LEARNING WITH CHROMEBOOKS

Transforming the way students learn…

Guidelines, Policies and Procedures

Introduction

Technology has revolutionized the world in which we live. It has changed how we work, absorb and create information and how we communicate with each other. Our world is rapidly changing and the Perry School District believes that we must prepare our students with the skills, tools and knowledge necessary to be competitive in a global society.

By initiating a 1:1 chromebook environment we will be transforming the way students learn. Students will no longer be confined to accessing school technology during the traditional school day. Technology will enable and assist students in developing the skills required to be self-directed, independent lifelong learners enabling them to compete in the global arena for college placement and employment opportunities.

Ownership

The chromebooks are the property of Perry Local Schools and are being provided for the exclusive use of Perry Local School students. Due to liability issues, the chromebooks should not be lent to or used by anyone other than the student it has been assigned to.

These chromebooks have been provided in good working order and are on loan to the student. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment 24 hours a day, 7 days a week. The items are to be returned to the school in proper working order and in sound condition.

Students, parents or guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the device. Devices that are damaged or not working properly are to be turned into the Library Media Specialist or designated staff member.

Asset Management

Perry Local Schools is responsible for keeping track of ALL Inventories including chromebooks assigned to students. Chromebooks assigned to students will be tagged and entered into inventory. A small number of spare devices will be available in the event that repair/maintenance is required on a device. The spare will be available during the instructional school day but will not be available for removal from Perry School grounds.

Identification labels have been placed on the Device. These labels are not to be removed or modified. If identification labels become damaged or missing the technology support staff should be contacted immediately for replacements.

A student withdrawing from Perry Local Schools will return the chromebook before his/her last day.

Annual Technology Fee

A $60 technology fee will be assessed annually. This will cover maintenance to the student's device as well as access to the wireless network, printers, file storage, chromebook applications and technology based tools as well as all required licensing. It will also provide for the sustainability of a "World Class" technology environment.

Participation in non curricular activities such as school dances, end of year events, homecoming, prom and commencement can be denied if fees have not been paid in full.

This fee does not cover damage or loss caused by negligence or recklessness, regardless of the intent.

Repairs or Damage

Students and parents/guardians are responsible for all repairs and/or replacement costs caused by personal negligence. The approximate replacement costs for each assigned item are indicated below.

Chromebook: up to $200.00	Power Cord/Adapter: up to $35.00	Screen Replacement: $65.00

Student and parents/guardians may want to check with their personal insurance provider for possible coverage of these items if they feel the need.

Any decisions relating to a claim will be made by the building principal. If a parent disputes the principal's decision, the parent may contact the Superintendent. The decision of the Superintendent is final.

The school district has the right to collect any unpaid repairs or the cost of replacement of a device through any legal channels or to add the cost to the student's fee account.

This agreement will not provide coverage if you mislead, willfully conceal information, or attempt to defraud the district regarding any information relating to a claim.

Caring for your chromebook

1. Students are expected to treat the device with care and respect.

2. Students are encouraged to help each other in learning to operate their device. However, such help should be provided with voices and not hands. Students should operate their own device at all times.

3. Any observed inappropriate or careless use of the device should be reported to a teacher or other staff member immediately.

4. Students should not use the device while walking. Devices should only be used while they are on a flat, stable surface such as a table. Devices are fragile, and if they are dropped they may break.

5. Students should protect the device from extreme heat or cold. Devices should never be left in a car, even if the car is locked.

6. Devices should be protected from the weather, water, liquids, food, and pets.

7. Students should never eat or drink while using the device.

8. Heavy objects (books, musical instruments, sports equipment, etc.) should never be placed or stacked on top of the device.

9. Do not leave pencils, pens, or papers on the keyboard when closing the chromebook.

10. Do not pick the chromebook up by the monitor.

11. Batteries must be fully charged at the beginning of each school day. Students should charge their device every night. Students should use care when plugging in the power cord (with charger) to their Device.

12. Devices should never be placed in a carrying case while turned "on". The device should either be turned to "off" or in "sleep" mode. In addition, devices should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the device to overheat, and will result in damage to the device.

