2019-2020 Augusta County Chromebook Handbook

BACKGROUND INFORMATION

The focus of providing Chromebooks is to ensure the availability of current tools and resources for the 21st Century Learner. Excellence in education requires technology to be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the primary learning tools of 21st Century students is the Chromebook. The One-to-one Initiative allows for students to have access to the technology, resources, digital content and devices at home for anytime, anywhere learning.

The individual use of Chromebooks is a way to empower students to maximize their full potential and prepare them for post secondary education and the modern workplace. According to research 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. **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, anywhere.*

Why use Chromebooks?

- **Access and Mobility:** Chromebooks provide students easy access to mobile computing. This access is increasingly important for students.
- **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 any programs or software. There is less need for technical support.
- **Blank Canvas:** The Chromebook is an engaging device which can transform the way young people learn.
- **Instant-on:** It's possible to access the Chromebook instantly and remain connected anywhere the student has access to the internet.
- **All-Day Battery:** On a full charge, a Chromebook can last up to 10 hours with constant use.
- **Autosave:** Student's work on the Chromebook saves automatically to the Google Cloud. No more excuses like "I forgot to save my homework!"
- **Contextual Learning:** The Chromebook is an "anytime, anywhere" learning device. This makes it ideal for projects and learning which take place outside the classroom.
- **Personal Learning Studio:** The Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, library, and much more

Goals for Student Users

- To increase students' productivity inside and outside the classroom when completing

assignments, projects, and other activities.

- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, relevant applications, 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.

Chromebook Policies and Guidelines

Receiving a Chromebook

- All students will be issued a device as a learning tool in the same manner that the school division issues textbooks or other required curriculum materials.
- Each student will receive a Chromebook, AC charger, and protective case.
- Parents/guardians and students must sign and return the **1:1 Computer Student/Parent Agreement** before a Chromebook is issued to the student. *A copy of this agreement can be found at the end of this handbook.*
- Chromebooks will be labeled in a manner specified by ACPS; this will include an asset barcode number.
- The Chromebook and district issued email account are the property of ACPS and, as a result, may be subject to inspection at any time.
- Students must use the county-provided Google account to log into the Chromebook. The username and password should be kept confidential and not shared with others.
- **The student has NO expectation of privacy of materials found on a Chromebook or through a school supplied or supported email or internet service.**
- Chromebook use is subject to the Acceptable Use Policy.

Chromebook Security

- Students will be allowed to take Chromebooks home for educational use.
- All damaged devices or those experiencing performance issues must be reported as soon as possible to a teacher, librarian, the school's ITRT or the school's Computer Technician.
- In cases of theft or vandalism, the school administration must be notified as soon as possible and a police report may be necessary to process the claim. Refusal to cooperate with a police report may result in the conclusion that the Chromebook was lost, and the replacement costs will be charged to the student and parent/guardian.
- In the event of a lost or stolen Chromebook, ACPS may deploy location software which may aid in recovering the Chromebook.
- Failure to report a stolen Chromebook in a timely manner will result in the student and parent/guardian being charged the full replacement cost of any equipment not returned.

Returning a Chromebook

- Chromebooks and all ACPS accessories will be checked for damage, functionality, and serviceability during the final two weeks of school. ACPS administrators will make the final determination of any fees assessed for damage or lack of function or serviceability.
- Students must turn in their Chromebooks, chargers, and cases if asked to do so. Failure to turn in any of the equipment issued to the student will result in the student and parent/guardian being

charged the full replacement cost of any equipment not returned.

- Students that transfer out of or withdraw from ACPS, must turn in their Chromebook, case, and charger to the school by their last day of attendance. Failure to turn in any of the equipment issued to the student will result in the student and parent/guardian being charged the full replacement cost of any equipment not returned.

