Chromebook Policy, Procedures, and Information Handbook

Roscommon Area Public Schools

About the RAPS Chromebook Program

The focus of the Chromebook Program in the Roscommon Area Public School District is to prepare students for their futures in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future. One of the primary learning tools of these 21st century students in RAPS schools is the Chromebook. The individual use of Chromebooks is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Chromebooks encourage students to solve problems and think critically by stimulating analytical thinking. 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. Learning with Chromebooks integrates technology into the curriculum any time, and any place. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community.

The policies, procedures and information contained in this document apply to all Chromebooks used within RAPS schools**, and include any other device the Administration considers to fall under the umbrella of this policy**. Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms.

USING YOUR CHROMEBOOK

TAKING CARE OF YOUR ASSIGNED CHROMEBOOK

Students are responsible for the general care of the Chromebook that was issued to them by the District. Chromebooks that are broken or fail to work properly must be taken immediately to their site's Library Media Specialist.

General Policies

Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to all of their classes, <u>unless</u> specifically instructed not to do so by their teacher.

Protect the Chromebook screen by following the rules below. The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen.

- Close the Chromebook screen before moving it, unless directed to do so by a teacher.

- Do not lean on the top of the Chromebook when it is closed.

- Do not place anything near the Chromebook that could put pressure on the screen.

- Do not place anything in the carrying case that will press against the cover.

- Do not poke the screen.

- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

- Clean the screen with a soft, dry cloth or anti-static cloth.

- Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

No food or drink is allowed next to your Chromebook while it is in use.

To conserve battery life Chromebooks should be shut down before moving them.

Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Roscommon Area Public Schools. Skins are allowed and may be purchased at the RHS office.

Chromebooks must never be left in an unlocked car or any unsupervised area.

Students are responsible for charging their Chromebook's battery before the start of each school day.

Students may be selected at random by teachers or administrators to provide their Chromebook for inspection for damages or misuse.

Failure to comply with the General Policies listed above will result in the student being required to check out the Chromebook from the Library Media Center for three weeks at a time, with the second offense being the loss of Chromebook privileges for 21 days.

MANAGING YOUR FILES & SAVING YOUR WORK

Saving documents on Google Docs

Students will be logging into RAPS's Google Apps for Education domain and saving documents to students-rapsk12.net. With each individual's Chrome login, the student can access his or her schoolwork from any computer that has Internet access.

The Roscommon Area Public School District makes no guarantee that their Internet will be up and running 100% of the time. In the rare case that the Internet is down, the District will not be responsible for lost or missing data.

Printing

At *SCHOOL:* Teaching strategies teachers use in their classrooms will encourage and facilitate digital copies of homework.

AT HOME: The Chromebook will not support a physical printer connection. Instead, students may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. http://google.com/cloudprint

SOFTWARE ON CHROMEBOOKS

All software and apps on the Chromebooks will be installed and managed wirelessly through the District. Students will not be able to install additional apps on their Chromebooks. Additional software will be installed wirelessly as they are recommended and approved by teachers and site administrators. Note: Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

CHARGING YOUR CHROMEBOOK'S BATTERY

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Repeat violations (four days, not necessarily consecutively) of this policy will result in students being required to check out their Chromebook from the Library Media Center for three weeks at a time. A second offense will result in the loss of Chromebook privileges for three weeks.

In cases where use of the Chromebook has caused batteries to drain, students may be able to connect their computers to a power outlet in class. If deemed necessary, students may check out a replacement Chromebook from the Library Media Center.

NON-FUNCTIONING CHROMEBOOKS

Chromebooks that are broken or fail to work properly must be taken immediately to their Library Media Specialist. If deemed necessary, the Library Media Specialist will issue a replacement.

