



## Chromebook and G Suite for Education Handbook

Last revised July, 2019

### **Procedures and Information for Students and Parents**

Each student in grades 9-12 will receive a Chromebook to take home and each student in grades 2-8 will have a Chromebook to use during school hours, referred to as the 1:1 program. The mission of the 1:1 program in the district is to provide equitable access to digital educational resources for all learners. This transition allows students and teachers to engage in transformative uses of technology while enhancing student collaboration, communication and creativity. 21st Century learners have transitioned from consumers of information to creative producers and owners of knowledge.

This initiative prepares students for a globally interconnected and evolving world that experiences rapidly changing technological advancements. This will help fulfill the mission and vision of the district to engage, educate, and empower all learners.

### **Receiving Your Chromebook**

#### **Parent/Guardian Agreement**

Prior to receiving a district Chromebook, parent(s)/guardian(s) are required to sign the district's Acceptable Use Policy and Chromebook Agreement form.

#### **Distribution**

A Logistics team will determine the date, time and rollout plan. This information will be made available to both students and parents prior to distribution.

### **Returning Your Chromebook**

#### **End of Year**

Students in grades 7, 8 and 12 must return their Chromebooks and power cords in June. Failure to turn in a Chromebook or issued accessory will result in the student being charged the full replacement cost (see below for estimated costs). The District may also file a report of stolen property with the local law enforcement agency. Students in grades 9-11 will have the option to keep their Chromebooks over the summer or to return them in June.

#### **Transferring/Withdrawing Students**

Students that transfer out of or withdraw from the district must turn in their Chromebooks on or before their last day of attendance to the Principal's Office. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving district may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

#### **Opt out**

- Parents/Guardians can choose to opt out of having their students bring a designated Chromebook home. Notification of an opt-out must be submitted in writing to a building administrator.
- Students will still use a Chromebook while at school and are still responsible for completing all assignments whether they accept a Chromebook or not.
  - Students in grades 9-12 who opt out of taking a Chromebook home will be expected to sign out a Chromebook from the library each morning and return it to the Main

Office each afternoon.

## **Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the district. In the event of damage, loss, or inoperability, a temporary device will be made available until the primary device is repaired or replaced. The district is not responsible for the maintenance or support of private or off-site networks (WiFi connections). District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their locker or other building / district designated secured areas.

### **General Precautions**

- No food or drink should be near Chromebooks.
- Cords, cables, and removable storage devices must be inserted and removed carefully.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, labels or permanent personalization.
- Heavy objects should never be placed on Chromebooks.

### **Carrying Chromebooks**

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks 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.
- Do not store a Chromebook with the screen open.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### **Asset Tags**

- All Chromebooks will be labeled with a BOCES or Homer asset tag.
- Asset tags may not be modified or tampered with in any way.

### **Alterations**

- Any alterations to Chromebooks are not allowed.
- Removing or tampering with any components of Chromebooks is not allowed.

## **Using Your Chromebook at School**

Students in grades 9- 12 are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

### **If a student does not bring his/her Chromebook to school**

- A student may stop in the Main Office and check out a Short Term Loaner for the day. Please note that these are available as a temporary device while your Chromebook is unavailable. They are not intended as a convenience for consistently forgetting to bring your assigned

Chromebook.

- If temporary loaning is abused students will be addressed by the Principal.
- A student borrowing a Chromebook will be responsible for any damage or loss of the temporarily issued device.

### Chromebooks being repaired

- Long Term Loaner Chromebooks will be issued to students until their Chromebook is repaired.
- A student borrowing a Chromebook must sign it out in the Principal's office and will be responsible for any damage or loss of the loaned device.
- Chromebooks on loan to students may be taken home.

### Charging Chromebooks for grade 9-12

- Chromebooks must be brought to school each day fully charged, failure to do so may result in disciplinary action
- Students should charge their Chromebooks at home every evening.
- There will be a limited number of unsupervised charging stations in the library available to students on a first-come-first-served basis.

### Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

### Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

### Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing is available in the library.

### Logging into a Chromebook

- Students will log into their Chromebooks using their school issued G Suite for Education account.
- Only Homer accounts are able to login to district-issued Chromebooks.
- Students should never share their account passwords with others.

### Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media; however, G Suite auto-saves every 4-6 seconds while connected to the internet.
- The district will not be responsible for the loss of any student work.

### Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the district's acceptable use policy and all other guidelines in this document wherever they use their

Chromebooks.

### Operating System and Security

- Students may not use or install any operating system on their Chromebook or physically alter the Chromebook in any way.

### Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

### Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

### Student Safety and Content Filtering

The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected, managed, and monitored by the district per policy. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, teachers should contact the Technology Department. Students are to adhere to the District Acceptable Use Policy at all times when using district assigned devices.

### Administrative Audit

Upon request from district administration or the Board of Education, the technology department will provide a complete and unedited audit log of all administrative access, changes or monitoring of student accounts on the G Suite for Education administrative console and/or the GoGuardian administrative console.

### Monitoring tool

The district uses a monitoring tool to manage, filter, and monitor Chromebook and G Suite for Education usage. This service allows the district to filter content anywhere and anytime on any network. No existing system can provide perfect filtering but it can be very effective when coupled with classroom and parent oversight.

### Student Safety Responsibilities

- Students are not allowed to post personal contact information about themselves or other people. This includes names, addresses, and phone numbers.
- Students should never meet personally with someone whom they have met online without their parent’s approval and participation.
- Students will tell their teacher or another school employee about any message or file they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide his or her password to another person.

