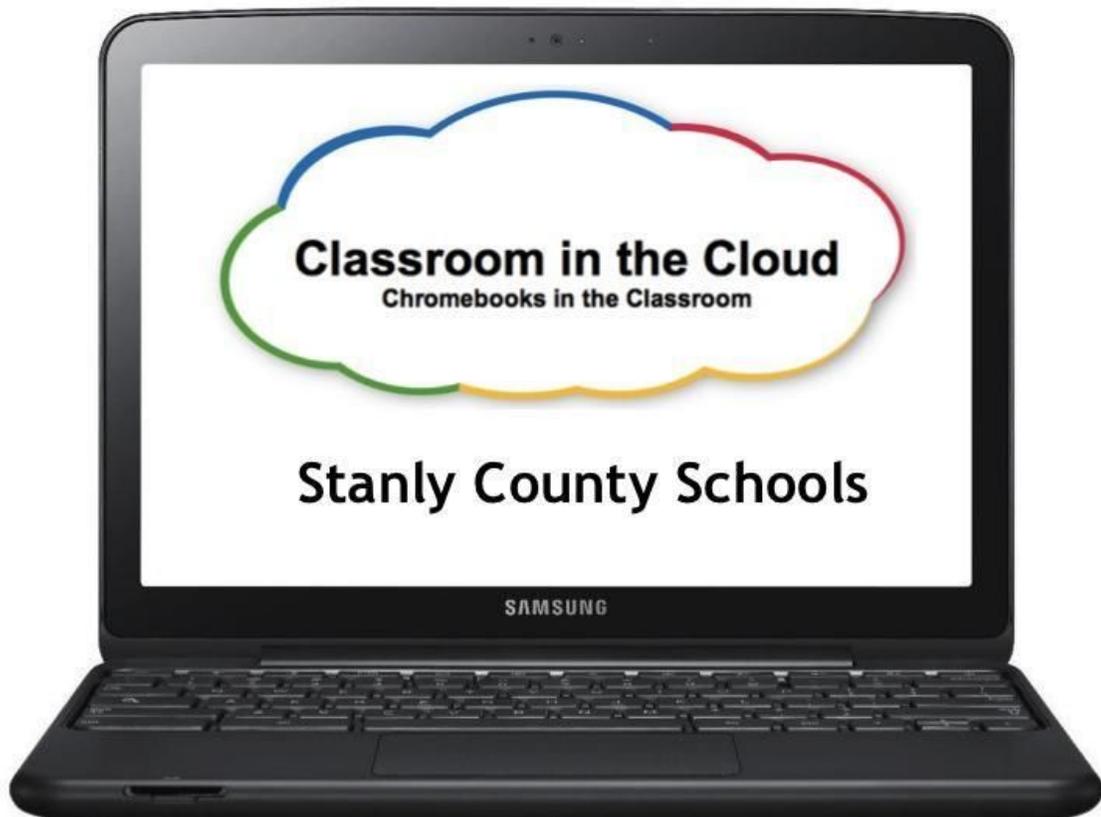




**Stanly County Schools**  
**One-to-One Technology**  
**Chromebook Procedures & Information Handbook**



*Stanly County Schools, in partnership with the community, will develop informed, literate, critical thinking learners through the use of innovative and progressive technology and information learning tools.*



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## BACKGROUND INFORMATION

*The focus of providing Chromebooks in Stanly County Schools District (SCS) is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the learning tools of 21st Century students is the Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for postsecondary education and the modern workplace. According to studies and school reports, students who use a computing device in a one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Chromebook is a next generation device that makes learning more engaging and accessible.*

*Learning results from the continuous dynamic interaction among students, educators, parents/guardians, and the extended community. However, technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.*

