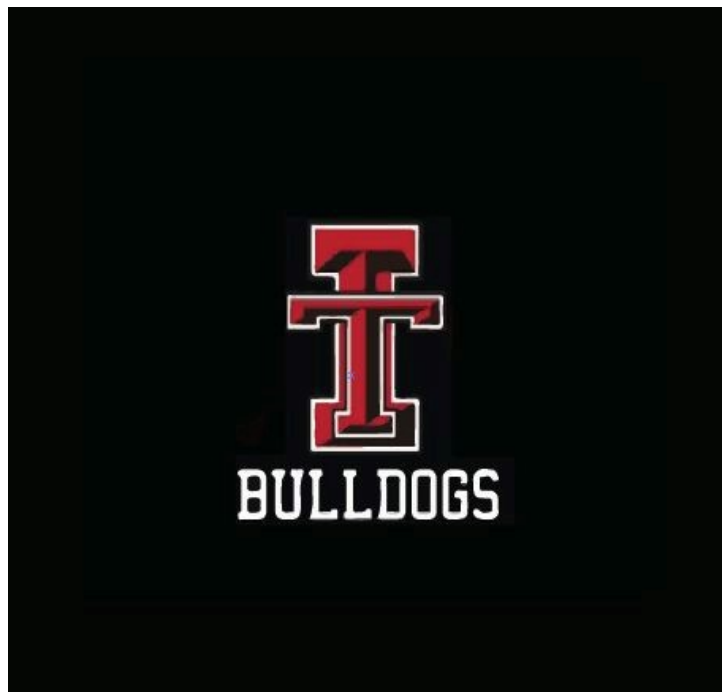


# Island Trees School District

## Introduction to Chromebooks

### 2016-17 Chromebook Procedures & Information Handbook



### **Congratulations!**

The Island Trees Board of Education has purchased a Chromebook for your use this school year! Chromebooks use the latest software by Google and are manufactured by Acer.

## Why use Chromebooks?

1. Chromebooks are new devices that utilize the “cloud” for applications and saving work.
2. Students get a free Google Drive to save all work which can be accessed via any computing device. Chromebooks utilize apps provided by Google (word processing, spreadsheet, email are just some examples) that foster collaboration.
3. Chromebooks work perfectly with various educational software applications. For example, IXL, a math program used at ITMMS that has strengthened the math fluency of all our students, can be utilized via a Chromebook.
4. Low maintenance: the Chromebook needs little, if any maintenance. It is a completely web-based device so there is no need for downloading or installing. There is less need for technical support.
5. Virus protection is unnecessary on the Chromebook due to the unique nature of its design.
6. Chromebooks start the second you open the cover and have terrific battery life.
7. Auto-save: Student work on the Chromebook saves automatically to the Google Cloud.
8. Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

## BACKGROUND INFORMATION

The focus of providing Chromebooks in the Island Trees Union Free School District (ITUFSD) is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the learning tools of 21st Century students is the Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. According to studies and school reports, students who use a computing device in a one-to-one (1:1) educational environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers with the help of this device. Learning becomes more engaging and accessible and results from the continuous dynamic interaction among students, educators, parents/guardians, and the extended community. However, technology immersion does not diminish the vital role of the teacher, but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

## Goals for Student Users

- To increase productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers in any and all subject areas.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content-rich media, applicable apps, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one’s own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

## 1.1 Receiving and Returning a Chromebook

### 1.2 Receiving a Chromebook

- a. Island Trees School District students in grades 6-12 will receive a Chromebook, protective sleeve, and AC charger to be used during the 2016-17 school year.
- b. **Parents/guardians and students must sign and return the User Agreement and Parent Permission Form before a Chromebook is issued to the student.**
- c. Chromebooks will be labeled in a manner specified by the Island Trees Union Free School District; this will include the serial number.
- d. The Chromebook and district-issued email account are the property of the Island Trees Union Free School District and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school-supplied or supported email service.
- e. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school and outside of school.

### 1.3 Returning a Chromebook

- a. Chromebooks and all Island Trees School District accessories will be returned during the final week of school so they can be checked for serviceability.
- b. Chromebooks must be returned immediately when a student transfers out of the ITUFSD, is suspended or expelled, or terminates enrollment for any reason.

### 1.4 Fines Related to a Chromebook

- a. Chromebooks, district-provided sleeves, and AC charger will be turned in to the Technology Office, when requested, in satisfactory condition.
- b. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The ITUFSD Administration will make the final determination of any fees assessed.
- c. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible. Failure to return the Chromebook will result in a theft report filed.

