CHROMEBOOK HANDBOOK & GENERAL USE TECHNOLOGY POLICY

SOUTH CENTRAL LOCAL SCHOOLS

MISSION OF THE 1-TO-1 POLICY

The mission of the 1-to-1 program at South Central 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 by 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. On 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.

PREPARING ● PROVIDING ● PROMOTING

PURPOSE OF THE DEVICE

South Central Schools is supplying all 2nd-12th grade students with a Chromebook device. This device is the property of the South Central Schools. The supplied instructional device's function will provide each student access to the required educational materials needed for each student to be successful. The Chromebook allows students 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.

WHAT GOES INTO A TECH FEE?

$15 - Technology Fee (Grades K-1, 9-12*)

- Google Management License
- Lightspeed Content Filtering Management License
- Classroom upkeep of technology devices
- Provide equitable access to technology resources

* MUST USE SCHOOL WIFI TO LOGIN TO PERSONAL DEVICE

$25 - Chromebook Fee (Grades 2-12)

We are excited to announce that South Central is on the one-to-one model for student Chromebooks (grades 2-12). One-to-one allows students to carry a school-issued Chromebook with them from class to class throughout the day, as well as take it home with them after the school day is over. Students will be assigned a Chromebook on their first days of school, along with a carrying case to protect it. Grades 9-12 will have the option for BYOD (bring your own device), those <u>not</u> choosing BYOD must take Chromebook. **ALL BYOD DEVICES MUST BE REGISTERED WITH THE TECH DEPARTMENT BEFORE USE ON CAMPUS.**

South Central Schools will now be self-insuring all of its Chromebook devices. This will allow us to streamline the repair and/or warranty process. The Chromebook fee includes all that is listed in the Technology Fee and:

FIRST screen repair (outside of warranty*+) - all subsequent issues after will be billed to their student fees
OR FIRST charger replacement (outside of warranty*+)
OR FIRST replacement of charging port (outside of warranty*+)
OR FIRST Chromebook Case replacement*
*Outside of warranty is defined as any damage done by a student due to neglect.
+Any malicious activity, including purposeful damage to self or another student's Chromebook, (even in case of the first event) will result in a fee being placed directly onto the student's fee.

LOST OR STOLEN DEVICES/CHARGERS/BAGS ARE **NOT** COVERED BY INSURANCE. ANY LOST OR STOLEN DEVICE WILL BE CHARGED TO STUDENT ACCOUNT.

1) GRADES 2-8 CANNOT OPT OUT OF TAKING CHROMEBOOK.
2) FOR GRADES 9-12, THE DECISION ON TAKING A CHROMEBOOK MUST BE MADE WITHIN TWO WEEKS OF SCHOOL STARTING. NO CHROMEBOOKS WILL BE AVAILABLE AFTER THAT TIME. THOSE NOT UTILIZING BYOD MUST TAKE CHROMEBOOK. *UNLESS WITH PRINCIPAL APPROVAL.

FREE AND REDUCED

Students that qualify for free lunch are eligible to have the technology fee waived or reduced as long as the proper paperwork is on file with the Food Services department.

ACCEPTABLE USE POLICY AND CHROMEBOOK HANDBOOK

Parents/Guardians and Students are required to sign the Acceptable Use Policy and Chromebook Handbook each school year. Students will not be issued or reissued their devices until these forms have been completed and the technology fee(s) have been paid. The Acceptable Use Policy outlines the district's online behavior expectations. The Chromebook Handbook outlines the policies and procedures for families to protect the Chromebook investment for South Central Schools.

RETURNING YOUR CHROMEBOOK

Students must return the district-owned Chromebook at the end of each school year. Chromebooks will be inspected at the end of each year for any damages. All damages will be charged to the student and repaired over the summer.
Students leaving the district before the end of the school year must return the district-owned Chromebook to the technology department.
Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.

LOANER EQUIPMENT

If a student leaves his/her Chromebook at home, a Chromebook can be borrowed from the K8 Library/HS Office for the day. Loaner Chromebooks must be returned at the end of each school day.
Chromebook chargers are also available in the K8 Library/HS Office for students to borrow. These must be returned at the end of each school day as well.
Students that repeatedly leave their Chromebook at home or do not have it charged will face disciplinary action.
Students are responsible for any damages incurred while in possession of the loaner Chromebook.

KEEP IN MIND

ALL CHROMEBOOKS ARE PROPERTY OF SOUTH CENTRAL SCHOOLS

CHROMEBOOK REPAIRS

Students must report Chromebook damages or issues to the Technology Department in the K8 Library as soon as possible. The Technology Specialist will complete a repair ticket. Chromebooks must be in their case with the charger when brought in for repairs. Do not take your district-issued Chromebook to an outside computer service for any type of repair or maintenance. Students may not attempt to repair their Chromebook.

MANUFACTURERS WARRANTY

The manufacturer has a one-year limited warranty on the Chromebook. This limited warranty covers normal use, mechanical breakdown, or faulty construction. The manufacturer warranty does not warrant damage caused by misuse, abuse, or accidents.

