

Forest Park School District

One-to-One Technology Chromebook Guide & Policies



Background Information

The focus of providing Chromebooks in the Forest Park School District is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the education program. Increased 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.

Why use Chromebooks?

1. Chromebooks represent a new “space” in technology: This space is between the mobile space and the portable spaces (laptops, iPads and netbooks). This “space” is expanding every day.
2. As teachers begin to create new ways of teaching in the modern age, 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. The Chromebook is an engaging device that transforms the way young people learn.
5. Instant-on and all-day battery: it’s possible to get on the internet instantly.
6. Auto-save: Students work on the Chromebook saves automatically to the Google Cloud.
7. Contextual Learning: the Chromebook is an “anywhere, anytime” learning device. This makes it ideal for projects and learning which take place in and 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

1. To increase students’ productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers.
2. To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
3. To facilitate mobile learning across the school campus and beyond.
4. 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.

General Procedures

Receiving a Chromebook

1. Parents/guardians and students must sign and return the Student User Agreement and the Parent Guide to Safe and Responsible Student Chromebook Agreement before a Chromebook is issued to the student.
2. The Chromebook will be labeled in a manner specified by FP School District; this will include a red tag number.

3. The Chromebook and district-issued email account are the property of FOREST PARK Schools and as a result may be subject to inspection at any time. The student should have **NO** expectation of privacy of the material found on a Chromebook or a school supplied or supported email service.
4. Should you want your child to opt out of having a Chromebook to take home, you will need to submit a signed “opt out” form provided by FP School District. Your child will then pick up and return a Chromebook from an assigned room each day for use during the school day. Students are responsible for following the guidelines and appropriate handling of the device during school and while at home.

Returning a Chromebook

1. Chromebooks and all accessories will be returned during the final week of school so it can be checked for serviceability.
2. Chromebooks must be returned when a student is transferring out of the Forest Park School District, is suspended or expelled, or terminates enrollment for any reason.

Fines Related to a Chromebook

1. Chromebooks and AC chargers will be turned in when requested in good 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 FOREST PARK Administration will make the final determination of any fees assessed. Replacement costs in 2020 are as follows:
 - Chromebook \$300
 - AC Charger \$20
 - Case \$25
2. 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 may result in a theft report filed with the Iron County Sheriff's Department.

Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the Forest Park School District.

General Precautions

1. While the Chromebook is considered scratch resistant, the Chromebook can scratch. Avoid using any sharp object(s) on the Chromebook.
2. Chromebooks do not respond well to liquid. 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.
3. 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 principal.
4. There is no “jail breaking” (bypassing filters and controls) of this device.
5. Never throw or slide a Chromebook.
6. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
7. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of FOREST PARK Schools or approved by the building principal.

8. Students will have a case to help protect the Chromebook. This case must be used at all times, while transporting or it voids the warranty and any insurance warranty options.
9. Chromebooks have the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the student handbook.
10. Chromebooks have a unique identification number and at no time should the number or labels be modified or removed.
11. Chromebooks should be placed vertically in the bottom of the locker or in a backpack/book bag to avoid putting any pressure on the screen.
12. Chromebooks must never be left in an unlocked car or in any unsupervised area.
13. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
14. Chromebooks must be charged (at home) for use at school each day. ***This is the student's responsibility much like having your textbook with you and ready to go.***
15. Chromebooks are assigned to individual students, and the responsibility for the care of the Chromebook rests solely with that individual. Students should not lend their Chromebooks to another person.
16. Repeated violations of any part of this policy will result in disciplinary action, including, but not limited to, suspension of device or revocation of use.

Carrying Chromebooks

The case for the Chromebook should have sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for transporting the device.

Using Chromebooks at School

Chromebooks are intended for use at school each day. In addition to the teacher expectations for the Chromebook use, school messages, announcements, procedures and rules, 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

1. If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook was present.
2. Students may be allowed to "check out" a loaner Chromebook only with a teacher's or principal's written permission "when available".
3. Repeated violations of this policy will result in the student no longer being allowed to "check out" a loner.

Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebook is being repaired by the school. A limited number of "loaner" Chromebooks are available so having a "loaner" is not guaranteed.

Charging a Chromebook's Battery

1. Chromebooks must be brought to school each day in a fully charged condition.
2. In cases where the battery does "run out," students may be able to connect their Chromebook to a power outlet in class.

3. Repeated violations of this policy will result in no ability for the students to charge/power device during class. See #1

Screensavers/Background Photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and are subject to disciplinary action.

Passwords and Account Access

Take care to protect your password. Do not share your password or allow any other user to login or use your Chromebook. Students are allowed to login to their Chromebook with their own assigned domain account only; no other accounts are to be used on Chromebooks.