RECEIVING AND RETURNING YOUR CHROMEBOOK

Receiving Your Chromebook

Chromebooks will be distributed to all students in one grade level at each school site (as the District begins to implement its 1:1 program.) Parents & students must sign and return the Chromebook Responsible Use Plan and Technology Pledge documents before a Chromebook can be issued to their child. The Chromebook Responsible Use Plan outlines the parameters for families to protect Chromebooks and the District's investment in them.

Chromebook Check-in

Chromebooks will be returned to each site's Library Media Center during the last two weeks of school. If a student transfers out of RAPS during the school year, the Chromebook must be returned at that time.

Check-in Fines

If a student's Chromebook and/or AC power adaptor have been damaged or defaced, the student will be billed either for the repair or replacement of the Chromebook, the adaptor, or both during the year-end check in or when the student transfers out of RAPS.

If a student Chromebook is not returned during year-end check-in or on transferring out of the district, the site administrator will ensure that it is returned in a timely manner. If the administrator is unable to obtain the student's Chromebook, the student's grade reports/ transcripts will be withheld and the matter will be turned over to local law enforcement.

Insurance Form

See attached **Roscommon High School Self-Insured Policy**

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Roscommon Area Public School District
CHROMEBOOK RESPONSIBLE USE PLAN

The Chromebook Responsible Use Plan outlines the parameters for families to protect the Chromebooks and the District's investment in them.

ACCEPTABLE USE

The Roscommon Area Public School District is pleased to be able to offer access to the District computers, which provide the necessary programs required by classes. The District's network provides access to email, student data cloud storage, and the Internet. To gain access to these resources, students and parents must sign and return this form to the appropriate site administrator.

These materials are provided to enhance educational goals and objectives. It is inappropriate for students to access materials that are not considered educational or to use provided hardware beyond its educational intent. For this reason, it is extremely important that District Acceptable Use policies be followed. Misbehavior could result in temporary or permanent loss of access to the Internet, email, or other technology privileges. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

Many responsibilities result from the use of these technologies in the educational setting.

Use of Technology Resources

The use of the Roscommon Area Public School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Roscommon Area Public School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Roscommon Area Public School District.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Roscommon Area Public School District's Code of Conduct shall be applied to student infractions.

User Terms and Conditions

The use of Roscommon Area Public School District's technology resources is subject to the following terms and conditions:

The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Roscommon Area Public School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment. Infringing upon the intellectual property rights of others or violating copyright laws is prohibited.

User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.

Cyberbullying

"Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Websites, and defamatory online personal polling Websites, to

support deliberate and hostile behavior by an individual or group that is intended to harm others." --Bill Belsey, President of Bullying.org.

Cyberbullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of Cyberbullying. All forms of Cyberbullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of the Principal.

School administrators shall fully investigate all reports of Cyberbullying.

In situations in which Cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the education process so that it markedly interrupts or severely impedes the day-to-day operation of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, suspension or expulsion for verified perpetrators of Cyberbullying. Discipline for Cyberbullying will be handled on a case-by-case basis. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

Student Responsibilities

Using computers in a responsible and ethical manner.

Obeying general school rules concerning behavior and communication that apply to computer use.

Using all technology resources in an appropriate manner so as to not damage school equipment.
Use of any information obtained via Roscommon Area Public School District's designated Internet System is at your own risk. Roscommon Area Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

School Site

Provide Internet and email access to its students.

Provide filtering of inappropriate Internet materials.

Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

PROTECTING & STORING YOUR CHROMEBOOK COMPUTER

Chromebook Identification

Student Chromebooks will be labeled in the manner specified by each school site.

Storing Your Chromebook

When students are not using their Chromebooks, they should be stored safely. Nothing should be placed on top of the Chromebook. Students are to take their Chromebooks home every day after school, regardless of whether or not they are needed at home. Chromebooks should not be stored in vehicles.

Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, locker rooms, Library Media Center, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the site administrator.

CHROMEBOOK TECHNICAL SUPPORT

All Chromebooks that are not working need to be turned into the Library Media Center: If deemed necessary, the Library Media Specialist will issue a replacement.