

# Chromebook Guidebook for Students and Parents

## 2017-2018

### Introduction

ABC School is excited to be able to provide each student entering grades 6-8 a Chromebook. Students will have access to learning communities and content allowing them to gain skills in collaboration, communication, and critical thinking. Incorporating technology into our curriculum will allow us to improve our academics through student-centered learning and differentiation. Our goal is for students to experience school as engaging, challenging and authentic while learning to use technology as a responsible Christian digital citizen.

The use of a ABC Chromebook is a privilege extended to students for use inside and outside the school facility. With privilege comes responsibility, and as a condition of use, students and parents are required to read, agree and comply with the contents of this laptop guide book. Student and parents must also read and sign the Chromebook Contract and ABC Technology Acceptable Use Policy.

## Student Use

Students will sign in to their school Google account to use the Chromebooks. Once logged in, students will have access to the Chrome web browser. Students will also use variety of web-based services including, but not limited to: Moodle, Gmail, PowerSchool, YouTube, Google maps and various collaboration tools. **When arriving to school or class, students may NOT open or turn on their Chromebooks until a teacher or staff member gives them permission verbally or by agenda posted in the room.**

## Handling and Proper Care

- Treat Chromebook with care and respect.
- Keep **all** food and liquids away from Chromebook.
- Cleaning – only use designated screen cleaners with a soft cloth such as a microfiber cloth. Do not use window cleaner, water, or any other liquid on the Chromebook.
- Use the device on a flat, stable surface.
- Chromebook and its case should not be defaced in any way (adhesive stickers, drawings, engravings, etc.)
- Chromebook should be kept in its case at **all** times, at school and at home.
- When closing the lid, be careful not to leave pencils or pens on the keyboard, or papers in the computer compartment of the case.
- Students are allowed to access the Internet away from school using a wireless connection.
- Keep the Chromebook and cords away from very young children and pets.
- Do not leave Chromebook in an unattended unlocked vehicle, even if the vehicle is in the driveway or garage.
- Never leave the laptop in plain sight in a vehicle. The best place is in a locked trunk; if there is no trunk, cover it and lock the doors.
- Extreme temperatures or sudden changes in temperature can damage a Chromebook; if exposed to extreme temperatures (both hot and cold), allow it to acclimate to room temperature before starting.

## Power Management

- Students are expected to bring their Chromebook to school **fully** charged each day.
- Students are asked to leave their Chromebook charger at home.

## Student Email Expectations

1. Students may only use email at school when given permission by the teacher.
2. Student emails to adults should include a greeting, complete sentences and a closing.
3. Students should not “reply to all” when replying to an email chain unless it is necessary.
4. Students may not send an email to the entire class unless given permission by a teacher.
5. Students should “Pause before they Post”: Once you click send, it’s out there forever...think about whether it is something you would want Grandma to see?

## Damage, Theft or Loss

- Students are expected to protect their school Chromebook from damage, theft or loss.

- Any malfunction or damage should be promptly reported to the ABC Technology Department. If the incident happens at home, please send an email to your homeroom teacher and {NAME} immediately and bring it to the technology office first thing in the morning. If the incident happens at school, the teacher will direct student on what to do.
- Users should not attempt to repair the Chromebook. ABC technology staff will be responsible for determining and implementing repairs.
- A lost or stolen Chromebook should be reported to ABC staff as soon as its disappearance is noticed.
- Repair: ABC will split the cost of all repairs up to \$160. Families will be charged a maximum of \$80 for each repair. If the cost of repair is greater than \$160, ABC will cover the cost.
- Replacement: The first time a device is lost or stolen, the family will be charged the standard technology repair fee of \$80. All subsequent times, the family will be responsible for the full cost of the device.

## Financial Responsibility

To insure sustainability and help students and families maintain ownership in caring for the Chromebook, families will pay an annual Technology Use Fee of \$50 for each of their 6<sup>th</sup> – 8<sup>th</sup> grade students. **For the 2017-2018 school year, the technology fee will be waived.**

## Ethical and Appropriate Use

Students are expected to follow the guidelines laid out in the ABC Acceptable Use Policy.

