

## **North East School District 1:1 Chromebook Handbook**

### **I. Chromebook Distribution**

#### **A. Chromebook Distribution**

Both parents/guardians and students must read and sign the 1:1 Agreement for Use form, Acceptable Use Policy (Code 815), in addition to other applicable paperwork before a Chromebook will be issued.

#### **B. Transfer / New Student Distribution**

Parents/guardians and students must sign all applicable 1:1 paperwork upon enrolling in the district. Once the paperwork is complete, new enrollees should pick up their Chromebook from the school office.

#### **C. Optional Purchases**

Students will be given a Chromebook case and a power cord, but purchasing earbuds/headphones, mouse, microfiber cloth (for wiping the screen), etc. is the responsibility of the student and family.

### **II. End of the School Year**

#### **A. End of School Year**

Students will return chromebook to the district at the conclusion of the school year, unless otherwise specified at the discretion of the building principal.

#### **B. Withdrawal**

In the event of withdrawal from the North East School District, the student will return the Chromebook, charger and case to the appropriate staff on the last day of attendance. Failure to return the Chromebook will result in the student being charged the full replacement cost of the device. Additionally, the district may file a stolen property report with the proper authorities.

### **III. Chromebook Identification & Inventory**

A. Chromebooks will be labeled with a district asset tag. Damage to or modification of the asset tag will be subject to disciplinary action. Removal of the asset tag may result in the student being charged the full replacement value of the Chromebook.

B. The district will record all Chromebook serial numbers and asset tags.

C. The technology department will collect all Chromebooks at the end of the school year for inventory and updates.

### **IV. Chromebook Care**

#### **A. General Care**

1. Students will use great caution when using Chromebooks; do not drop, throw, stress or otherwise physically damage the Chromebook. Care and use of the Chromebook resulting in damage will result in financial obligations and possible disciplinary action.
2. Keep food, drink, and other potential hazards away from Chromebooks.
3. Avoid placing heavy objects on top of the Chromebook's keyboard or on top of a closed Chromebook.
4. Carefully plug and unplug items from ports, such as chargers and USB devices.



**B. Transporting Chromebooks**

1. Students should use the district provided protective case during transport. Chromebooks should always be transported with the lid closed while exercising extreme care.
2. Chromebooks should never be lifted and/or carried by the screen as this can cause damage.

**C. Screen Care**

1. Chromebook screens are very sensitive and require care.
2. Screens may be wiped with a soft, dry microfiber cloth; however, the use of harsh chemicals or cleaners is not allowed.
3. Avoid touching the screen with fingers, pens, pencils, et cetera.
4. Avoid squeezing the screen by lifting or moving the Chromebook by the screen.
5. Avoid placing things on top of the Chromebook as the pressure may damage the screen.
6. When not in use, the Chromebook should be stored with the screen closed.
7. Never place items between the screen and keyboard when the screen is closed.

**V. Security**

**A. Device Security**

1. Chromebooks will be labeled with a district asset tag. Damage to or modification of the asset tag will be subject to disciplinary action. Removal of the asset tag may result in the student being charged the full replacement value of the Chromebook.
2. Students may not loan their Chromebooks for use by others.

**B. Operating System**

1. Chromebooks run the Chrome Operating system.
2. Chromebooks have built-in virus protection through multiple layers of security, so there is no need for additional virus protection.

**C. Account Security**

1. Students must sign in to Chromebooks with @nesd1.org accounts. The Chromebook must be connected to wifi before logging in for the first time.
2. Guest browsing is not permitted.
3. Students should not add their own personal Google account.
4. Students must keep the district provided password secure and never change or share them.
5. Students must never leave an open file or session unattended. Briefly pressing the power button will lock the Chromebook and will require the user's password to gain access.
6. Account users are ultimately responsible for all activity under their account.

**D. Personal Security**

1. Students must never post private information about themselves or others on the internet, such as, but not limited to, home address, social security number, phone number, and photos.
2. The school district will inform students about digital literacy, which includes online safety, etiquette, and cyberbullying.



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### **VI. Internet/Content Filter**

- A. The district is in compliance with the federally-mandated Children's Internet Protection Act (CIPA), and maintains a content filter and firewall for all district-issued devices.
- B. Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, other than as specifically provided by law.
- C. The district reserves the right to maintain a usage log and monitor the online activities of technology users.
- D. Internet activity will be protected and monitored both in and out of school.