## Why use Chromebooks?

1. Chromebooks represent a new “space” in technology: This space is between the mobile space (phones and iPods) and the portable space (laptops and netbooks). This “space” is expanding every day.
2. Personalize learning: it is widely recognized the 1 to 28 one-way knowledge-transfer model of teacher in the front students in the seats is fast becoming redundant. As teachers and lecturers begin to create new ways of tackling this issue, the Chromebook will play a useful role in this transformation.
3. Low maintenance: the Chromebook needs little, if any maintenance. It is a completely web-based device so there is no need for downloading or installing. There is less need for technical support.
4. It’s a blank canvas; the Chromebook is an engaging device, which could transform the way young people learn.
5. Instant-on and all day battery: it’s possible to get on the Internet instantly and battery life is up to 9 hours.
6. Auto-save: Student work on the Chromebook saves automatically to the Google Cloud. No more excuses like “I forgot to save my homework!”
7. Contextual Learning: the Chromebook is an “anywhere anytime” learning device. This makes it ideal for projects and learning which take place out of the classroom.
8. Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

## Goals for Student Users

- To increase students’ productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one’s own learning by establishing access to educational



resources and providing a host of tools to craft information in ways that support specific curricular areas.

## 1. Receiving and Returning a Chromebook

### 1.1 Receiving a Chromebook

- A. Students will be expected to attend an orientation session to receive their equipment. Each student will receive a Chromebook, protective case(middle & high), and AC charger.
- B. Parents/guardians and students must sign and return the appropriate user agreement documents before a Chromebook is issued to the student.
- C. Chromebooks will be labeled in a manner specified by SCS; this will include the serial number.
- D. The Chromebook and district-issued email account/Google Apps account, are the property of the SCS and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
- E. Should you want your child to opt out of having a Chromebook to take home (H.S. Only 2016-2017), you will need to submit a signed note to that effect to the SCS. Your child will pick up and return a Chromebook at their school each day for use during the school day. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school.

### 1.2 Returning a Chromebook

- A. Chromebooks and all SCS accessories will be returned during the final week of school (or a designated time by the principal) so they can be checked for serviceability.
- B. Chromebooks must be returned immediately when a student transfers out of the SCS, is suspended or expelled, or terminates enrollment for any reason.
- C. Chromebooks must be returned to the issuing school if the student is transferring to another school within the SCS.

### 1.3 Fines Related to a Chromebook

- A. Chromebooks, district-provided cases, and AC charger will be returned to the Media Coordinator, when requested, in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The SCS Administration will make the final determination of any fees assessed.
- B. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook. Failure to return the Chromebook will result in a theft report filed with the Albemarle Police Department or Stanly County Sheriff's Department.

## 2. Taking Care of a Chromebook.

Students are responsible for the general care of the Chromebook they have been issued by the SCS. Chromebooks that are broken or fail to work properly must be given to the Library Media Coordinator for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login.

Chromebooks are the property of the SCS and all users will follow these procedures and the SCS Acceptable Use Policy.



## 2.1 General Precautions

- A. While the Chromebook is considered scratch resistant, the Chromebook will scratch. Avoid using any sharp object(s) on the Chromebook.
- B. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- C. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the library media coordinator.
- D. There is no “jailbreaking” of this device.
- E. Never throw or slide a Chromebook.
- F. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- G. Chromebooks and district-provided cases must remain free of any writing, drawing, stickers, or labels that are not the property of the SCS or approved by the building principal.
- H. Chromebooks have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
- I. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- J. Chromebooks must never be left in an unlocked locker, on top of a locker, in an unlocked car, or in any unsupervised area.
- K. Chromebooks should be placed vertically in the top locker compartment or in a backpack/book bag to avoid putting any pressure on the screen.
- L. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- M. Chromebooks must be charged for school each day. This is the student’s responsibility.
- N. Chromebooks are assigned to individual students and the responsibility for the care of the
- O. Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person, nor should they attempt to use others.

PLEASE DO NOT ATTEMPT TO CONTACT SAMSUNG SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL DISTRICT.

## 2.2 Carrying Chromebooks

The protective case provided with the Chromebook has sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The Chromebook must be protected by a cover at all times. (HS&MS only)

Elementary Devices should be carried by their handle without swinging.

