

# ***Greeneview Local School District***

## ***1:1 Handbook***



### ***Chromebook Procedures and Information***

***“Learn with it, Leave with it”***

#### ***Technology Vision and Mission***

*The Technology Department at Greeneview Local School District believes technology is a resource that enhances the teaching and learning experience by empowering students and teachers.*

*It is the vision of the department to create an environment where students, teachers and staff members have safe, secure, and reliable access to technology that fosters creativity, critical-thinking and higher learning.*

*Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.*

The policies, procedures, and information within this document apply to all Chromebook users. Teachers may set additional requirements for use in their classroom.

## Overview of the Program

This document identifies as many eventualities as possible regarding the 1:1 program at Greeneview Local Schools. The policies and procedures listed herein are intended for all students using district-issued devices that are part of the 1:1 initiative (in addition to technology policies outlined such as Acceptable Use, Use of Technology, and any other item involving technology as listed in the student handbook).

The Greeneview Local School District utilizes Google Apps for Education for students, teachers, and staff. This document describes the tools and student responsibilities for using these services and device. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

**Read More about :** [Google for Education Privacy and Security for Education](https://edu.google.com/k-12-solutions/privacy-security/?modal_active=none)

([https://edu.google.com/k-12-solutions/privacy-security/?modal\\_active=none](https://edu.google.com/k-12-solutions/privacy-security/?modal_active=none))

The following services are available to each student and hosted by Google as part of the Greeneview Local School District's Online presence in Google Apps for Education:

- **Mail:** an individual email account for school use managed by the Greeneview Local School District
- **Calendar:** an individual calendar providing the ability to organize schedules, daily activities, and assignments
- **Docs:** a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- **Sites:** an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects, and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others. For more information about Greeneview Local School District's Google Apps for Education implementation, please visit: <http://greeneview.org> for more information.

All students will be assigned a [firstname.lastname@greeneview.org](mailto:firstname.lastname@greeneview.org). This account will be considered the student's official email address until such time as the student is no longer enrolled at Greeneview Local Schools. Use of this account will be governed by the board of education [Board Policy 7540.06](#).

## Parents'/Guardians' Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the internet, just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- The following resources will assist in promoting positive conversation(s) between you and your child/children regarding digital citizenship as it relates to Internet Safety, conduct, and Netiquette.

NetSmartz - <http://www.netsmartz.org/TrendsAndTopics>

CommonSense Media - <https://www.commonsensemedia.org/blog/digital-citizenship>

Federal Trade Commission - <https://www.consumer.ftc.gov/topics/protecting-kids-online>

Greeneview's Technology Page - <http://www.greeneview.org/Content2/technology>

Greeneview's Parent Technology Information - <http://www.greeneview.org/Content2/184>

# Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the AUP (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.

**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.

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

**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.

**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.

## RECEIVING THE CHROMEBOOK:

Chromebooks will be distributed to Greeneview High School freshman students at the beginning of each school year. Starting August 2018 High School students will be given a school-issued device. If it is deemed that the device is unable to meet learning needs of a student due to extenuating circumstances, the district will work with the Technology Director to help find a device that is more suitable. The information in this handbook will be shared in a variety of ways to help students understand how to use and protect their Chromebooks.

The following items and accessories will be distributed and recorded in the district inventory System:

- Chromebook with Greeneview Local Schools identification and barcode affixed to device, which must not be removed
- Charging cord with AC Adapter power block
- Protective case

## RETURNING THE CHROMEBOOK:

All Chromebooks will be returned at the end of each school year including the case and charging cord. Students will retain the same Chromebook for four years. If the Chromebook issued to the student is not returned, law enforcement will be notified and the Chromebook will be considered stolen property.

## TAKING CARE OF THE CHROMEBOOK:

Care of the Chromebook is the responsibility of the student. In the event that a Chromebook fails to work properly or is damaged, students should take the Chromebook to the technology department or email [helpdesk@greeneview.org](mailto:helpdesk@greeneview.org), where the repair process will begin.

***Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

## General Guidelines

- The Device is school property until graduation. All users will follow the Acceptable Use Policy for Technology
- Students will not have food or drink near the Chromebook.
- Students will exercise care when inserting and removing all cords, cables, and accessories and will avoid pressure against the screen.
- While walking in the hallway, the Chromebook should be in the closed, district-provided case.
- Students must not carry the Chromebook by the screen or with the screen open.
- No stickers or adhesives or writing should be made to the exterior of the Chromebook.
- Students must not leave the Chromebook in an area of extreme temperature (such as a car).
- When students are not using their Chromebook, they should store them in their locked locker or in a secure classroom designated by a teacher.
- Students will take their Chromebooks home every day and bring to school fully charged. It is advised that students set up a charging routine at home for this purpose.
- Chromebooks will not always have the opportunity to be charged at school.
- All screensavers and backgrounds must be school appropriate.
- Only use a clean, soft cloth to clean the screen, cleansers of any type must not be used.