### 1.5 Taking Care of a Chromebook

- a. Students are responsible for the general care of the Chromebook they have been issued by the ITUFSD.
- b. Chromebooks that are broken or fail to work properly must be given to the Technology Office for an evaluation of the equipment. Care must be taken to protect the screen. **Chromebooks are not to be serviced by a private company at any time.**
- c. **Students are responsible for anything done using their assigned Chromebook or their login.**
- d. Chromebooks are the property of the ITUFSD and all users will follow these procedures and the ITUFSD Acceptable Use Policy.

### 1.6 General Precautions

- a. **Each student will use an email account usually (first initial, last name@islandtrees.net). This is a Google Gmail account. Students can only send/receive email from other ITUFSD accounts (other ITUFSD students, teachers and staff). They should not send email to outside domains.**
- b. While the Chromebook is considered scratch resistant, the Chromebook will scratch. Avoid using any sharp object(s) on the Chromebook.

- c. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook.
- d. The Chromebook should be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. **Do not** use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- e. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the Technology Office.
- f. Never throw or slide a Chromebook.
- g. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- h. Chromebooks and district-provided sleeves must remain free of any writing, drawing, stickers, or labels that are not the property of the ITUFSD
- i. Chromebooks have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
- j. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- k. Chromebooks must never be left in an unlocked locker, on top of a locker, in an unlocked car, or in any unsupervised area.**
- l. Chromebooks should be placed vertically in the top locker compartment to avoid putting any pressure on the screen.
- m. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- n. Chromebooks must be fully charged at home each night to be ready for the following school day. Class participation will rely on a fully-charged Chromebook.**
- o. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.
- p. The protective cover provided with the Chromebook has sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The Chromebook must be protected by a cover at all times.
- q. PLEASE DO NOT ATTEMPT TO CONTACT ACER SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE TECHNOLOGY OFFICE OF THE ITUFSD.

## 1.7 Using a Chromebook at School

- a. Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.
- b. If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present.
- d. Chromebooks must be brought to school each day in A FULLY CHARGED CONDITION. An AC charger will be issued to the student for charging at home.**
- e. STUDENTS MUST PROVIDE THEIR OWN HEADSETS/ EARBUDS.**
- f. Internet games are not allowed on the ITUFSD Chromebooks, unless directed to do so by a teacher.
- g. Students will be given information and instruction on printing with the Chromebook at school.

## 2.1 Legal Issues

### 2.2 Legal Propriety

- a. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Technology Office.
- b. Plagiarism is a violation of the ITUFSD rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- c. Use or possession of hacking software is strictly prohibited and violators will be subject to ITUFSD discipline. Violation of applicable state or federal law may result in criminal prosecution.

- d. Users should have no expectation of personal privacy in connection with their usage of District network and other technology resources.
- e. Network supervision and security maintenance may require monitoring of directories, messages, or Internet activity.
- f. The District retains the right to monitor, access, and review all messages or information, e.g., files, created, received or sent over, or stored on District technology and communication networks at all times, and without notice in order to determine compliance with the Acceptable Use Policy.
- g. Some material on the Internet may contain items that are inaccurate or potentially offensive to some people. Although efforts are being taken to minimize student exposure to inappropriate material through the use of an Internet filter, it is ultimately the responsibility of parents and guardians of minors to set and convey standards that their children should follow when using electronic resources like the Internet.
- h. Parent/guardian permission shall be required before a student is allowed to use the Internet at school for educational purposes.

### 2.3 Home Internet Access

- a. Students will be taking the Chromebooks home. Parents should know that while they are in school they are on our filtered network. **However, when they go home they are on your home network which we cannot filter.** We urge parents to take an interest in what your child is doing on the Internet and to take necessary precautions.
- b. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a wireless printer, proper settings on the Chromebook and the correct app.
- c. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- d. All activity on the Chromebook and District-issued email account, whether conducted at school or off site, is subject to search as District property.

### 2.4 Using the Chromebook Camera

- a. The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online.
- b. **Cameras may never be used in a locker room or restroom per state statute.**

### 2.4. Repairing or Replacing a Chromebook

- a. In the case where a Chromebook or district-issued accessory is damaged by means other than normal use, wear and tear (i.e. abuse, neglect, intentional damage), the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The ITUFSD Administration will make the final determination of any fees assessed.
- b. In the event of a lost or stolen Chromebook, the ITUFSD may deploy location software which may aid in recovering the Chromebook.
- c. All insurance claims must be reported to the ITUFSD in cases of theft, vandalism, or other acts.
- d. Failure to report a stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

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*Island Trees UFSD– Technology Acceptable Use Policy for Students K-6*

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All elementary students in Grades K-6 are asked to take time with their parents to read and understand the following guidelines for acceptable use of technology resources at school. We ask every student and their parents to sign a statement of acceptable use and return it to their teacher.