## Discipline Procedures for Inappropriate Use of Technology

1. Offensive Searches (body functions, unsuitable words, etc.)
  - A discussion with the student and a warning
2. Inappropriate Searches (body parts, etc.) or First Offense of Improper Email Use
  - A meeting between student, teacher, and principal
  - Parent Notification
  - No device to go home for a week
3. Harmful Searches (pornography, self-harm, etc.) or Cyberbullying
  - A meeting between parent, student, teacher, and principal
  - No device to go home for a period of time
  - No device while in school except while being directly supervised by a staff member

## Internet Filtering and Laptop Supervision

- Chromebooks should be used in a location where use can be supervised by a parent; unsupervised use (e.g. in a child's bedroom) is strongly discouraged.
- ABC has installed software allowing the school and parents to monitor computer use and websites visited.
- Chromebooks are configured to use internet filtering, provided by ABC, whether accessing the Internet from home or from the classroom. Internet filtering not only

restricts access to unacceptable sites, but also restricts access to social networking, games, and webmail not associated with school email.

- While Internet filters provide an important level of protection, no filter program provides 100% protection. Supervision and monitoring are still very important.

# MIDDLE SCHOOL ONE-TO-ONE FORM

Description of Expectations	Student Initials	Parent Initials
I have read the ABC Chromebook Guidebook, and I understand and agree to abide by its contents.		
I have read and agree to abide by the ABC Technology Acceptable Use Policy.		
I understand that the Chromebook is the property of ABC and I agree to be responsible for surrendering the Chromebook whenever requested by school personnel.		
I understand that at all times I have filtered access to the Internet, both while at school and away. Although Internet filters provide an important level of protection, no filter program provides 100% protection. Supervision and monitoring are still very important. The Chromebook will be used in public areas.		
I understand that at all times the Chromebook is to stay in the ABC provided protective case. When transporting the Chromebook, I will close and zip the case.		
I understand that my family is financially responsible for the cost of up to \$80 per incident should damage, loss or theft occur to the Chromebook. After the first time a device is lost or stolen, the family will incur the full replacement cost of the device.		
I will report problems with my Chromebook in a timely manner.		

Student Printed Name: \_\_\_\_\_ Homeroom \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This form must be signed and turned in before a Chromebook will be allowed to go home. Please turn in forms by Friday, September 15.*

# Technology Acceptable Use Agreement

## ABC School 2017-2018

### Introduction

Our world belongs to God. Technology resources are powerful tools, and teamed with skillful teachers, can be used to effectively prepare students to be effective servants of Christ in contemporary society. The use of school provided technology is a privilege, not a right, and staff and students at ABC School (ABC) are expected to use the technology to support and enhance education and communication. In order to facilitate a safe and functional Christian educational environment, members of the ABC community are expected to adhere to the policy as outlined below.

### Scope

Individuals (“users”) covered by this policy include all authorized users including but not limited to staff, teachers, students, subcontractors and visitors. It includes all ABC technology resources such as servers, desktops, laptops, tablets, printers, projectors, cameras, software, apps and internet access. As responsible caretakers of all that God has entrusted to us, we expect users to apply this policy to the use of ABC technology resources both while on ABC property and off-site, including the use of personal devices when at ABC, on the bus or at off-site events where the individual is representing ABC.

