Simpson County Schools 1:1 Chromebook Procedures and Information

The mission of the 1-to-1 program in the Simpson County Schools is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The Board of Education, district staff and community members will all play a key role in the development of effective and high quality educational experiences.

Device Purpose

The Simpson County Schools is supplying students with a Chromebook device. This device is property of the SCS. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to, Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

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1. RECEIVING YOUR CHROMEBOOK:
District Owned/Issued Chromebooks

- Chromebooks will be distributed at the beginning of the school year. Parents/Guardians and students MUST sign and return the SCS Chromebook Agreement document before the Chromebook can be issued to their child. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Simpson County Schools. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at SCS.

1a: Probationary Student Privileges

To protect the assets of the Simpson County Schools, identified students will be required to turn in their Chromebooks to each of their teachers at the end of each class period for a period of two weeks unless otherwise specified in the Acceptable Use Policy.

Students who will be included as probationary will be the following:

- All newly arriving students to the district (Students who were not enrolled in the Simpson County Scools at the end of the previous semester.)

- Students with poor attendance records (Students who have 10 absences in 3 or more class periods during the present or previous semester.)

- Students who have violated the Acceptable Use Policy during the current or previous semester.

2. RETURNING YOUR CHROMEBOOK:

All district owned Chromebooks must be returned following the guidelines posted in respective buildings.

- **Students Leaving the District must return district owned Chromebooks to the assistant principal at their respective school.**
- Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.

3. 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 taken to the assistant principal of the school of attendance as soon as possible so that they can be taken care of properly. *Do not take*

district owned Chromebooks to an outside computer service for any type of repairs or maintenance

3a: 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.
- Never transport your Chromebook with the power cord and/or headphones or earbuds plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- ***Students should never carry their Chromebooks while the screen is open.***
- Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin. An identification label with the student's name is acceptable on the Chromebooks.
- Vents **CANNOT** be covered. Chromebooks must have a Simpson County School District tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- If you device is in need of repair, please bring it to the building assistant principal as soon as possible.

3b: Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Case use is encouraged.

3c: Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks.

- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent.

4. USING YOUR CHROMEBOOK AT SCHOOL
- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks should be kept in backpacks when not in use.

4a: Chromebooks left at home
- If unable to contact parents, the student will have the opportunity to use a loaner Chromebook from the classroom teacher if one is available.
- Repeat violations of this policy will result in disciplinary action.

4b: Chromebooks under repair
- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Student will pay full replacement cost if it's lost or stolen.

4c: Charging your Chromebook
- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy will result in disciplinary action.

4d: Backgrounds and Password
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

4e: Sound
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

4f: Printing
- Digital sharing of documents is encouraged, printing is discouraged.
- Students may use network printers with teacher's permission during class or breaks.

4g: Account Access
- Students will only be able to login using their Simpson County account.
- Make sure you are not in guest mode or you will not be able access your Chrome extensions.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK
- Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing , presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.
- Prior to leaving the district, or graduating, students want to save any work need to use Google Takeout to transfer any work to a personal gmail account. Graduating Seniors will have until September 1 to transfer data. On September 1, all graduates, and completers' accounts will be deleted.
- If your device needs repairs, it may require a reload of the operating system which will delete all locally stored files on your Chromebook. Be sure to save all files in Google Drive.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK
6a: Updating your Chromebook
- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.

6b: Virus Protections & Additional Software
- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.

- All files should be stored in Google drive, so there's no need to worry about lost homework.

6c: Procedures for Restoring your Chromebook
- If your Chromebook needs technical support for the operating system, all support will be handled by the technology department

7. ACCEPTABLE USE POLICY
Acceptable Use Guidelines for Internet, electronic media, and communication apply to all Simpson County School District devices. These guidelines shall be adhered to by all students, faculty, staff, and administration.

7a: General Guidelines
- Responsible Use Policy
- Chromebooks are in compliance with the Children's Internet Protection Act (CIPA).
- Chromebooks and/or District owned devices shall not be used to obtain or view products that are deemed inappropriate by CIPA. This includes but is not limited to pornograpy, alcholohic products, illegal drugs, tobacco products and/or any product in which a person must be a required minimum age to view and/or purchase.
    - o The display of any kind of sexually explicit image or document on any SCS system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using our network or computing resources.
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Simpson County School District.
    - o SCS reserves the right to block objectionable or inappropriate sites.
- Students are responsible for their ethical and educational use of the technology resources of the Simpson County School District.
- Access to the Simpson County School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- 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 viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or

technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

- No employee or student may use SCS facilities to download or distribute pirated software or data.
- No employee or student may use the SCS Internet facilities or devices to propagate any virus, worm, Trojan horse or trap-door program code.
- Each employee or student using the Internet facilities of the SCS shall identify himself or herself honestly, accurately and completely, when setting up accounts on outside computer systems.