## 3. Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes, charged up to start the day ready to use, unless specifically instructed not to do so by a



teacher.

### **3.1 Chromebooks Left at Home (HS 2016-17)**

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present. If a student repeatedly leaves the Chromebook at home, the student will be referred to administration as a discipline issue according to school guidelines.

### **3.2 Chromebook Undergoing Repair**

Loaner Chromebooks may be issued to students when the school is repairing their Chromebooks. A limited number of “loaner” Chromebooks are available so having a “loaner” is not guaranteed. User of the “loaner” device assumes the same responsibilities of the original issued device.

### **3.3 Charging a Chromebook’s Battery**

- A. Chromebooks must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home (HS).
- B. Repeated violations of this procedure will result in consequences laid out by the school.
- C. In cases where the battery does “run out”, students may be able to connect their Chromebook to a power outlet in class.

### **3.4 Sound, Music, Games, Software/Apps**

- A. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- B. Students should provide their own headsets/earbuds. Music is only allowed on the Chromebook at the discretion of the teacher.
- C. All software/apps must be district provided. Data storage will be through apps on the Chromebook, i.e., Google Docs, Notepad, etc.

### **3.5 Legal Propriety**

- A. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Library Media Coordinator.
- B. Plagiarism is a violation of the SCS 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.
- C. Use or possession of hacking software is strictly prohibited and violators will be subject to SCS discipline. Violation of applicable state or federal law may result in criminal prosecution.

### **3.7 Home Internet Access**

#### **SCS CHROMEBOOKS HAVE A FILTER FOR THE INTERNET!**

Parents/guardians, please take the necessary precautions for Internet safety with your student!

REMINDER: SCS provides Internet filtering on the district’s network. These filters apply in all locations. It is still the family’s responsibility to monitor the student’s use of the Internet outside of the school setting.

- A. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a wireless printer, proper settings on the Chromebook and the correct app.
- B. All students should recognize and guard their personal and private information. While on



the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

- C. All activity on the Chromebook and district-issued email account/Google Apps account, whether conducted at school or off site, is subject to search as district property.

### **3.8 Network Connectivity**

The Stanly County Schools district makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data. With cloud storage lost data is unlikely.

## **4. Repairing or Replacing a Chromebook**

### **4.1 School District Protection**

SCS owns these Chromebooks and will generally assume the financial liability for Chromebook repairs or replacement due to normal and typical daily use. A Technology Fee will be assessed for students during the 2016-2017 school year to support this routine maintenance and care. The fee schedule is as follows:

- \$15 - High School Students
- \$10 - Middle School Students
- \$5 - Elementary School Students

### **4.2 Fee for Incidental Damage**

In the case of the first accidental damage to the Chromebook or district-issued accessory, the technology fee fund will provide for the repair. This does not cover careless or intentional damage as determined by the school administration. Upon the second damage incident for any reason, the school retains the right to invoice the student/parent/guardian as a damage fee similar to damaged textbook fees of the past. The school retains the right to waive fees if in its determination they are inappropriate for the damage situation.

This fee will not exceed the replacement cost of the Chromebook. The SCS Administration will have the final determination of any fees assessed when needed.



## User Agreement A

### ACCEPTABLE USE OF TECHNOLOGY AND COMMUNICATION RESOURCES BY STUDENTS

#### Stanly County Schools District Policy [No. 8004](#)

The Stanly County Board of Education believes that information and resources available through telecommunications, specifically the Internet, are valuable to students, teachers, and staff. Access to the Internet as an instructional resource will be available in all schools. The Internet provides access to computer systems located all over the world; therefore, users, and parents of student users, must understand that the Stanly County Schools cannot control the content of the information available through the Internet. Although some information available is inappropriate for school use, the value of the appropriate information far outweighs the remote possibility of students assessing unsuitable information. Stanly County Schools will use all available technology to limit access to inappropriate information, including software that blocks access to improper materials; however, one hundred percent filtering of improper information is not possible. Users will have their privilege withdrawn and may be disciplined in accordance with procedures established by the Superintendent and included in [Policy 8004](#) – Code of Student Conduct for deliberately accessing unsuitable information, misusing the Internet, or failing to follow rules and regulations as established by the Superintendent.