Sound, Music, Games, Software/Apps

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Students should provide their own headsets/ear buds.
3. Music is only allowed on the Chromebook at the discretion of the teacher.
4. All software/apps must be district provided. Data storage will be through apps on the Chromebook (i.e. Google Docs, Notepad, etc.).
5. Internet games are not allowed on the FOREST PARK Chromebooks and if found will result in disciplinary action.

Legal Propriety

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask your teacher.
2. Plagiarism is a violation of the FOREST PARK School 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.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to FOREST PARK School discipline. Violation of applicable state or federal law may result in criminal prosecution.

Managing & Saving Your Digital Work

1. 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.
2. With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.
3. All items will be stored online in the Google Cloud environment.
4. Prior to leaving the district, or graduating, students wanting to save any work need to use [Google Takeout](#) to transfer any work to a personal Gmail account.

Home Internet Access

CHROMEBOOKS ARE FILTERED THROUGH THE FOREST PARK SCHOOL DISTRICT FILTER.

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

REMINDER: FOREST PARK School provides Internet filtering on the district's network. These filters will apply when at other locations. It is also the family's responsibility to monitor the student's use of the Internet outside of the school setting.

1. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home requires a wireless printer, proper settings on the Chromebook and the correct app. FOREST PARK Schools will not trouble shoot any home printing issue.
2. 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 number of other students.
3. All activity on the Chromebook and district-issued email account, whether conducted at school or off site, is subject to search as District property.

Using the Chromebook Camera

The Chromebook comes equipped with a camera and video capacities. Students are not to record an individual or group without permission and must notify the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.

Network Connectivity

The FOREST PARK School 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.

Updating your Chromebook

When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging.

Virus Protections & Additional Software

With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks. Files are stored in the cloud, so there's no need to worry about lost homework.

Procedures for Restoring your Chromebook

If your Chromebook needs technical support for the operating system, all support will be handled by Forest Park Tech Support. Please turn your Chromebook in to the building principal.

Software Installation

Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web. The installation and use of any Apps or software must comply with all the district policies and all

software/apps must be district provided. Data storage will be through apps on the Chromebook, i.e. Google Docs, Notepad, etc.

Repairing or Replacing a Chromebook

Chromebooks in need of repair should be returned to the building principal. The district will determine if a Chromebook can be repaired or needs to be replaced. PLEASE DO NOT ATTEMPT TO CONTACT THE MANUFACTURER SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL DISTRICT. Users are not to take their FOREST PARK School owned Chromebook to an outside service for any type of repairs or maintenance, or to attempt to repair damaged or malfunctioning Chromebooks themselves. Users are not to purchase replacement Chromebook parts (i.e. online). Chromebooks are the property of FOREST PARK Schools and will be repaired by the district. Replacement parts are to be purchased by the FOREST PARK School through approved vendors only. Cost of repairs or replacement will be assessed as necessary, as per this policy. Please see the section 'Fee for Incidental Damage' for more information.

School District Protection

FOREST PARK Schools has purchased these Chromebook and will generally assume the financial liability for Chromebooks repairs or replacement due to normal and typical daily use.

Personal Home and Homeowners'/Renters' Coverage

Lost, damaged, or stolen Chromebooks in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent. Most homeowner/renter policies will provide some limit of coverage for the "damage of the property of others" under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners'/renters' coverage.

Accidental Damage Protection

Accidental damage protection coverage is offered to all students. The accidental damage protection cost is \$20.00 per student per year. It is highly recommended that this be purchased at the beginning of the school year. This insurance cannot be purchased after the beginning of school year, without an initial examination of the Chromebook prior to purchase. The accidental insurance will cover accidental drops, breaks or any other accidental damage repair that may need to be done.

Accidental Insurance **WILL NOT** cover the following, but not limited to:

1. Intentional destruction of any part of the Chromebook, power cords or any FOREST PARK provided accessories
2. Abuse, neglect, intentional damage
3. Any damage that occurs without the protective case on, in place and secure.
4. Theft

Fee for Incidental Damage

In the case where a Chromebook or district-issued accessory is damaged by means other than normal use, wear and tear (i.e. abuse, neglect, intentional damage), the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The Forest Park Administration will make the final determination of any fees assessed.

Claims

1. All Accidental Damage Protection claims must be reported to the FOREST PARK School. In cases of vandalism or other acts covered by insurance, the student/parent/guardian must file a report with the Principal's Office before a Chromebook can be repaired or replaced.
2. In the event of a lost or stolen Chromebook, FOREST PARK School may deploy location software, which may aid in recovering the Chromebook.
3. Failure to report a stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

Chromebook Rules and Appropriate Usage

The Forest Park School District 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 **the Forest Park School District**. 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, all students and parents/guardians must sign the User Agreement.

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

1. Ensure suggested sites are age-appropriate for student use.
2. Monitor student creation of accounts within the classroom and student use of Internet and social media sites
3. Be aware of and adhere to federal Children's Online Privacy Protection Act Laws and District Policies.