### Software

#### G Suite for Education

G Suite for Education is also available at home, the library, district buses, or anywhere with Internet access. The district monitoring software will monitor student use of G Suite when students are at school, off school grounds and on buses.

Parents/guardians should also monitor their child’s use of G Suite when accessing programs from

home. Students are responsible for their own behavior at all times.

### **Chromebook Identification**

#### **Records**

The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

#### **Users**

Each student will be assigned a Chromebook for the duration of his/her time school year.

## **Repairing/Replacing Your Chromebook**

Consequences for losing or damaging a Chromebook will be handled on a case-by-case basis by building and/or district administrators. Any damaged Chromebook in need of repair must be brought to the Principal's office.

- A damage report must be completed at the time of visit at the Principal's office.
- The district's Technology Department will assess the damage to determine repair requirements.
- Lost or stolen chromebooks must be reported to the School Resource Officer

### **Estimated Costs (example)**

Administrators may require that the price of repairs/replacement be paid by the family. Forwarding charges is at the discretion of the District based upon the cause of the incident. This is the case whether the damage is caused accidentally, intentionally or by neglect. The following are estimated costs of commonly damaged Chromebook replacement parts actual costs and devices may vary:

- Replacement - 249.00
- Screen - \$99.00
- Keyboard - \$17.00
- Touchpad - \$15.00
- Power cord - \$14.00

NOTE: Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.

Payments for damages can be remitted to:

Homer Central School District

58 Clinton Street.

Homer, NY 13077

## **3rd party vendors**

From time to time we will enable access to applications that we find beneficial to the education of our children. For these applications we may be creating accounts for students; this includes G Suite for Education.

## **Rules for Using G Suite for Education**

### **Acceptable Use (Privacy and Safety)**

G Suite is primarily for educational use. Students may use G Suite for personal use subject to the restrictions below and additional school rules and policies that may apply.

Students may use G Suite tools for personal project but may not use them for:

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a website to sell things)
- Inappropriate, sexual, or other offensive content
- Threatening another person
- Harassment or bullying
- Actions which are a violation of the Dignity for All Students Act (DASA)
- Misrepresentation of the District, staff, or students. G Suite sites and groups are not public forums; they are extensions of classroom spaces where student free speech rights may be limited.

## **Access Restriction - Due Process**

Access to assigned Chromebooks is considered a privilege afforded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of devices and

the network when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the principal or principal's designee for further investigation and account restoration, suspension, or termination. As a party of the agreement with Google, the school also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action. In addition, further consequences may be applied per the student code of conduct.

### **Privacy and G Suite for Education Data**

Students have no expectation of confidentiality or privacy with respect to any usage of a district-issued Chromebook, district G Suite for Education account or other related district network asset, regardless of whether its use is for district-related or personal purposes other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, or record use of student Chromebook or G Suite for Education account at any time for any reason related to the operation of the district. By using a district-issued Chromebook or district G Suite for Education account, students agree to such access, monitoring, and recording of their use.

### **Monitoring Software**

School staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

### **Student Privacy Pledge Signatory**

Google is a Student Privacy Pledge Signatory, which holds school service providers accountable to:

- Not sell student information
- Not behaviorally targeted advertising
- Use data for authorized education purposes only
- Not change privacy policies without notice and choice
- Enforce strict limits on data retention
- Support parental access to, and correction of errors in, their children's information
- Provide comprehensive security standards
- Be transparent about collection and use of data.

There are NO ADS in G Suite for Education.

G Suite for Education services does not collect or use student data for advertising purposes or create advertising profiles.

### **Student Data Retention and Access**

The district will suspend student accounts at graduation or departure from the district.

### **Appropriate Uses and Digital Citizenship**

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use policy and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will be appropriate and act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

### **Digital Citizenship (Advice for All)**

Treat others well. When making a post on a forum or web page, be kind. Everyone will see what you write, so think before you type. Be careful with what you say about others and yourself.

Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether they can use a work, he or she should request permission from the copyright owner.

Students have First Amendment rights to free speech. Your rights can be limited in school. If you post something via a school web page that disrupts the learning environment in your school, your right to free speech may be limited. A school or school district has the right to limit student speech that disrupts the learning process.

### **Cyber-Safety and Cyber-Ethics**

In an effort to educate faculty, students and parents, the district will offer ongoing cyber-safety and cyber-ethics curriculum. We will be offering parent technology workshops and ongoing support to help facilitate this process.

#### [Commonsense.org](https://www.common Sense.org)

The district incorporates information found in the Commonsense.org cyber-ethics and cyber-safety K-12 curriculum. Parents are strongly encouraged to review this informative website for additional information.

-- CommonSense - <https://www.common Sensemedia.org/>

#### [Child Internet Protection Act \(CIPA\)](http://www.fcc.gov/cgb/consumerfacts/cipa.html)

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

-- CIPA - <http://www.fcc.gov/cgb/consumerfacts/cipa.html>

#### [Children's Online Privacy Protection Act \(COPPA\)](http://www.ftc.gov/privacy/coppafaqs.shtm)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes. -- COPPA -

<http://www.ftc.gov/privacy/coppafaqs.shtm>



### Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

- The school will not publish confidential academic records (grades, student ID #, etc...) for public viewing on the Internet.
- The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request that photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their child's email and Apps for Education files. -- FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

### Dignity for All Students Act (DASA)

New York State's Dignity for All Students Act seeks to provide a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, on school buses, and/or at school functions. -- DASA - <http://www.p12.nysed.gov/dignityact/>