#### General Use Rules

- A. Students must adhere to the same standards of conduct expected and required in the classroom.
- B. All students have the same opportunity to use the equipment, software, network resources and e-mail. Students shall use these computer resources for academic activities only.
- C. To preserve security, students should protect their computer passwords and change them periodically. If a password is improperly disclosed, it will be changed immediately.
- D. Designated school personnel may conduct random checks of students who are on-line with the Internet or other computer network for the purpose of ensuring compliance with Board policy and the acceptable use rules.

#### Rules of Network Safety and Acceptable Use

All students are expected to abide by the generally accepted rules of network safety and the stanly county school board's technology acceptable use policy.

#### [STANLY COUNTY BOARD OF EDUCATION](#)

#### [Section 8000 - TECHNOLOGY](#)

#### [Policy No. 8004 TECHNOLOGY ACCEPTABLE USE](#)

These rules include the following:

- A. All use of the Internet or other communication resources must be in support of education and research and consistent with the policies, goals and objectives of the District. The use of online social networking sites, such as chat rooms, wikis, blogs, forums and other applications (e.g. Web 2.0) will be allowed only in controlled, staff-supervised settings, and for valid school- related and/or instructional purposes. All other uses are prohibited. "Social networking," as used in this policy, means establishing, maintaining, posting to, or otherwise participating in an electronic community on websites, blogs, or through accounts on social networking sites.
- B. Online social networking sites are an extension of the classroom. Therefore, students



must adhere to classroom and building rules and procedures as outlined in student handbooks. Appropriate language must be used at all times. Students will not swear, use vulgarities or any other inappropriate language, bully, or engage in activities that are prohibited under state or federal law.

- C. Transmission of any material in violation of any United States or state regulation is prohibited. This includes but is not limited to copyrighted material, threatening, inflammatory, derogatory, libelous or obscene material or images, child pornography, or material protected by trade secret. In addition, the transmission of any material that causes disruption to the learning environment or is harmful to minors is not allowed.
- D. Students will not tamper with hardware or software, destroy someone else's computer files, copy or download computer data, software or programs without authorization, create anonymous postings, or intercept and/or disclose electronic communication, including e-mail, while it is in transit.
- E. Harassment, discrimination, defamation, "cyber-bullying" and vandalism will not be tolerated. Harassment is behavior toward another based on any personal characteristic, such as, but not limited to, race, sex, or disability, that substantially interferes with a student's school performance or creates an intimidating, hostile or offensive environment. For purposes of this policy, harassment is defined as the persistent annoyance of another user or the interference of another user's work. Defamation is an intentional publication of a false communication that injures another person's reputation or good name. Vandalism is defined as any malicious attempt to harm, modify or destroy data of another user or network equipment. "Cyber-bullying" is defined as using technology to intimidate, humiliate, manipulate, mislead, threaten or otherwise harm another person. Vandalism and harassment will result in cancellation of student Internet and computer lab privileges and may result in other disciplinary action consistent with established school and District policies. See school board policy [Section 4000 - STUDENT SERVICES >Policy No. 4065 CODE OF STUDENT CONDUCT FOR STANLY COUNTY SCHOOLS>MISCONDUCT NOT COVERED>Section 14: Bullying/Discrimination](#)
- F. While on-line, students are prohibited from sharing personal information about themselves or others that implicates their personal or financial security or is otherwise in violation of this policy, including, but not limited to, personal computer passwords, names, addresses, phone numbers, social security numbers, credit card information and so on. Any laptop computer, handheld computer, or other electronic device is the sole responsibility of the staff member or student who brought the device to school.