7b: Privacy and Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Simpson County School District
- If you inadvertently, regardless of whether that site had been previously deemed acceptable by any screening or rating program, access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and report the site to your teacher or other school personnel.
- Employees are reminded that it is inappropriate to reveal confidential information, and any other material covered by existing SCS secrecy policies and procedures on the Internet. Employees releasing such confidential information— whether or not the release is inadvertent — will be subject to the penalties provided in existing SCS policies and procedures.

7c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable local, state or federal law will result in

criminal prosecution or disciplinary action by the District.

- The SCS retains the copyright to any material posted on the Internet and/or network by any employee and/or student in the course of his or her duties or required coursework.
- CYBER BULLYING WILL NOT BE TOLERATED! Please report any cyber bullying activity to the school and/or district administration immediately.

7d: E-mail and Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at anytime.
- Only those employees or officials who are authorized to speak to the media, to analysts or at public gatherings on behalf of the SCS may speak/write in the name of the SCS in any electronic communications. Where an individual participant is identified as an employee or agent of the SCS the employee must refrain from any political advocacy and must refrain from the unauthorized endorsement or appearance of endorsement by the SCS of any commercial product or service not sold or serviced by this SCS, its subsidiaries or its affiliates.

7e: Consequences

- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, network usage, and all stored files and the Chromebook device itself **shall not** be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

7f: At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.
- Transport your chromebook in a case or protected backpack.
- School district supplied filtering will be provided for use with devices outside of

school district buildings.

- All Acceptable Use Policies are to be followed at home while using a SCS owned device.

8. PROTECTING & STORING YOUR CHROMEBOOK

8a: Chromebook Identification

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

- o Record of district asset tag and serial number
- o Individual user account name and password
- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at SCS. *Take good care of it!*

8b: Account Security

- Students are required to use their SCS user ID and password to protect their accounts and are required to keep that password confidential.

8c: Storing Your Chromebook

- When students are not using their Chromebook, they should store them in their SCS backpack.

- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

8d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include but are not limited to school grounds and campus, the cafeteria, computer labs, field house, locker rooms, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

9: REPARING/REPLACING YOUR CHROMEBOOK

9a: Chromebook Repair Costs and Insurance

Costs of repairs are as follows:

> replacement screen = $50
> lost charger = $15-25
> full device replacement = $225

- The district reserves the right to charge for the entire replacement cost if negligence is determined on the handling of the device.
  - If the device is stolen, students are responsible for obtaining a police report and turning in a copy to the school office.

10. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the SCS through the Technology Department Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by SCS TECH Department

11. CHROMEBOOK FAQ's

Q. What is a Chromebook?
A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?
A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q. How are these web-based applications managed?
A. Each Chromebook we provide to students will be a managed device. Members of Simpson County School District's Information & Instructional Technology Dept. will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?
A. Chromebooks can connect to:

- USB storage, mice and keyboards (see supported file systems)
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones
- Chromecast

Q. Can the Chromebook be used anywhere at anytime?
A. Yes, as long as you have a WiFi signal to access the web.
B. Chrome offers the ability through Apps so users can work in an "offline" mode.

Q. Will our Chromebook have 3G?
A. No. The district Chromebooks will not have 3G broadband.

Q. Do Chromebooks come with Internet Filtering Software?
A. Yes Chromebooks will come with internet filtering software.

Q. Is there antivirus built into it?
A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. Battery life?
A. Chromebooks have a rated battery life of 6.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

SIMPSON COUNTY SCHOOL DISTRICT

Chromebook usage and Internet/Intranet Secondary AUP Signature Form

Please note that both the student and parent / guardian, must sign the INTERNET/ INTRANET USE portion of this form annually for continued access to the Internet/Intranet

Student Name (print)

_____

Grade_____ School_____

I have read the SCS Acceptable Use Policy and agree to abide by its provisions. I understand that violation of the Acceptable Use Policy may result in suspension or revocation of network privileges or other appropriate disciplinary action.

Student Signature _____

Date _____ Parent or Guardian Application Section:

Parent/Guardian Name (print)_____

Phone Number: _____ Home Address _____

I have read the SCS Acceptable Use Policy. I understand that I am ultimately responsible for my child's actions on the district's technology resources and release the SCS from any liability for harm or damages incurred through inappropriate or prohibited use.

Parent/Guardian Signature _____ Date _____

Limitation of Liability: The Simpson County School District makes no warranties or guarantees of any kind; either expressed or implied that the functions or the services provided by or through the District's technology related systems will be error-free or without defect. The District, its employees, agents, vendors, and licensors will not be liable for any costs or damages users may suffer, either directly or indirectly, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Users may be held financially responsible for any harm to the system as a result of intentional misuse.

Device Serial Number: _____

Device SCS Fixed Asset Number: _____