Student Responsibilities

1. When creating accounts, provide their *full last name and only the first letter of their first name*.
2. When asked to provide birth date information, *all students will use January 1 of their birth year*.
3. Students will not share personal, identifiable information. (i.e. school name, location, etc.)
4. Students will use group pictures of students and/or individual pictures, which do not identify individuals by name.
5. Students will agree to use social media and content sites responsibly.

Parent/Guardian Responsibility

1. Monitor student Internet and social media websites used at home
2. Contact teacher who has assigned the project if any questions or concerns arise
3. Parents/Guardians are encouraged to obtain their child's log-in 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.

4. If the damage is wanton, willful or purposeful, the parents/guardians will pay for the full repair/replacement cost of the Chromebook, and AC power adaptor. Replacement cost in 2020 for a Chromebook is approximately \$300.

Frequently Asked Questions

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

The Forest Park School District will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is neglectfully damaged, stolen or lost, the student/parent/guardian is responsible for replacing the unit (approximately \$300). The District regards the Chromebook as all other material checked out by the student (i.e. 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. We also recommend purchasing the district provide accidental insurance at the cost of \$20.00 per student per year (as indicated on "Agreement").*

What is the replacement cost of the Chromebook and Accessories?

- Chromebook: \$300 (as of 2020)
- AC Charger \$20
- Case \$25

Does my child have to accept a Chromebook?

A Chromebook will be checked out to each K-12th grade student for the school year for use at school and at home (to those needing devices at home). If a parent/guardian does not want the child to take the Chromebook home, the parent may submit that request in writing to the school office (opt-out form).

How is the District paying for Chromebooks?

The Forest Park School District currently has a number of devices that have been purchased as a result of several fundraising efforts and from support from the community during the several Memory Meal events and other generous donations. The district is able to purchase additional devices due to a generous donation from the family of a Crystal Falls Alumna.

Student User Agreement

As a learner I will:

1. Look after my Chromebook very carefully at all times.
 - a) Chromebooks will never be left unattended.
 - b) Chromebooks must be situated securely on the working surface.
 - c) Make sure the Chromebook is not subject to careless or malicious damage (i.e. as a result of horseplay).
 - d) Take care when the Chromebook is transported so that it is as secure as possible. Chromebooks MUST always have on the protective case.
 - e) Carry my Chromebook in the closed position with two hands.
2. Ensure that my Chromebook is charged every evening and ready for use the next day (i.e. plugging it in for charging overnight).
3. Store my Chromebook in my locker when not in use (i.e. lunch, phys ed, etc.). The Chromebook should be in its case when stored in my locker and no items are to be stacked on top of it.
4. Be on the task assigned by my teacher at all times. Chromebooks will ONLY be used for educational purposes as directed by Forest Park staff.
5. Print only after teacher gives permission.
6. Not decorate the Chromebook and not allow it to be subject to graffiti.
7. Not install or download additional software.
8. Personal devices other than the school provided Chromebooks are not allowed to be brought to school (i.e. laptop, iPad, personal Chromebook, etc.), please leave them at home for your own protection.
9. Submit the Chromebook to school authorities upon request. Requests may be made in order to ensure Chromebooks do not contain any unapproved software or files, as well as to check the browser histories and caches.
10. Leave the Chromebook at school over the summer for regular maintenance.
11. 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.
12. Protect the Chromebook from damage or theft. Required precautions include the use of a protective case on 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 immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by authorities.

Consequences for Violation of Chromebook Rules:

Students are expected to abide by the rules and behavioral expectations of the One to One Technology Chromebook Guide rules both at home and at school. Consequences for violation of these rules and/or policies will be imposed as per student handbook/district policies. By signing the User Agreement, you commit to the student expectations and understand the consequences for any violation.

Student Name (PRINT)

Student Signature _____ **Date** _____

Parents' Guide to Safe and Responsible Student Chromebook Agreement

The Forest Park School 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. 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, their building level secretary.
- 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 associated 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 schoolwork 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 and 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) 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 are stored on school servers are not private.
- 10) Protect the Chromebook from damage or theft. Required precautions include the use of a protective case on 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 immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by authorities.
- 11) If the damage is wanton, willful or purposeful, the parents or guardians will pay the full/replacement cost of the Chromebook and AC power adaptor. Replacement cost of the Chromebook in 2020 is approximately \$300. (See #1 under "Fines Related to a Chromebook")

As the parent or legal guardian of the minor student signing, I grant permission for the named student to access networked computer services and school computer hardware. I understand that I may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for the named student to follow when selecting, sharing, or exploring information and media.

Parent/Guardian Signature _____ Date _____

Will you be taking the Chromebook insurance for \$20.00 (circle one) YES or NO

Insurance paid date: _____ (Staff use only) Staff initials _____