### **Penalties for Improper Use**

Violation of these rules, applicable state and federal laws or posted classroom, school, and district rules will result in loss of network and computer lab privileges and/or other disciplinary action as defined in the appropriate handbooks, up to and including suspension or expulsion. Violations could also lead to referral to legal authorities for prosecution under applicable laws.

Access to district technology resources may be denied or terminated if one is identified as a repeat offender, or if an initial offense is of sufficient severity to justify immediate denial of access to district technology resources. The Stanly County School district recognizes the need to provide technology to further the educational goals and mission of the District. The Internet and communication resources provide unique educational opportunities and challenges to a learning community. Licensed staff and library media coordinators have a professional responsibility to blend thoughtful use of such information with the curriculum and to provide guidance and instruction to students in the appropriate use of such resources. Staff shall adhere



to the guidelines for instructional resources and the goals for the selection of instructional materials contained in Board policy.

In compliance with federal law requirements, an Internet filtering device shall be used on all District computers that access the Internet in an effort to protect against access to visual depictions that are obscene, child pornography and materials harmful to minors.



## **User Agreement B**

### **1:1 Technology Parent Permission Agreement**

#### **Rules and Appropriate Usage**

The Stanly County Schools encourages the use of 1:1 devices and the network, including the Internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which it was intended. The Chromebooks issued to students are the property of Stanly County Schools. The distribution of a Chromebook to each student is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Before issued a Chromebook for use at school and/or home, students and parents or guardians must sign the appropriate Responsibility Form.

Students are expected to abide by the following rules and behavioral expectations both at home and within the school:

#### **USE OF EQUIPMENT (Hardware and Software)**

- Student must have a School/Parent Chromebook Responsibilities form signed by a parent/guardian and placed on file with the Stanly County School district to use the Chromebook.
- The District's technology is to be used for educational purposes only.
- The use of the District's technology must not violate existing policies of the Stanly County School district Public Schools.
- Student may not destroy, deface, or alter Chromebook equipment or files not belonging to the student.
- Students may not hide files or activity on the Chromebook.
- Students will not be allowed to add any software to the Chromebook beyond apps for educational purposes.

#### **THE NETWORK**

- Online time must be used wisely to allow equitable access for all users.
- Students may not access • Chat lines, bulletin boards, forums, etc. without prior consent from a teacher or person monitoring the Internet use.
- Engaging in activities that are pornographic or drug related will result in automatic termination of the student's network/Internet privileges. Suspension or expulsion may result from inappropriate use.
- Sending messages via any technological or cellular communication system with the intent to intimidate, frighten, threaten, or abuse another person is considered harassment and will be dealt with as such.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered Internet sites.
- Possession of malicious software items such as viruses, Trojan software, spyware while at school, on the District network, or transferring to the District network will be considered a violation.

#### **PRIVACY**

- It is a violation to share a password with anyone else or to access any account belonging to



other students, faculty, or staff.

### **APPROPRIATE LANGUAGE**

- The use of vulgar, suggestive, or otherwise inappropriate language will not be tolerated.

### **MANAGEMENT**

- Stanly County Schools reserves the right to monitor all District technology use. The District also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of District technology will result in fines, loss of network/Internet privileges, suspension, or expulsion as deemed appropriate. (Board [Policy No. 8004 TECHNOLOGY ACCEPTABLE USE](#))

### **Responsibilities**

By signing the Responsibilities form, students and parents or guardians agree to:

- Submit their Chromebook to school authorities upon request. Such a request may be made in order to ensure Chromebooks do not contain any unapproved software or files, as well as to check browser histories and caches.
- Leave their Chromebooks at school over the summer for regular maintenance.
- Accept monitoring of student usage of the Chromebooks at any time, when requested by school personnel (teachers or administration). Students and parents need to be aware that files created using the Chromebook or stored on school servers are not private.
- Charge their Chromebook overnight each night to ensure that they are fully charged for classes the next day. Just as students are expected to be prepared for class by having all required materials, students must have a charged Chromebook available to them at the start of each day.
- Protect the Chromebook from damage and theft. Required precautions include the use of the protective case and shoulder strap when transporting the Chromebook to and from classes and to and from school. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police authorities immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by authorities.
- If the damage is wanton, willful or purposeful, the parents or guardians will pay the full/replacement cost of the Chromebook, protective case and/or AC power adaptor. Replacement cost for a Chromebook would be approximately \$300.00.