Fees and Fines Related to Chromebooks

- An annual $35 technology usage fee will be collected per student receiving a Chromebook. Technology usage fees are prorated but are not refundable. The technology usage fee will assist with the sustainability and use of the devices. This includes upgrades, repairs, maintenance, and any other district identified ongoing-costs to implement or support the device program. This does NOT cover accidental or intentional damage, neglect, abuse, improper care, loss, or theft of the device.
- Chromebooks, district-provided cases, and AC charger will be turned in to the school when requested for any reason, in satisfactory condition. Chromebooks will be inspected for damage, functionality, and serviceability. ACPS administrators will make the final determination of any fees assessed for damage or lack of function or serviceability.
- Failure to turn in any of the equipment issued to the student will result in the student and parent/guardian being charged the full replacement cost of any equipment not returned.
- If loss or damage occurs, students and their parent/guardian agree to any applicable charges outlined below. The charges are intended to promote good habits and responsible handling of ACPS-issued Chromebooks. Multiple incidences of damage may result in loss of privilege to take the Chromebook home or access to the device.

Device Issue	Examples of Issues	1st Incident	After 1st Incident	**Repeated Incidents
Defective items	System or hardware failures (HD, Wifi, RAM, System Board needing replacement)	ACPS will not charge to replace defective items due to manufacturer issues.		
Forgotten or misplaced device	Forgot the Device (needing a loaner)	**School consequences as determined by teachers and administrators**		**Up to full Replacement Cost (approx. $225)**
Minor issues, that are accidental and the device is still usable*	Scratches, dents, cracks or other light damage that does not impair the use of the device.	**No charge if device is still usable.***		**Up to full Replacement Cost (approx. $225)**
Minor issues that are intentional or negligent, however the device is still usable*	Cosmetic damage as a result of improper carrying or storage Intentionally scratched screen or defacing	**School consequences as determined by teachers and administrators**		**Up to full Replacement Cost (approx. $225)**

Major issues that are accidental. These issues make the device unusable	Cracked screen from dropping Accidental spills Accidental damage requiring major part or several replacement parts	$25-$50 based on repair or replacement	**Cost based on repair or replacement** **Consequences may include loss of access to a Chromebook**
Major issues that are intentional or negligent These issues make the device unusable	Lost Device Cracked screen from improper transport Damage from intentional misuse or abuse Missing keys from keyboard		**Meet with administrator** **Cost based on repair or replacement up to full replacement cost** **Consequences may include loss of access to a Chromebook**
Failure to return the Chromebook, for any reason, when asked to do so or when withdrawing from ACPS			**Up to full Replacement Cost** **(approx. $225)**

*A useable Chromebook is a functional device with no cracks in the screen and all working keys.

** Repeated accidental or intentional/negligent actions may result in additional charges up to the full replacement cost and/or loss of access to a Chromebook.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school and are expected to care for and minimize the risks of damage, loss, or theft. Appropriate care and steps to minimize the risk of damage, loss, or theft are listed in this section.

- Chromebooks that are broken or fail to work properly must be taken to the school library, the school ITRT, or the school computer technician as soon as possible so that the device can be repaired properly or replaced.
- **District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance, and in the event a Chromebook is taken to an outside computer service for any work, ACPS will not be responsible for the costs of such service, and may charge the student and parent/guardian additional service fees to correct or remove any changes made by an outside service provider.**

General Precautions

- Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students may not lend their Chromebooks to another person either in or out of school including friends or siblings.
- Chromebooks should be kept in the ACPS provided case at all times with the student name clearly visible from the label slot. These cases are designed to keep the Chromebook secure even when in use.
- Chromebooks should be placed vertically when stored in a locker or in a backpack/book bag to avoid putting any pressure on the screen.
- Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- Chromebooks must be fully charged for school each day. **This is the student's responsibility.**
- Chromebooks must never be left in an unsupervised area or unattended unless they are being stored in a locked area such as a locker or empty (locked) classroom.