13. In the event the screen to the device needs cleaned a soft, dry cloth or anti-static cloth should be used.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their assigned device in accordance with the policies and procedures contained herein, the Student/Parent Handbook, the Perry Local School District's Acceptable Use Policy, and any applicable laws. Failure to use this device in an appropriate manner may result in any of the following consequences, as determined by the staff and administration of the Perry Local Schools:

- Revoking the privilege of taking the Device off of school property
- Detention
- Friday School
- Suspension
- Expulsion
- Civil or Criminal Liability under applicable law

FAQ

How will we keep the chromebooks charged during the day?
Under typical use, the battery will last through a full day of classes. Some types of activities drain the battery more quickly, particularly activities that put a lot of demand on graphics. The screen is the single biggest consumer of battery life. Partially dimming the screen can extend battery life.

Do we have to get a chromebook? If you don't want one, why do you have to get one? Why do we need the chromebooks? Why technology? Will students be required to take a chromebook?
Yes, every student will be issued a chromebook. In order for class activities to fully benefit from having computers available, your teachers and peers should be able to depend on you to have the needed tools in class. It is required to use a district issued chromebook because the devices as well as what is installed on the devices will be managed through a specific software management system. Personal devices are not permitted to be managed through this system.
The overall inclusion of technology is to help better prepare students for college and the workplace where technology can be expected in virtually every occupation. Furthermore, it enables access to a host of opportunities and resources that simply don't exist offline or locally.

Will Facebook be blocked? What websites will we be allowed to use?
The filtering policies currently in place on-campus in the district will be applied to the chromebooks.

What happens if our chromebook is stolen?
You are responsible for replacement of your chromebook if it is stolen. Protect your chromebook like you would protect your phone. Don't leave it unattended. Don't leave it in your car.

Can we use our own personal laptop? Microsoft Surface tablet? Can we bring our own personal chromebook?
Students are already bringing their own devices to use in school and may continue to do so, but the expectation/responsibility will be that the students have their district issued chromebook with them and ready for use in every class. It will be at the teacher/building administrator's discretion if a personal device will be permitted to be used in the classroom. The school cannot take responsibility for maintenance, configuration, or protection of your personal device.

How will we put our names on them?
The school will provide a name label on the top of the Chromebook. Students may use washable markers to decorate and personalize their devices. (No permanent markers.) Personalization should fit within guidelines similar to what would be acceptable on a t-shirt you would wear to school.

What happens if the battery dies in the middle of class?
Occasionally, everyone may forget to charge their device or the battery can be drained by extensive use. This is normal and teachers will typically work to accommodate this. Continuously showing up unprepared for class by not having your chromebook charged may result in disciplinary consequences.

Do we have to take the chromebooks with us to every class?
You should plan to have your chromebook for every class.

FAQ (continued)

What if the chromebook gets infected with a virus?
There is currently a very low risk of virus infection on ChromeOS. The auto-update feature keeps software up-to-date and minimizes potential security holes created by unpatched software. If the event that a device is corrupted, it is relatively easy to restore the machine to a factory state, and since student data is stored online, there is minimal risk of data loss. Insecure passwords are a greater risk to your files than viruses.

Are we allowed to download music to the chromebooks? Are we allowed to download games to the chromebooks?
There isn't a great deal of storage available on the device for music and games. The school's primary expectation is that the device be operating normally and ready for instruction. Any items installed on the device should be academic in nature. If, at any point, the device is not operating optimally, the device will be restored to factory settings and all downloaded content will be lost. The tech department will not attempt to back-up or protect content that has been downloaded to the machine's on-board storage.

Do we get to keep the chromebooks over the summer?
One point that has been clearly identified is that learning does not stop at the end of the school day, on the weekends or over breaks. The district has determined the best path to continue meeting and to exceed our goals will be to allow the students to maintain their chromebooks during the summer break. By allowing students to keep their chromebook during the summer we will be reinforcing our goals of enabling students to develop skills to be self-directed, life longer learners and to empower them to explore areas of passion, strength and interest by using the world as our campus.