## **USING THE CHROMEBOOK AT SCHOOL**

Students will be expected to bring their Chromebooks to every class unless told by their teachers not to do so. If the student's Chromebook is left at home, they will be issued a loaner Chromebook from the library, if available. Students should return loaners to the library by 2:30 pm each day. Failure to return the device will result in the cost of the device being added to the student's school fees and the possibility of law enforcement being contacted.

### **Chromebooks under repair**

When a student's Chromebook is in for repair, he/she will be issued a Chromebook from the library to use until it is repaired. These Chromebooks may be checked out for home use on an as needed basis and must be approved by district administration or a library staff member. The same expectations apply to Chromebooks on loan during repair periods as for Chromebooks issued to students at the beginning of the year.

### **Device Security**

Students will keep the device stored in a secure place. For example, the Chromebook will be in a locked locker during the school day, or in a secure place assigned by a coach or advisor during athletic events, games, practices, and trips. Unattended Chromebooks will be confiscated by school personnel as protection against theft.

### **Sound**

Students will keep their sound muted unless a teacher gives permission for it to be on for instructional purposes. Students may have headphones or earbuds to use when sound is necessary at the discretion of the teacher.

### **Printing**

Students are highly encouraged to send documents electronically to their teachers to avoid using unnecessary paper and ink. Printing to student printers is allowed for special circumstances, such as process papers, visuals for presentations, IEP accommodations, etc. Students will be issued a pin and given information and instructions on printing with the device at school.

### **Account Access**

In order to gain access to the district network, students should log in with their Greeneview School District account. Students should only use their account. Use of another student's account is prohibited under the District Acceptable Use Policy.

### **Accessories**

Though not required, students may purchase accessories such as, mice, keyboard covers, etc. However, the chromebook must remain in the district-provided case.

# REPAIRING/REPLACING THE CHROMEBOOK

## Vendor Warranty

For newly issued devices to freshmen, the equipment vendor has a one-year hardware warranty on the Chromebook. The vendor warrants the Chromebook from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction, and will provide normal replacement parts necessary to repair or replace the Chromebook. The vendor warranty does not warrant against damage caused by misuse, abuse or accidents. All repairs or replacements will be handled through the Technology Department.

## Chromebook Damage / Repair

Parent/guardians are responsible for any repairs needed to the Chromebook beyond the normal warranty or repair covered by the district. To help alleviate potential costs, the District will offer 1st time repair to the Chromebook from accidental damage at no charge. Parents/Students/Guardians will be responsible for payment of repairs or replacements beyond the 1st time replacement outside of the vendor warranty.

One repair will be done, one time under the district per year, with no deductible as long as the device wasn't intentionally damaged. This does NOT cover water damage. Subsequent damage to the device will be the responsibility of the student/parent/guardian.

***Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

## District Coverage (Per Year)

First repair - Free (*as long as further evaluation shows that the device wasn't intentionally damaged*)

Second repair - \$50

Third repair - \$100

**Note: If the Chromebook is intentionally damaged, the student/parent/guardian is responsible for the full cost \$200 cost of replacement. Lost power bricks, cases and cords are not covered by the district. replacement items must be purchased from the district.**

## List of Replacement Parts not Covered by the District

Charging Power Brick - \$25.00

Replacement Case - \$35.00



# Greeneview Local School District

## Acceptable Use Policy (AUP)

### [Computer Technology and Networks \(7540\)](http://neola.com/greeneview-oh/search/policies/po7540.htm)

<http://neola.com/greeneview-oh/search/policies/po7540.htm>

Computer use at Greeneview Schools is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect copies, and/or delete all files and records created or stored on school owned computers. Students must observe the following guidelines. Failure to do so will result in penalties as may coincide with the list of disciplinary infractions or as determined by school officials.

1. Files stored on school computers are restricted to school related assignments only; personal files may not be stored.
2. Network password security is the responsibility of the student.
3. Students shall not (without authorization) copy, damage, or alter in any way, hardware and software. Students shall not, without authorization, delete a file or knowingly introduce a computer virus into any school computer, computer system, or other electronic device.
4. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using programs selected by the teacher/instructor.
5. All non-school software and diskettes must be checked for viruses and approved for use by a network administrator/teacher/instructor before being used on any school computer and are subject to inspection and approval by school personnel at any time.
6. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher/instructor/network administrator.
7. Internet or other "net" users must complete an Internet Consent Form, which must be approved before using the net.
8. No student shall attempt to establish computer contact into or with any school district restricted computer net (LAN's), or any other unauthorized databases, sites, or other computers.
9. There is to be no food or drink around computers.

