

North Spencer County School Corporation

Chromebook Parent/Student Information



The mission of the 1:1 program at North Spencer 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 and lifelong learners.

Students will transition from consumers of information to creative producers and owners of knowledge.

North Spencer Schools endeavor to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school.



NSCSC Technology Vision Statement:

Accessible, flexible and differentiated technology will empower students, staff and families to engage in continuous learning through discovery, collaboration and creation.

1. Receiving Your Chromebook

a. Parent/Guardian Orientation

All parents/guardians must sign the North Spencer Chromebook Agreement before a Chromebook can be issued to their student.

b. Student Distribution

Students will receive their Chromebooks and cases at registration. Both students and parents must sign the Chromebook Agreement before the student can receive their Chromebook.

c. Transfer/New Student Distribution

All transfers/new students participate in a school orientation and will be able to pick up their Chromebooks from the front office staff at that time. Both students and their parents/guardians must sign the Chromebook Agreement prior to picking up a Chromebook.

2. Returning Your Chromebook

a. End of Year

At the end of the school year, students will turn in their Chromebooks and cases. Failure to turn in a Chromebook will result in the student being charged the full replacement cost. The district may also file a report of stolen property with the local law enforcement agency.

b. Transferring/Withdrawing Students

Students who transfer out of or withdraw from a North Spencer School must turn in their Chromebooks and cases to the principal's office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving North Spencer may be turned over to a collection agency. North Spencer may also file a report of stolen property with the local law enforcement agency.

3. Taking Care of 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 appropriate location as soon as possible so that they can be taken care of properly:

- High School students - taken to the I.T. Department in room 105 at Heritage Hills High School
- Middle School students - taken to front office of Heritage Hills Middle School
- Elem Buildings - report damage/issue to classroom teacher and he/she will take of repair

***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 while locked in their locker, or other designated place instructed by classroom teacher.

a. **General Precautions**

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be carefully inserted & removed from Chromebooks.
- 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 or when the cord is damaged.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

b. **Cases**

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

c. **Carrying Chromebooks**

- Always transport Chromebooks with care and in school issued protective cases. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

d. **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.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or chargers).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. **Asset Tags**

- All Chromebooks will be labeled with a North Spencer Co. School Corp. asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a North Spencer Co. School Corp. asset tag or turning in a Chromebook without a North Spencer Co. School Corp. asset tag.

4. Using Your Chromebook At School

Students 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.

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

- A student should use one of the two spare Chromebooks that are located in each classroom. The spare Chromebook must remain in that classroom at the end of the class period.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- Teachers and I.T. Department will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to the principal's office for those students that have more than one occurrence during the school year.
- The principal will treat such occurrences as seen appropriate.

b. **Chromebooks being repaired**

- Loaner Chromebooks will be issued to students when they leave their school-issued Chromebook for repair with the I.T. Department.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- For High School and Middle School students, Chromebooks on loan while their device is being repaired may be taken home.
- A member of the Technology Department will contact students by email when their devices are repaired and available to be picked up.

c. **Charging Chromebooks**

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening and leave the charger at home.
- Charging stations are located in each building if needed.

d. **Backgrounds and Themes**

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

e. **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.

f. **Printing**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing stations will be available in the library and other various locations. Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Each print station will consist of a desktop computer and networked printer. Students may log into a print station to print their work.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

g. **Logging into a Chromebook**

- Students will log into their Chromebooks using their **school issued Google Apps for Education account**. Personal email should not be used while at school.
- Students should never share their account passwords with others, unless requested by an administrator.

h. **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.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school (if permitted to take device home). 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 Heritage Hills *Acceptable Use Policy*, Chromebook agreement, and all other guidelines in this document wherever they use their Chromebooks.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

a. **Updates**

- The Chromebook operating system, ChromeOS, updates itself automatically when the device is powered off and back on. Students do not need to manually update their Chromebooks.

b. **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.

7. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks in school will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

8. Software

a. **Google Apps for Education**

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This includes Google Docs, Sheets, Slides, Drawings, and Forms.
- All work is stored in the cloud.

b. **Chrome Web Apps and Extensions**

- North Spencer whitelists apps and extensions that may be used by students. Students can not add applications and extensions to the Chromebook.

- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. Chromebook Identification

a. 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.

b. Users

- Each student will be assigned the same Chromebook, when applicable, for the duration of his/her time at North Spencer County Schools. *Take good care of it!*

10. Repairing/Replacing Your Chromebook

a. Technology Department

- If a Chromebook is in need of repair, follow the guidance listed here:
 - *High School students - take to the I.T. Department in room 105 at Heritage Hills.
 - *Middle School students - take to front office of MS
 - *Elem Buildings - report damage/issue to classroom teacher
- Tech Support will analyze and fix the problems they can and escalate the issues they cannot fix to the Technology Department.
- A loaner will be issued while your device is being repaired.

11. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that 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, and record use of student Chromebooks at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

a. Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

12. 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:

- 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 not be obscene. I will act with integrity.
- 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

c. **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.

d. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

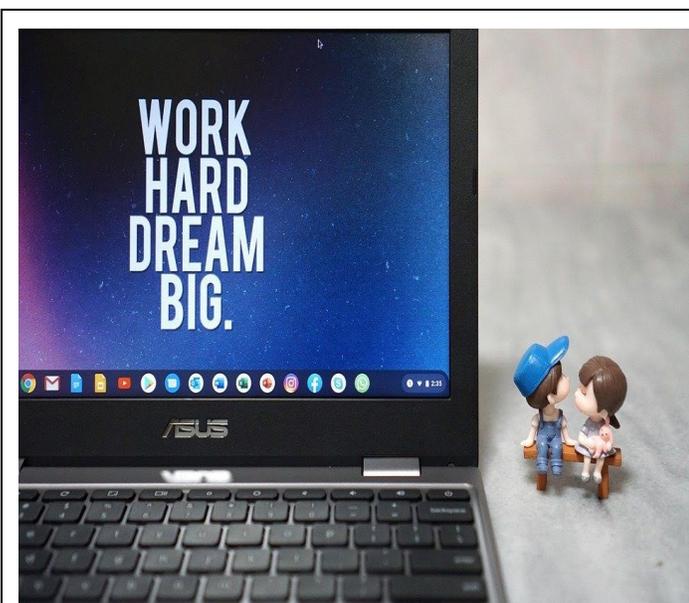
e. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

f. **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. I will act with integrity.