- While the Chromebook is considered scratch resistant, the Chromebook will scratch. Do not use any sharp objects on the Chromebook.
- No food or drink should be next to, near, or on the same surface as Chromebooks.
- Never throw, slam, or slide a Chromebook.
- Chromebooks are not allowed in "technology free zones" which include but are not limited to the locker rooms and bathroom areas.
- Cords, cables, and removable storage devices must be carefully inserted into and removed from the Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged-in in situations where the cord may be a tripping hazard.
- No writing, drawing, stickers, and labels of any kind shall be placed on a Chromebook except by ACPS.
- Heavy objects should never be placed on top of Chromebooks.

Cases

- Students will use the protective case for their Chromebook at all times. Failure to do so may result in disciplinary action.
- Chromebook cases must be labeled with the student's name, but must remain free of any other writing, drawing, stickers, and labels.
- Do not place anything other than the Chromebook (including but not limited to pencils, pens, usb drives or power cords) in the protective case.
- Although cases help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.
- Damaged cases will need to be replaced promptly, with an ACPS-issued case, and paid for with a replacement fee. Failure to report and obtain an ACPS-issued replacement case for a damaged case may result in avoidable damage to the Chromebook, which will be charged to the student and parent/guardian in addition to the cost of the replacement case.

Carrying Chromebooks

- Always transport a Chromebook with care and in an ACPS issued protective case. Failure to do so may result in disciplinary action.
- Always hold a Chromebook securely.
- **Never lift or carry a Chromebook by the screen.** This action causes undue stress on the device which can cause failure of the hinge and/or screen.
- Use extra caution when carrying a Chromebook with the screen open.

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.

- Do not put pressure on the top of a Chromebook when it is closed. Take special care when storing a Chromebook in a locker.
- Never place a Chromebook underneath other books. Always place the Chromebook on top.
- Do not store a Chromebook with the screen open.

- Make sure there is nothing on the keyboard before closing the lid (pencils, pens, or usb drives)
- Do not try to store things such as paper or cloth between the keyboard and screen.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Device ID Barcodes

- All Chromebooks will be labeled with a District ID barcode for inventory and identification purposes.
- Device ID barcodes may not be modified or tampered with in any way.
- Do not try to remove the barcode. Intentional removal of labels and barcodes may result in disciplinary action.

Using a Chromebook at School

Chromebooks are intended for instructional use at school each day, and teachers may set specific rules, in addition to the rules contained in this document, relating to student use of Chromebooks in their classrooms. School messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

Chromebooks Left at Home

- If a student leaves their Chromebook at home, the student is responsible for getting a "loaner" from a teacher on a class by class basis. (Loaner Chromebooks are limited and may not be available.)
- If a student has forgotten their Chromebook, the student must request a separate loaner, for use only in that classroom, from each teacher throughout the day. All loaner Chromebooks must be returned to that teacher by the end of each class. Failure to do so may result in disciplinary action.

Chromebook Repair

- If a student has a problem with their Chromebook, the student should first notify their teacher. If the teacher is unable to resolve the issue, the student will be asked to take the device to the school library.
- The librarian will work with the tech department and the student may receive a loaner, if available.
- Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by ACPS.
- ***Only a limited number of loaner Chromebooks are available, so having a loaner is not guaranteed.***

Charging a Chromebook Battery

- 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. The AC charger will be kept at home and does not need to be brought to school unless requested.
- Repeated failure to bring a Chromebook to school charged may result in disciplinary action.

Screensavers/Backgrounds and Photos

While personalized screensavers or backgrounds are permitted, inappropriate images including but not limited to inappropriate language, drug, alcohol, and gang related or sexually explicit images are not permitted and subject to administrative disciplinary action.

Sound, Music, Games, Software/Apps

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is only allowed on the Chromebook at the discretion of the teacher.
- All software/apps and extensions must be school appropriate.

Legal Propriety

- All students must comply with trademark and copyright laws and all license agreements for any/all software, apps, and downloads. Ignorance of the law is not immunity.
- Plagiarism is a violation of the ACPS rules. 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.

Home Internet Access

For homes without internet access, students will be trained how to best use the device offline.