### Responsibilities

1. All users are expected to engage with ABC technology resources in ways that are God-honoring, responsible, ethical, and legal. Use of technology resources must be in compliance with federal and state laws.
2. As children of God created in His image, all users are expected to avoid unethical Internet usage and inappropriate use of social media such as cyberbullying. Users should report such behaviors to ABC staff.
3. All users are required to use technology resources in accordance with the ABC code of conduct in addition to any other relevant ABC guidelines. Violations include but are not limited to harassment, defamation, threatening or discriminatory behavior, and accessing obscene material.
4. Plagiarism and copyright infringement through technology resources is strictly prohibited.
5. Attempted or actual modification of restrictions or protections without authorization from technology staff is strictly prohibited.
6. Users are permitted to download and install relevant and appropriately licensed programs provided they have received approval from technology staff.
7. Unsolicited mailings (e.g. spam, forwards) are prohibited.
8. Business activities, such as advertising or buying and selling of goods and services using technology resources are prohibited.
9. Users agree to take reasonable precautions, to maintain and to protect ABC technology resources. Users agree to abide by care instructions as outlined in any guides, manuals or verbal instructions that come with technology resources given by technology staff.
10. Users agree never to attempt to damage, destroy or otherwise physically abuse ABC technology resources.

11. Users agree to manage their individual use of technology resources in ways that do not detrimentally affect other users (e.g. not streaming music, not monopolizing printers, etc).
12. Users agree never to connect unapproved devices to the ABC network.
13. Users agree not to hold ABC liable for losses or damages incurred by failure or malfunction of technology resources.
14. Any damage to or malfunction of technology resources, whether accidental or not is to be reported promptly and with full disclosure to technology staff.

### Safety and Privacy Considerations

1. The use of personal technology devices by students will not be allowed while on school property without explicit permission from a ABC staff member.
2. If it is after normal school hours, the student may use a personal technology device with the permission of a parent or guardian and with a responsible adult that is able to see the screen of the device.
3. During the school day, personal technology devices must be off and stored in the student's locker.
4. Use of personal technology devices by a student while on the bus, without explicit permission from a ABC staff member, is prohibited.
5. Users agree to use only approved logins to access accounts and to keep their own login information secure.
6. Users agree not to share any ABC login/account data with any person or organization unless approved or requested by administration or technology staff.
7. Users agree to protect and maintain their accounts by logging out or locking the computer. Users will monitor and report unusual activity on their technology resources.
8. Users agree not to access, modify, or destroy another users' information.
9. Users agree not to allow use of ABC technology resources by unauthorized persons such as family and friends.
10. ABC will provide education and training to students on (1) safe and appropriate online behavior, such as interacting with other individuals on social networking sites, and (2) cyber-bullying awareness and responses.
11. Users agree that all electronic files stored on school resources, including e-mail messages, are property of ABC.
12. Users agree that ABC administration and technology staff reserve the right to monitor and inspect files stored on school resources for conformity with policies, licensing standards and state or federal law. Users understand and agree that any files accessed, created, or stored on school resources are not private.
13. Users understand and agree that ABC has implemented technology measures that block/filter internet access to visual images that are obscene, illegal or otherwise harmful to minors. Users (and their parent/guardians) are nevertheless advised that users may gain access to unauthorized websites, and ABC cannot guarantee that users will not access websites that they (or their parents/guardians) would find inappropriate, offensive, objectionable or controversial. Users (and their parents/guardians) agree not to hold ABC liable for any such material that they may find as a result of using ABC technology resources.
14. To promote student safety and ensure compliance with this policy, internet, network and other technology-related activities will be monitored or restricted using filtering, passive supervision technologies and periodic checks by technology staff.

**Disciplinary Action**

Violation of any part of the above policy may result in restriction or suspension of access to technology resources, notification of law enforcement, financial restitution, or other disciplinary measures as determined by ABC administration.

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**Technology Acceptable Use Agreement  
ABC School 2017-2018**

I \_\_\_\_\_(student) understand and will abide by the above technology use agreement. I understand that any violation of the rules stated above may result in termination of my computer privileges along with school disciplinary action.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent or guardian of the above-mentioned student, I have read the technology use agreement. I understand that this technology is offered to the students to enhance the educational process. I also understand that if my student does not follow the rules above, his/her computer privileges may be taken away.

I hereby give permission to issue an account for my child to use the technology at ABC School.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_