1. I will use computers, keyboards, digital cameras, printers, microscopes and scanners only with the supervision and permission of an adult.
2. I will use all equipment and networks carefully to avoid any damage or change to the computer system or its software.
3. I will not change, delete, add to, or download any software.
4. I will respect the work and files of others and agree not to open, copy, change, delete, or damage files or folders that are not mine.
5. I will keep my password and login name private and will only use my own accounts.
6. I will never give out personal information about myself (full name, address, phone number, photo) over the Internet.
7. I agree not to use instant messaging or chat rooms at school.
8. If I have an e-mail account, I will use it responsibly in the following ways:
  - I will always identify myself as the sender of an e-mail message.*
  - I will be kind and respectful of others and use appropriate language in my messages.*
  - I will only use my account to send e-mail messages.*
9. I will not subscribe to or sign up for game sites, e-mail, or chat rooms without the permission of an adult.

The use of computers and other technology tools is a privilege that comes with special responsibilities. If a student does not follow the above guidelines, there will be consequences over a period of several weeks that will restrict that student's use of computers and other equipment at school. If a student repeatedly shows difficulty in being a responsible user, these restrictions will be extended.

*Island Trees School District – Technology and Internet Acceptable Use Policy  
For Students 7-12*

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The Island Trees School District has pursued making advanced technology and increased access to learning opportunities available to students. Our goal in providing this service is to promote educational excellence in the ITUFSD by facilitating resource sharing, innovation, and communication in the global community. The use of these computer resources throughout the Island Trees School District is a privilege. These resources include, but are not limited to, computer hardware, software, the Internet and online resources, peripherals and communication devices.

The smooth operation of the network relies upon the proper conduct of users who must adhere to strict guidelines. These guidelines are provided here so that users are aware of the responsibilities they are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If an Island Trees user violates any of these provisions, his or her account may be terminated and future access could possibly be denied.

The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

### Acceptable Use

The use of each account must be in support of education and research and consistent with the educational objectives of the Island Trees Union Free School District.

Therefore: game sites, email, Ebay, chat rooms, event booking, etc. cannot be accessed without proper teacher permission. Illegal activities are strictly forbidden and will be reported to the authorities.

### Netiquette

The district takes precautions by using filtering software to help eliminate inappropriate Internet sites. Student users must always get permission from their instructors before using the network. All online communication must be polite and non-threatening or offensive in any way. The District has the right to review any email sent or received using District equipment.

### Vandalism & Harassment

Vandalism is defined as any malicious attempt to harm, modify, or destroy any aspect of the computer network. This includes computer hardware and data.

## Privileges

The use of the network is a privilege, not a right. Inappropriate use, such as placing unlawful information on any system, interfering with the work of others, creating computer viruses, etc. will result in cancellation of those privileges.

Commercial services are available on the Internet; if a user should enter these services and incur any charges, they are the user's responsibility and do not revert to the Island Trees UFSD.

I understand and will abide by the Terms and Conditions of the Technology and Internet Use Policy. Should I commit any violation, my access privileges may be revoked followed by school disciplinary action and/or appropriate legal action may be taken.



## **Technology & Internet Agreement Parental Permission**

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### **Parent or Guardian**

As the parent or guardian of a student in the Island Trees Union Free School District, I have read the Terms and Conditions for Technology and Internet access. I understand that this access is designed for educational purposes and that the Island Trees School District has taken precautions to eliminate inappropriate material. However, I also recognize that on a global network, it is impossible to control access to all circumstances; therefore, I will not hold the Island Trees Union Free School District responsible for material acquired on the network. Further, I accept full responsibility for supervision if and when my child is not in a school setting. I also understand that commercial services are available on the Internet. If my child should enter these services and incur any charges, they are my responsibility and not that of the Island Trees UFSD. I hereby give permission to issue an account for my child.

# Island Trees School District

## User Agreement and Parent Permission Form

- o I will take good care of my Chromebook.
- o I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- o I will never loan out my Chromebook to other individuals.
- o I will know where my Chromebook is at all times.
- o **I will charge my Chromebook's battery to full capacity each night.**
- o I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- o I will not disassemble any part of my Chromebook or attempt any repairs.
- o I will protect my Chromebook by always carrying it in a secure manner to avoid damage. Use the carrying case provided by the District at all times.
- o I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- o I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of the Island Trees School District.
- o I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- o I will file a police report in case of theft or damage caused by fire.
- o **I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.**
- o I agree to return the Chromebook, power cord/charger and case in good working condition at the end of each school year.

***By signing below you decide to abide by all user agreements in this document:***

Student Name (Please Print): \_\_\_\_\_

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

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

Date: \_\_\_\_\_

Grade \_\_\_\_\_