Parents/guardians should be aware of their personal internet service and data usage plans. While the Chromebooks do have options for working offline, general use is designed for online activity which will have an effect on data usage and limits. ACPS will not be responsible for home internet data costs or overages.

Parents/guardians are responsible for taking the necessary precautions for internet safety with each student. Although ACPS *does* have off-site filtering policies in place on the Chromebooks, the best way to keep students safe and on task is to have a parent/guardian present and involved.

You may also be able to apply parental controls through your internet service provider and/or your wireless router. Other home-use management tips include:

- Develop a set of rules/expectations for Chromebook use at home. Some websites provide parent/child agreements for you to sign.
- Only allow Chromebook 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 Chromebook. Ask questions and request to see your student's work often.
- **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.
- All activity on the Chromebook and district issued email account, whether conducted at school or off site, is subject to search as it is district property.

Using the Chromebook Camera

- The Chromebook comes equipped with a camera and should only be used for instructional purposes.
- As with all recording devices, it is best practice and common courtesy to ask permission before photographing or recording an individual or group and asking permission of each individual prior to posting the image or video online. Failure to ask permission may result in disciplinary action, whether the posting occurs at school or off-site.
- Cameras may never be used in a locker room or restroom. These areas are designated as "No Technology Zones."

Network Connectivity

ACPS 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 work.

Compliance with ACPS Policies and Guidelines

In addition to compliance with the Policies and Guidelines in this document, all Chromebook use and access must comply with all other ACPS policies including specifically but not limited to the Acceptable Use Policy and Code of Student Conduct.

Augusta County Public Schools
1:1 COMPUTER STUDENT/PARENT AGREEMENT

Please read this document carefully. When signed by the student and parent/guardian, it becomes an agreement between you and Augusta County Public Schools (ACPS). Signatures indicate an agreement to abide by the conditions and guidelines established here.

STUDENT/PARENT RESPONSIBILITY:

The student/parent may be held financially responsible for replacement and/or repair of a device, if damage/loss is deemed by Augusta County Public Schools to be the fault of the student.

ACCEPTABLE USE GUIDELINES:

- ❏ I understand that the use of electronic information resources must be in support of education, research, and the educational goals and objectives of Augusta County Public Schools.
- ❏ I understand that electronic mail is not private.
- ❏ I will accept personal responsibility in reporting any misuse of the network to the system administrator.
- ❏ I agree not to submit, publish, display, or retrieve any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- ❏ I will abide by all copyright regulations.
- ❏ I will not reveal home addresses or personal phone numbers of myself or others.
- ❏ I will not use the network in any way that disrupts the use of the network by others.
- ❏ I will not use the network for commercial purposes.
- ❏ I will follow all of the rules of the Augusta County Public Schools Student Handbook and the ACPS Student Chromebook Handbook while using electronic information resources.
- ❏ I will not attempt to harm, modify, or destroy hardware or software or interfere with system security.

SERVICES:

The use of electronic resources is a privilege, not a right, and may be revoked at any time. The system administrator may close an account at any time. The system administrator's decision may be appealed to the assistant superintendent. The account shall remain closed through the appeal process. The decision of the assistant superintendent is final.

Augusta County Public Schools provides services on an "as-is, as-available" basis and reserves the right to establish such rules and regulations as may be necessary for the efficient operation of the electronic information systems.

CONSEQUENCES:

Infractions of the provisions set forth in the 1:1 Computer Student/Parent Agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action. Activities in violation of state and federal statutes will be subject to prosecution by those authorities. Disciplinary action may be taken by Augusta County Public Schools as appropriate.

Student Name (please print)_____

I have read, understand, and agree to abide by all of the provisions of the 1:1 Computer Student/Parent Agreement.

Student Signature _____ **Date** _____

As the parent or guardian of this child, I have read the 1:1 Computer Student Parent Agreement and the ACPS Student Chromebook Handbook. I understand that this access is designed for educational purposes. I hereby give permission for my child to use electronic information resources.

Parent/Guardian Signature _____ **Date**_____