### **VII. Use on School Premises**

- A. Chromebooks are the property of the North East School District, their use must be for educational purposes and at all times will comply with the guidelines outlined in the Acceptable Use Policy (Code 815) and all corresponding district policies. Use of Chromebooks and the district network is a privilege, not a right; inappropriate use will result in appropriate disciplinary action and cancellation of those privileges.
- B. **Expectations**
  - 1. Chromebooks are a learning tool - not a toy - and an integral part of the learning experience. It is not the learning outcome, it is a blend between curriculum, instruction, and technology.
  - 2. The extent to which Chromebooks will be used in each class will depend upon the nature of the course and is up to the teacher's discretion.
  - 3. Students will not engage in any of the following during school hours without teacher permission: streaming content unrelated to learning, listening to music, watching movies, or playing games (movies and games must support educational objectives).
  - 4. The user must delete locally stored files periodically. At no time should personal music, videos, or data take precedence over class-required resources.
- C. **Customization**
  - 1. Students may utilize Chrome Extensions that assist in learning. Extension can be added by request, but cannot be added without permission.
  - 2. Students may change the Chromebook background image, but the chosen image must be school appropriate and in compliance with the Acceptable Use Policy (Code 815).
  - 3. Students may not attempt to install or run any other operating system than the Chrome operating system that came pre-installed on the device.
- D. **Sound**
  - 1. Students will keep sound muted unless a teacher grants permission.
  - 2. Students may use personal headphones/earbuds when approved by the classroom teacher.
- E. **Printing**
  - 1. In an effort to reduce printing, students are encouraged to share their work with teachers digitally, using Google Drive and/or Google Classroom unless the teacher instructs otherwise.
  - 2. If necessary, printing is enabled via Google Cloud Printing.



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### VIII. Forgotten Chromebooks

- A. In the event that a student does not come prepared to learn with his/her chromebook, a loaner device must be checked out from the library prior to the student's first class of the day. There will be a limited amount of loaner devices available.
- B. The parent/guardian and student are fully responsible for damage to or loss of the loaner chromebook.
- C. Loaner devices must be returned to the library before the end of the school day and are not to leave school premises.
- D. School personnel will document each time a student checks out a loaner device and will send reports to the building administrators.
  1. Each semester, a student is permitted to check out a loaner device three times without penalty. If a loaner device is necessary after that, the following penalties may be enforced:
    - a) 4th-7th offenses - one After School Detention per offense
    - b) 8+ offenses - In-School Suspension

### IX. Repairing / Replacing Chromebooks

#### A. Chromebook Repair

1. Promptly report any problems to the technology department ([helpdesk@nesd1.org](mailto:helpdesk@nesd1.org)) or front office. Repairs to district-owned devices should be handled by district employees only. Do not attempt to repair it or take it to an outside computer service for repair.
2. Chromebooks have a limited hardware warranty from the vendor covering defects in materials and/or workmanship.
3. A loaner Chromebook may be issued, without offense or consequence, if the school-issued Chromebook needs to be kept for repair, and the parent/guardian and student are responsible for damage to or loss of the loaner Chromebook.

#### B. Damage

1. Please refer to Chromebook Insurance Agreement form for the 2020-2021 School Year (one form required per Student/Device)
2. Families may opt out of insurance coverage or choose to pay \$25 (refer to agreement form for details)

### X. Digital Literacy / Citizenship

#### A. Copyright

1. Students will not quote personal communications in a public forum without the original author's prior consent.
2. The illegal use of copyrighted materials is prohibited. Appropriately cite all sources, whether quoted or summarized, including but not limited to text, images, video, and music.
3. Students must comply with all trademark and copyright laws and license agreements. Ignorance of the law is not immunity, so ask a teacher or parent if there is any uncertainty.
4. Plagiarism is a form of cheating and will be subject to penalties described in the North East High School Student Handbook.



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### **B. Digital Citizenship**

1. Technology users are expected to abide by all expectations and prohibitions in the district's Acceptable Use Policy (Code 815) at all times.
2. Technology users shall not engage in unauthorized access of computers including hacking, whether by spyware designed to steal information, or viruses or worms designed to damage computers or strip information or taking over a person's computer.
3. Technology users shall not engage in unlawful activities.
4. Technology users shall not intentionally seek or transport any information on, obtain copies of, or modify files, other data, or passwords belonging to other technology users, or misrepresent/impersonate other technology users.
5. Technology users shall not send spam, chain letters, or other mass unsolicited mailings.
6. Technology users will use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language shall be permitted. Illegal activities are strictly forbidden.

### **C. Online Safety**

1. Technology users shall not disclose, use, or disseminate any personal identification information of themselves or others, such as home address, phone number(s), password(s), schedule of activities, et cetera.
2. Students must be careful about posting pictures of themselves or others. Students may not post photographs of other students or employees of the district taken while in the role of student.
3. Students must be aware that even privacy settings are not foolproof in social networking.
4. Students will monitor all activity on their personal account(s).

### **D. Cyberbullying (Code 249)**

1. The school district strives to offer all students an educational environment free from bullying. Bullying, as defined in the Bullying/Cyberbullying district policy, includes cyberbullying.
2. Cyberbullying means an intentional electronic act or series of acts, through the utilization of computers, the internet, interactive and digital technologies, or electronic devices that are directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:
  - a) substantial interference with a student's education.
  - b) creation of a threatening environment.
  - c) substantial disruption of the orderly operation of the school.
3. The school district will not tolerate any acts of bullying. A student who violates the district's Bullying policy shall be subject to appropriate disciplinary action up to and including referral to law enforcement officials.
4. The school district encourages all students and parents who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building administration or other school employees supervising school sponsored activities. Parents may contact the building administration to report acts of bullying.