CHROMEBOOKS UNDER REPAIR

Students will be issued a loaner device while their device is being repaired. Students are responsible for any damages incurred while in possession of the loaner Chromebook. The loaner Chromebook must be returned at the end of each school day.

REPAIR COSTS

Repair costs (if not covered under first-time repair policy) must be paid in full before the device will be returned to the student

- Screen: $45.00
- Charger (Standard): $40.00
- Charger (USB-C): $50.00
- Case: $30.00
- Battery: $40.00
- Touchpad: $30.00
- Keyboard: $65.00
- New Chromebook: $300.00
- Refurbished Chromebook: $100.00 (subject to availability)

🔔 **KEEP IN MIND**

PRICES OF CHROMEBOOK COMPONENTS ARE SUBJECT TO CHANGE WITHOUT NOTICE AND ARE AFFECTED BY MARKET FLUCATIONS BASED ON DEMAND.

IMPORTANT: Students may bring wireless mice to school to use with Chromebooks. Mice will not be provided by the school. **A mouse is the only peripheral that is allowed be plugged into the device. NEVER PLUG YOUR CELL PHONE INTO A CHROMEBOOK**

CARING FOR 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 Technology Department as soon as possible so they can be repaired. **Students are expected to bring a fully charged Chromebook to school each day.** Chromebooks are to be used for educational purposes. Students are expected to bring their Chromebook to every class, every day unless specifically advised not to do so by their teacher.

GENERAL PRECAUTIONS

- Do not eat or drink around your Chromebook.
- Use care when inserting and removing cords and USB devices from the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- Never carry your Chromebook with the screen open.
- Chromebooks must remain free of any writing, drawing, or stickers
- Do not remove or alter district inventory tags or labels
- Chromebooks should never be left in a car.
- Always keep your Chromebook in the case

SCREEN CARE

- Do not lean on your Chromebook or put pressure on the lid when it is closed.
- Do not close anything between the keyboard and the screen (Paper, pencils, etc.)
- Clean the screen with a soft, dry microfiber cloth as necessary

USING YOUR CHROMEBOOK AT SCHOOL

- Chromebook use at home is encouraged.
- Chromebook care at home is just as important as in school.
- Transport your Chromebook in its case to and from school.
- Keep your Chromebook out of reach of pets and young children.
- Chromebooks will be filtered at home with the same restrictions that are in place at school.
- Students may connect their Chromebooks to home networks (Wifi, printers, etc.).
- The Technology Department does not provide support for helping students connect at home.

USING YOUR CHROMEBOOK AT HOME

- When Chromebooks are not in use, students should store them in a locker.
- Nothing should be placed on top of the Chromebook, even if it is in the case.
- Do not store Chromebooks in a vehicle at school or at home. The extreme temperature changes in a vehicle can damage several parts of a Chromebook.
- Under no circumstance should your Chromebook be left in an unsupervised area (cafeteria, hallway, bus, etc.).

GENERAL CHROMEBOOK USE

Students must report Chromebook damages or issues to the Technology Department as soon as possible. The Technology Department will complete a help ticket and complete the necessary repairs. Do not take your district-issued Chromebook to an outside computer service for any type of repair or maintenance. Students should not attempt to repair their Chromebook.

SOUND

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones/earbuds may be used at the discretion of the teacher. Be respectful of others while using the sound on your Chromebook.

ACCOUNTS AND PASSWORDS

Students will only be able to sign in with their South Central Schools student account on district-owned Chromebooks. Students will have the same account for their entire school career. Students enrolled in College Credit Plus classes will be able to sign in with their college accounts as well.

CHROMEBOOK UPDATES

Chromebooks are designed to automatically install updates. Students should shut down their Chromebook once a week to ensure the latest updates have been installed. Most updates take less than one minute to install.

OPERATING SYSTEM

Chromebooks run on the Chrome Operating system. The Technology Department will release the newest version of Chrome OS to student devices. Students may not remove or alter the operating system on their Chromebook. Any attempt to do so will result in disciplinary action.

MONITORING/LOST STOLEN DEVICE

Electronic mail, network usage, anything done on the device and all stored files shall **not** be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. Students must report lost or stolen devices to the Technology Department as soon as possible. The Technology Department will disable all lost/stolen devices as soon as they are reported to prevent unauthorized use. If the device is stolen, students are responsible for filing a police report. Students are responsible for the cost to replace the lost or stolen device.

REMEMBER

ALWAYS LOCK YOUR CHROMEBOOK WHEN YOU ARE NOT USING IT

MANAGING & SAVING YOUR DIGITAL WORK

Students are provided access to the G Suite for Education, a full suite of products by Google.

OFFLINE MODE

Students have access to their files with or without an internet connection. Chromebooks are equipped with "Offline Mode" allowing students to continue editing files without being connected to the internet. As soon as the Chromebook connects to the internet again, the offline changes are synced.