What if the chromebook keeps breaking, will they keep fixing it?
Yes, in typical cases. If a student is regularly coming in with a damaged device, it would be cause to wonder if the device is not being properly cared for or abused – something not covered by insurance- and the student could be liable for the cost of repairs or replacement.

Internet Safety

Perry Local Schools does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while using the chromebook, there is not a 100% guaranteed solution. Parents will still need to monitor and supervise the information the student is accessing from the internet while off campus and notify the district if inappropriate access/sites are found.

The District IT Department has implemented new filtering software specifically designed for Chromebooks, known as GoGuardian. This product will provide our students with additional layers of safe filtering **both** at school and at home. As stated on their website, "GoGuardian keeps students safe when they're online, helps teachers engage with their students, and provides schools with better control over how their technology is used. With GoGuardian, educators can harness the power of the Internet for learning, without harmful content or distractions getting in the way."

It is important for parents and your student(s) to know the GoGuardian software tracks virtually every move users make on the school-issued Chromebooks. In addition, our IT Department now receives notifications regarding suspicious activity or when blocked sites are attempted to be accessed using school-issued Chromebooks. This is an excellent opportunity to have a discussion with your child or children about how, now more than ever, their actions today follow them into the future.

Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number, or school name.

Students should be aware that the District's Internet access, email, and any usage done with the device are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

Acceptable Use Policy

7540 - COMPUTER TECHNOLOGY AND NETWORKS

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of operations within the school system.

However, the use of the District's network and technology resources by students is a privilege, not a right. As a prerequisite, students and their parents must sign the *Student Network and Internet Acceptable Use and Safety* through the online Annual Update.

The Superintendent shall develop and implement a written District Technology Plan (DTP). Procedures for the proper acquisition of technology shall be set forth in the DTP. The DTP shall also provide guidance to staff and students about making safe, appropriate and ethical use of the District's network(s), as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.

Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what

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constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.

Social media shall be defined as Internet-based applications (such as Facebook, MySpace, Twitter, et cetera) that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the District's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the Principal.

However, personal access and use of social media, blogs, or chat rooms from the District's network is expressly prohibited and shall subject students and staff members to discipline in accordance with Board policy.

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Perry Local Schools
Acceptable Use Policy for Students

Through its strategic planning process, the Perry Public Schools has made a strong commitment to the extended use of technology by both students and staff, to support a community of learners. We acknowledge that technology, in its many forms, is a powerful tool for work and study. The access to personal computers, networks, voice and video technology opens new windows of learning and understanding.

Today, technology plays a significant role in attaining the Perry Local School District's vision of providing a world-class education for all learners. Attaining the instructional and curricular goals outlined in the district's strategic plan requires the appropriate use of technology by both students and staff. Technology literacy provides learners with access to an ever-changing world dependent upon information.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there may be sections that are not commensurate with community, school, or family standards. Since it is our belief that the Internet's advantages far outweighs its disadvantages, the Perry School District will, through its administrative staff, provide an Internet screening system which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications. Users violating our acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action. Access to the Internet and computer resources is a privilege, not a right.

Acceptable Use

Scope
The following policy/procedures apply to all students and covers all District computer equipment including any desktop or laptop computers provided to the students, the District computer network, and any computer software licensed to the District.

Appropriate Use

The District expects everyone to exercise good judgment and use the computer equipment in a responsible manner. Your use of the equipment is expected to be related to classroom goals and objectives.

Prohibited Uses

District Computers may not be used for the following purposes:

Commercial Use: Using District Computers for personal or private gain, personal business, or commercial advantage is prohibited.

Political Use: Using District Computers for political purposes in violation of federal, state or local laws is prohibited. The prohibition includes using District computers to assist or to promote, directly or

indirectly, for or against a ballot proposal and/or the election of any person to any office. The use of District Computers for the expression of personal political opinions to elected officials is prohibited.

Illegal or Indecent Use: Using District Computers for illegal, harassing, vandalizing, inappropriate or indecent purposes (including accessing, storing, or viewing indecent or inappropriate material), or in support of such activities is prohibited.