Learn More About Your Chromebook

<http://www.google.com/chromebook>

<http://www.teachthought.com/technology/10-google-drive-tips-and-tricks-for-students/>



Responsible Use Guidelines

The North Spencer Co. School Corp. believes that the use of computer networked services, email, and the Internet have become, if used appropriately, an integral part of an engaging, student-centered, and collaborative learning environment. It is understood that all of our computer networked services are provided exclusively for educational purposes.

The North Spencer Co. School Corp. filters all Internet traffic for the purpose of safeguarding staff and students from harmful content. The North Spencer Co. School Corp. also provides supervision and education related to appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. However, it is still the responsibility of all computer users to make sure they comply with providing a safe and secure learning environment when using technology. The district encourages parents/guardians to supervise their child(ren) when using technologies from home.

CLEAR highlights the important points contained in North Spencer Co. School Corp. *Acceptable Use Policy*.

CLEAR: Considerate, Legal & Ethical, Appropriate and Responsible

Considerate: People in our community reflect a diverse set of customs, values and points of view. Digital communication should be respectful, polite and considerate of others.

Legal & Ethical: Respect copyright laws by copying media including text, music and videos only with permission and by crediting and citing the source where the information was found. It is a good general practice to link to others' work rather than reproduce it. Respect the privacy of others, ask permission before taking photographs, video or audio recordings. Illegally copied or downloaded software, files, pictures, music or games may not be used.

Appropriate: School technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate material are viewed or received, it is the responsibility of the recipient to delete them.

Responsible: Ensure that care is taken with all hardware, software, shared resources (i.e. printers, scanners) and use of the school network, so as to prevent damage or misuse whether intentional or not; your actions should not inhibit the work of others. Personal information and passwords will be kept private.

If you see someone not being CLEAR report the abuse/misuse to a responsible adult.

CHROMEBOOK AGREEMENT

Students attending Heritage Hills High School will be issued Google Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the TECHNOLOGY can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.

Students and their parents/guardians are responsible for reviewing the Chromebook Agreement Use Policy.

OWNERSHIP of the CHROMEBOOK

Heritage Hills and/or North Spencer Co. School Corporation retain sole right of possession of the Chromebook. The Chromebooks are RENTED to the students for educational purposes for the academic year. Moreover, Heritage Hills administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

RESPONSIBILITY for the CHROMEBOOK

Students are solely responsible for the Chromebooks issued to them and must adhere to the following: Students

- must comply with the *Acceptable Use Policy* and all policies of the school corporation when using their Chromebooks.
- must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. Note: A fully charged NSCSC Chromebook should last 6.5 hours charged.
- must treat their device with care and never leave it in an unsecured location.
- must keep their device in a protective case when traveling.
- must promptly report any problems with their Chromebook to teacher, office staff or Tech Dept.
- may NOT remove or interfere with the serial number and other identification.
- may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
- must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

RESPONSIBILITY for ELECTRONIC DATA

The students are solely responsible for any apps or extensions on their Chromebook that are not installed by a member of the school staff. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

COPYRIGHT AND FILE SHARING

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the *Acceptable Use Policy*.

SPARE EQUIPMENT and LENDING

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not OPT to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student must use the spare device located in each classroom, or he/she may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged Chromebook to school.

LOST/STOLEN/DAMAGE BEYOND REPAIR

The school will repair or replace damaged equipment resulting from normal use. The student should expect to be charged for damage outside the normal use of the device. All other breakages will be the responsibility of the student to pay. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged a replacement cost. Devices damaged beyond repair and lost/stolen devices will be replaced with a used Chromebook, as surplus allows. The cost to students for replacing with a used device will be pro-rated based on the age of the Chromebook when it was damaged/lost/stolen. If there are not sufficient Chromebooks in surplus, students will be expected to pay for the total replacement cost of a new Chromebook.

CHROMEBOOK AGREEMENT / SIGNATURE FORM

By signing below, the student and their parent/guardian agree to follow, understand, and accept:

- a Responsible Use of Technology Policy.
- b Chromebook Agreement
- c Website and Social Media Guidelines (Below)
- d Whitelisted [Apps and Extensions](#) that may be used by students. Click [here](#) to view list.
- e That the Chromebook, software, and issued peripherals are owned by the school.
- f If the student ceases to be enrolled, the student agrees to return the Chromebook in good working order or pay the full replacement cost. In addition, the student must also return both the Chromebook charger and the Chromebook case. If one or both of these items is not returned, the student/parent agrees to pay for the charger and for the case.
- g In no event shall North Spencer be held liable to any claim of damage, negligence, or breach of duty.

WEBSITE and SOCIAL MEDIA Guidelines:

THINK before you act because your virtual actions are real and permanent!

Guideline	Student Initials	Parent Initials
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.		
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not SHARE your password with anyone besides your teachers and parents.		
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit some else's work, be sure it is in the spirit of improving the writing.		
If you encounter inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		

PRINT STUDENT NAME: _____

SIGNATURE: _____ Date: _____

PRINT PARENT NAME: _____

SIGNATURE: _____ Date: _____