Parents/Guardians are encouraged to obtain their child's login and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact the Middle School office for assistance. When the Chromebooks are taken home by the student, it is strongly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

### **Consequences for Breaches of the Acceptable Use Agreements**

In the event a student breaches any part of the Acceptable Use Agreement or Student Expectations Agreement, there will be consequences imposed by the school, consistent with the Parent/Student Handbook and District policies. Each situation will be considered independently and consequences will range from a discussion about the rules and expectations regarding Chromebook usage and/or a complete withdrawal of access to all computer technology up to and including suspension or expulsion. Violations could also lead to referral to local police authorities.



## **SOCIAL MEDIA GUIDELINES**

### **Educational Purpose**

In order to help our students develop their reading and writing skills, cultivate our understanding of different people and cultures, share information and collaborate safely and effectively via the Internet, and learn through experiences, our students participate in using a variety of social media applications (blogs, wikis, podcasts) and content creation sites (Animoto, Glogster, Blogger). To protect student privacy and ensure safety, the following guidelines are to be followed:

### **Teacher Responsibility**

- Ensure suggested sites are age-appropriate for student use.
- Monitor student use of Internet and social media sites
- Be aware of and adhere to the federal Children's Online Privacy Protection Act laws and District Policies.

### **Student Responsibility**

- Students will not share personal, identifiable information. (i.e. school name, location, etc.)
- Students may only use group pictures of students and/or individual pictures, which do not identify individuals by name upon permission to use pictures for educational purposes.
- Students will agree to use social media and content sites responsibly.
- Protect the Chromebooks from damage and theft per the 1:1 Technology Student Expectations. Required precautions include the use of the protective case when transporting the Chromebook at all times. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police authorities and school personnel immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by the authorities.
- Understand the User Agreements, including Acceptable Use Policy (AUP), building-specific student handbook rules, 1:1 Technology Student Expectations and Parent Permission Agreement.

### **Parent/Guardian Responsibility**

- Monitor student Internet and social media website use at home
- Contact teacher who has assigned the project if any questions or concerns arise
- Parents/Guardians are encouraged to obtain their child's login and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact their student's school Main Office for assistance.
- If the damage is wanton, willful or purposeful, the parents or guardians will pay the full repair/replacement cost of the Chromebook, protective sleeve and/or AC power adaptor. Replacement cost for a Chromebook would be approximately \$300.



# User Agreement C: Student & Parent Responsibility Signature Form

<b>Chromebook Program   Student &amp; Parent Responsibility Form</b>	
Student Name:	

**The Honor Code**

*As an honorable SCS student, I will not lie, cheat, steal, plagiarize, or vandalize.*

**I understand that I have received the following documents with my Chromebook and am expected to have read them, in full. By signing below, I/We acknowledge that we are submitting to the procedures and policies therein.**

- [SCS Student Chromebook Handbook](#) (Online Copy on Student tab of county webpage)
- [Chromebook Care & Feeding Instructions](#)

**I understand that as a student receiving a Chromebook from Stanly County Schools**

*I am responsible for the following:*

- treating my Chromebook and others' as I would my own personal property
- securing my Chromebook at all times in the provided protective carrying case (Middle & High)
- leaving the SCS tags/labels on my Chromebook and charger intact
- following the guidelines laid out in the SCS Student Chromebook Handbook
- Paying for damages to my chromebook while in my care as assessed by my school leadership.