EMAIL

Email is to be used for educational purposes only. Always use appropriate language in your communications. Do not send language or materials that may be considered profane, obscene, abusive, or offensive to others. Email may not be used to send chain letters, spam, or promotions. Email and communications are subject to inspection by the school at any time.

COPYRIGHT AND ORIGINALITY

Students must comply with trademark, copyright, and all license agreements. Plagiarism is a violation of the student policy. Be sure to give credit to all sources used whether quoted or summarized. This includes all forms of media on the internet, such as images, movies, music, and text.

KEEPING TRACK OF ASSIGNMENTS

Students are encouraged to use Google Calendar to keep track of assignments, projects, tests, quizzes, etc. Create an event on your calendar on the due date for each assignment.

ORGANIZING FILES

Students are encouraged to create a folder in their Google Drive for each class. Use these folders to store your electronic files for each class.

TRANSFERRING YOUR FILES

Prior to leaving the district, or graduating, students should use Google Takeout (takeout.google.com) to transfer their files to a personal Google account. The Technology Department will offer support for graduating Seniors at the end of the school year to help them transfer their files. Students will have access to their account until July 31 following graduation. Students are responsible for transferring all files before this date

🔔 **DID YOU KNOW?**

THERE ARE GREAT RESOURCES ONLINE ON HOW TO ORGANIZE YOUR FILES IN GOOGLE DRIVE

ACCEPTABLE USE POLICY AND EXPECTATIONS

Students must adhere to the rules outlined in our Acceptable Use Policy anytime they are using a district-owned device, district account, or a district connection (WiFi). Our district expectations for student behavior on Chromebooks are outlined below.

STUDENTS ARE RESPONSIBLE FOR THEIR SCHOOL-ISSUED ACCOUNT

Do not give your password to anyone. If you suspect your password has been compromised, contact the Technology Department right away.

Always log out of your account when you are finished.

STUDENTS ARE RESPONSIBLE FOR THEIR LANGUAGE

Do not use foul or inappropriate language.

Only use language that you would use with your teacher or principal.

STUDENTS ARE RESPONSIBLE FOR HOW THEY TREAT OTHER PEOPLE

Do not write or post anything embarrassing, mean, or hurtful towards another person. Do not be a bully or use bully-like behaviors towards another person.

Do not send a bothersome message or email to others. Report mean and hurtful things to an adult.

STUDENTS ARE RESPONSIBLE FOR USING THE DISTRICT NETWORK

Do not search for web pages with pictures, words, or sounds that are not school appropriate. Do not search for content related to sex, violence, weapons, or drugs.

Do not download suspicious or malicious files.

All web traffic on South Central Campus and with South Central Devices (on/off campus) are monitored with an advanced web filter. This information is subject to inspection at any time by the proper administrative personnel.

STUDENTS ARE RESPONSIBLE FOR BEING HONEST ONLINE

Do not pretend to be anyone else online.

Do not send an email, create an account, or post content using someone else's name.

Do not use another person's username or password.

STUDENTS ARE RESPONSIBLE FOR PROTECTING DISTRICT PROPERTY

Do not break or destroy any computer equipment intentionally.

Follow the guidelines in this handbook to responsibly care for your device.

STUDENTS ARE RESPONSIBLE FOR PROTECTING ONLINE PROPERTY

Do not plagiarize. Appropriately cite the source of text, images, videos, and all other content used and always obey copyright laws. Do not download words, pictures, or music that belongs to someone else.

Any student attempting to turn in: literary, audio/visual, mathematical, scholarly works etc. created/answered by ai (artificial intelligence) shall have that work be considered plagiarism.

ACCEPTABLE USE POLICY CONT.

CONSEQUENCES FOR IMPROPER USE

The use of technology at South Central Schools is a privilege, not a right. The failure of any user to follow these procedures or meet these expectations will result in the loss of privileges, disciplinary action and/or appropriate legal action. The administration will make all decisions regarding whether or not a student has violated these procedures.

The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Contents of email and network communications are governed by the Ohio Open Records Act; proper authorities will be given access to their content.

School owned devices are subject to search at any time.

STAYING SAFE ONLINE

Student safety online is a top priority at South Central Schools. We have several safeguards in place to prevent students from being exposed to inappropriate content and monitor online behavior. While we have these measures in place, it is equally as important to educate students on ways to protect themselves online.

PERSONAL INFORMATION

Never share your personal information online, especially with other users that you may not know. Personal information includes things like your name (first and last), address, phone number, school, city, Social Security Number, student ID number, etc.

EMAIL

Do not open email from someone you do not know. If you receive an email from a suspicious user, report it to an adult right away.

PASSWORDS

Do not share your passwords with others. If you need to write your password down, keep it in a safe place.

QUESTIONS?

FEEL FREE TO CONTACT THE TECHNOLOGY DEPARTMENT WITH ANY QUESTIONS OR CONCERNS