- Illegal activities are any violation of federal, state, or local laws (for example, copyright infringement, publishing insulting information, or committing fraud).
- Harassment includes slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, or verbal conduct relating to an individual that:
- Have the purpose or effect or creating and intimidating, a hostile or offensive environment.
- Have the purpose or effect of unreasonably interfering with an individual's work or school performance.
- Interfere with school operations.
- Vandalism is any attempt to harm or destroy the operating system, application software, or data. Inappropriate use includes any violation of the purpose and goal of the network. Indecent activities include violations of generally accepted social standards for use of publicly owned and operated equipment.
- Disruptive Use: District Computers may not be used to interfere or disrupt other users, services or equipment. For example, disruptions of unsolicited advertising, circulation of computer viruses, distribution of large quantities of information that may overwhelm the system (chain letters, network games, or broadcasting messages), and any unauthorized access to or destruction of District Computers or other resources accessible through the District's computer network ("Cracking" or "Hacking").

Other Examples of Prohibited Conduct:

- By-Passing the district filtering systems.
- Using another person's log-in credentials.
- Posting or plagiarizing work created by another person without their consent.
- Posting anonymous or forging electronic mail messages.
- Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
- Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.
- Loading or using games, public domain, shareware or any other unauthorized data or information.
- Intentional infecting of any school computer or network with a virus or program designed to damage, alter, destroy or provide access to unauthorized data or information.
- Gaining access or attempting to gain access to unauthorized or restricted network resources or the data, documents, or passwords of another person.
- Using the school's computer hardware, network or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
- Attempting to vandalize, disconnect or disassemble any network or computer component.
- Providing another student with user account information or passwords.

Privacy

District computers, the Internet, and use of email are not inherently secure or private. Students are urged to be caretakers of your own privacy and to not store sensitive or personal information on District computers. The District may monitor and review the information in order to analyze the use of systems or compliance of policies, conduct audits, review performance or conduct, obtain information, or for other reasons. The District reserves the right to disclose any electronic message to law enforcement officials, the public, or other third parties, for example, in response to a document production request made in a lawsuit involving the District, or by a third party against the user or pursuant to a public records disclosure request.

Discipline

The Appropriate Use Procedures applies to all users of District Computers and refers to all information resources whether individually controlled, shared, stand alone or networked. Disciplinary action, if any, for students, staff, and other users shall be consistent with the District's standard policies and practices. Violations may constitute cause for revocation of access privileges, suspension of access to District Computers, other school disciplinary action, and/or appropriate legal action. Specific disciplinary measures will be determined on a case-by-case basis.

Computer User Agreement

As a condition of using the Perry Public Schools ("District") computer equipment, including the computer network, desktop computers, laptops, Chromebooks, iPads, etc. ("District Computers"), I understand and agree to the following:

Awareness of Rules: I have reviewed, understand, and agree to abide by the District Computer Appropriate Use Procedures and this Agreement.

District Property: I understand that District Computers are the property of the District and are devoted to the educational mission of the District. Therefore, my use of the District Computers, including the use of the Internet, is a privilege and not a right.

Personal Responsibility: I am responsible for my use of the District Computers. My privilege to use District Computers may be revoked, suspended or limited by the District at any time for any violation of the District Computer Appropriate Use Procedures, this Agreement, or any other violation of District policies or federal, state or local laws. The District will be the sole arbiter of what constitutes a violation of the above rules.

Privacy: I understand that the District has the right to review any material stored on or transmitted through District Computers. The District may edit or remove any material, which it, in its sole discretion, believes may be unlawful, indecent, obscene, abusive, or otherwise inappropriate.

No Warranty: I agree that my use of the District Computers is at my own risk. The District does not guarantee or warrant in any way the performance or quality of District Computers or network accessibility through District Computers, nor does the District warrant that such networks or equipment will meet any specific requirement that I may have. The District will not be liable for any direct or indirect, incidental or consequential damages (including lost or irrecoverable data or information) sustained or incurred in connection with the use, operation, or inability to use District Computers.

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