chromebooks support compliance with the rigorous standards of the Family Educational Rights and Privacy Act (FERPA) and the Children's Online Privacy Protection Act of 1998 (COPPA).

GoGuardian Teacher: Penn Yan Academy utilizes GoGuardian software to support our efforts in student internet safety and classroom management. GoGuardian is a Chromebook monitoring tool that allows staff to better monitor online student behavior as well as enhance classroom instruction time. GoGuardian has been pushed to all student Chromebooks owned by PYCSD.

GoGuardian allows PYCSD to:

- protect and oversee student web activity;
- view and monitor student Chromebook screens during a live session, in class, on teacher computers, as well as disable browsing and darken screens for “eyes-up-front” focus during lessons;
- guide and assist students by remotely opening or closing tabs;
- explore previous sessions to see student activity.

Protecting and Storing Your Device Chromebook/Device Identification All devices will be labeled in the manner specified by the school. They can be identified in the following ways:

- record of serial number and PYCSD asset tag;
- individual's Google Account username.
 - **Under no circumstances are students to modify, remove, or destroy identification labels.**

Virus Protection Additional virus protection is unnecessary due to the unique nature of the Chromebook design.

[Table of Contents](#)

Additional Software Students are able to install apps and extensions that have been approved and whitelisted by Penn Yan Central School District and will be available in the Chrome Web Store.

Cost of Lost or Intentionally Damaged Device and Accessories A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged are the responsibility of the student and parents/guardians and the replacement cost must be paid to the school. (Prices vary due to type of chromebook.) If student cannot afford to repair or replace the device, he or she will perform community service at the discretion of administration. Students will be required to use a loaner device from the library daily until their device is paid for.

Replacement Costs	
Cracked screen	\$49
Lost charger	\$40
Missing Keys/Damaged Keyboard	\$80
Total Device Replacement	\$230

General Guidelines

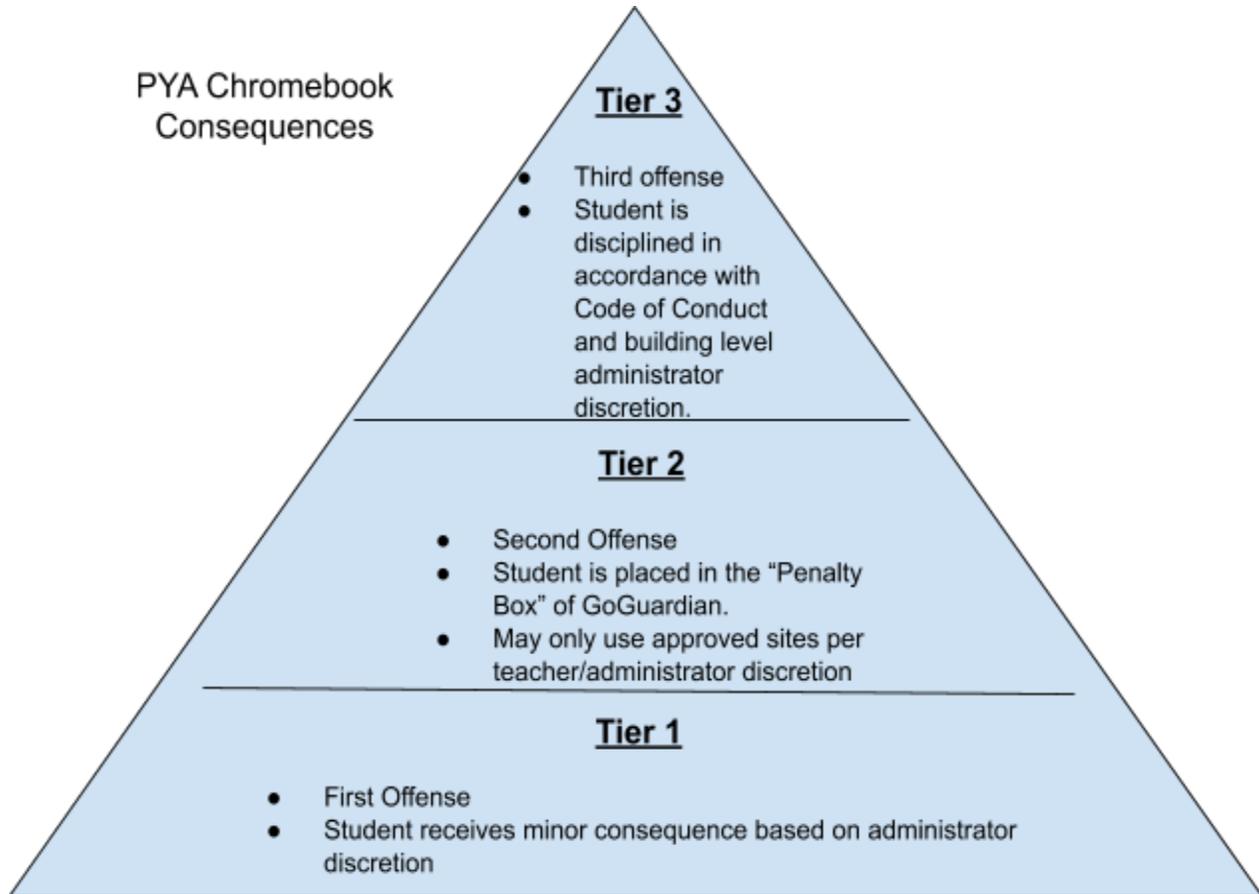
- Students will have access to forms of media and communication in support of their learning, support of educational goals and objectives at Penn Yan Central School District. Students are responsible for their ethical and educational use of the technology resources of PYCSD.
- Access to PYCSD technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Any violation of these rules will result in the loss of privileges as well as other disciplinary action as defined by the Acceptable Use Policy, Discipline Policies, or other policies. Recognizing it is impossible to define every instance of responsible and irresponsible use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is responsible in any undefined instance 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 Acceptable Use Policy and abide by the rules defined in the document. This is in addition to the rules and policies this document (Chromebook Handbook) contains.

Consequences:

Students and staff are responsible for safe-guarding their login credentials. Students and staff are responsible at all times for the appropriate use of District provided accounts. Non-compliance with the policies of the 1:1 Handbook or Penn Yan Central School District'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 another user is responsible. Email, network usage, and all stored files may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. Penn Yan Central School District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

**PYA Chromebook
Consequences**



Signature Page

Parents/guardians and students should carefully read the 1:1 Handbook, including the Acceptable Use Policy, prior to completing the portion below.

RETURN PORTION BELOW

2019-2020 Parents/Guardians and Students: Your signatures below indicates your understanding of the Penn Yan Academy 1:1 Handbook Policies as well as the District's Acceptable Use Policy. Your signature further indicates you will follow the policies contained in both documents, and understand the replacement/repair fees involved.

Student name (printed): _____

Grade Level: _____

Date: _____

Student Signature: _____

Parent name (printed): _____

Date: _____

Parent Signature: _____