*I am expected to do the following:*

- charge my Chromebook each night in preparation for the next school day
- bring my Chromebook and its charger to school each day (High School only)
- not leave my Chromebook unattended in the hallways, on the floor, or in campus buildings
- use the Chromebook provided to me and not borrow others should I be without mine

*I am able to do the following:*

- freely use the Chromebook to help organize myself and my studies
- download approved free apps from the SCS Chrome Web Store to help with my studies

Failure to properly use and care for my device may result in disciplinary and/or financial consequences.

-----  
Student Signature

-----  
Date

-----  
Parent/Guardian Signature

-----  
Date

## Appendix A



# Student Username & Password Reference Sheet

## School Computers

Username:

Password:

## Chromebooks/E-mail

Username: \_\_\_\_\_@student.stanlycountyschools.org

Password: \_\_\_\_\_

## Powerschool (Checking Grades)

Username: \_\_\_\_\_

Password: \_\_\_\_\_



## Appendix B

### FREQUENTLY ASKED QUESTIONS

#### **1. What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?**

Stanly County Schools will be responsible for the repair of the Chromebook for normal wear of the unit upon its first damage claim. If the Chromebook is intentionally damaged, stolen, or lost, or damaged a second time the student/parent/guardian is responsible for replacing the unit as determined by the school administration. (see fee schedule on district chromebook web site). The District regards the Chromebook as all other materials that are checked out to a student ex: library materials, sports equipment, etc. We recommend that all families contact their insurance agent to determine if their policy provides coverage in the event that the unit needs to be replaced.

#### **2. What are the replacement costs of the Chromebook and accessories?**

Please see the Chromebook information web site found on either the student and parent tabs

#### **3. Does my child have to accept a Chromebook?**

A Chromebook will be checked out to each 3rd - 12th grader for the school year. High school students may take them home. If a parent/guardian does not want the child to take a Chromebook home, the parent may submit that request in writing to the office. In this case the student will need to check the Chromebook in and out of the school daily. The chromebook is seen as a vital tool to the learning environment. It is strongly advised that they be a part of your child's at school instruction. If you have further concerns, please contact your school administrator.

#### **4. How is the District paying for the Chromebooks?**

The Chromebooks are being purchased using dollars from current technology funds. The routine care and maintenance of damaged parts and worn out parts are funded through the technology fees, assessed damage fees, and local funds.

#### **5. As a parent/guardian, how do I monitor my child's use of the internet?**

While your child is using the SCS network either on Chromebooks or other school devices, there are filters available. Parents should be aware of their child's use of the internet. Please see the attached document entitled "Parents' Guide to Safe and Responsible Student Internet Use".

#### **6. What if we don't have wifi at home?**

A Chromebook's use is maximized with wifi. If a family does not have wifi, a student may use the Chromebook at school, at the public library, at local businesses with wifi capabilities, or wherever wifi is available. Google Apps are available offline and files will sync with their Google Drive when they connect to SCS network. All of the critical functionality of the chromebook is available through Google Chrome web browser on any internet capable computer as well.

#### **7. What if a student forgets to charge the Chromebook?**

There will be limited power outlets in the classrooms. Students who consistently (three times or more) come to class unprepared without a charge will be required to turn the Chromebook in to their last class at the end of each day and pick it up each day for three weeks. As determined by the school.

#### **8. Will students keep the Chromebook for the summer?**

Chromebooks and all SCS accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year.



## Appendix C

### Parents' Guide to Safe and Responsible Student Internet Use

The Stanly County Schools District recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Chromebook.

1. Take extra steps to protect your child. Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
2. Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as s/he works and socializes online.
3. Review your child's friends list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
4. Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
5. Limit the time your student is on the Chromebook. While the Chromebook is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
6. Report unwelcome or malicious online threats. Report in a timely fashion to the school any online interactions that can be considered threatening.
7. Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
8. Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
9. Read and share with your child the SCS One-to-One Technology, Chromebook Procedures and Information Handbook. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

### General Tips for Parents for Internet Safety:

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
- Monitor your child's computer use. Know their passwords, profiles, and blogs. When the Chromebooks are taken home by the student, it is strongly recommended that it will always be used in a common family location.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.