### [Internet Use Policy \(7540.03\)](http://neola.com/greeneview-oh/search/policies/po7540.03.htm)

<http://neola.com/greeneview-oh/search/policies/po7540.03.htm>

The Internet and World Wide Web are tremendous resources for research and communication. Teachers and students can access a world of information from their classroom computers. Resources in the classroom and the school library media center have been carefully selected for accuracy, quality, and age appropriateness. This is not the case with information on the Internet. Some of the information is up-to-date and very useful, and some of it is inaccurate and totally inappropriate for student use. Therefore, it is necessary for students to adhere to the following guidelines.

1. Students will use and visit only school appropriate educational sites and will assume the responsibility of immediately exiting inappropriate sites that they visit inadvertently.
2. Students will use the Internet for school purposes only. General "surfing" and visiting chat rooms is not permitted; unsupervised surfing is not permitted.
3. Elementary students will use only the sites that the teacher has previewed and/or bookmarked for class use.
4. Students should be polite and use appropriate language when on the electronic network.
5. Students will not reveal their personal or school address, telephone number, or other information on the Internet.
6. Students will adhere to all copyright laws and other applicable laws. The copying or transferring of copyrighted materials is illegal. Sources of information must be properly cited.
7. Students are not permitted to download programs. This is to protect our network from computer viruses.
8. Students are responsible for any damage of hardware or software.
9. Students will not be permitted to access the Internet through any personal electronic device, laptops, phones, etc.

## **CHROMEBOOK FAQs**

### **Q: What is a Chromebook?**

**A:** A Chromebook is like a laptop but instead of having Windows or iOS operating systems, Chromebooks run off Google Chrome. Through Chrome, students can type documents, use spreadsheets, create presentations and more. They can access all of their work from any computer that connects to the Internet.

### **Q: Do you need Internet access to use a Chromebook?**

**A:** Some offline functions are able to be used with a Chromebook, but it works the best if you have a WIFI Signal.

### **Q: Do Chromebooks come with Internet Filtering Software?**

**A:** Yes, Chromebooks will be installed with a filtering software while being used on the districts network as well as outside the districts network including at home.

### **Q: Do Chromebooks need virus protection?**

**A:** Because of how they are designed, no virus protection is needed.

### **Q: What is the expected battery life?**

**A:** Chromebooks have a rated battery life of 9-13 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day. Battery life may also be affected by the age of the Chromebook.

### **Q: What if I don't want my student to bring their Chromebook home?**

**A:** Students should take their Chromebook home every night. They also must ensure that their Chromebook is charged every night so it is ready to use the next day.

### **Q: Will students be allowed to take their Chromebooks home over the summer?**

**A:** Chromebooks will be returned during the last two weeks of school and not allowed to take home over the summer. Students attending summer school will have access to Chromebooks, but not allowed to take them home.

### **Q: Home Internet Access?**

**A:** Students are allowed to setup access to home wireless networks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the chromebook successfully.



## What Is CIPA, COPPA, and FERPA?

<https://tech.ed.gov/privacy/>

### CIPA

#### *Children's Internet Protection Act*

- Schools provide filtering to help protect students from harmful materials such as obscene images.
- For more information visit <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

### FERPA

- Family Educational Rights and Privacy Act
- Parents and Students have access to:
  - Grades
  - Student ID
  - Attendance Data
  - Photos
- Schools cannot share student records with other students or parents without parent permission.
- For more information visit <https://ed.gov/policy/gen/guid/fpco/ferpa/index.html?src=rn>

### COPPA

Under federal law, the Child Online Privacy Protection Act requires commercial websites or online services marketed to children under 13 to notify and gain permission from a parent or guardian before collecting data on that child. Schools may act in *loco parentis* (in place of a parent) for educational tools that the district has entered into a contract with. The Greeneview Local School District has contracted with the following operators; Google Apps for Education. Upon entering the district, all students will receive accounts through these online services. To learn more about COPPA, please visit [FTC.gov](https://www.ftc.gov)

In addition to contracted educational services, classrooms will be utilizing other web tools and apps to further enhance your child's learning experience. Some of these may ask students to create an account using personal, identifiable information such as a name and school email address. A list of commonly used educational tools has been made available online for parents to view on the district's website.

<http://www.greeneview.org/Content2/186>

The law permits schools to collect parental notice and permission for students under 13 to access these web tools and apps. This eliminates the need for operators to collect parent notification individually. A parent or guardian signature on the Greeneview Local School District agreement constitutes consent for the Greeneview Local School District to provide personally identifying information for the child consisting of: first name, last name, email address and username for educational tools and services including, but not limited to: those posted on greeneview.org website. <http://www.greeneview.org/Content2/186>

### Google for Education Privacy and Security

Read More about : [Google for Education Privacy and Security for Education](#)

## Student Pledge:

- I will take care of my Chromebook.
- I will never leave the Chromebook unattended.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery at home daily.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by only carrying it while in a case.
- I will use my Chromebook in ways that are appropriate.
- I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
- I will not deface the serial number sticker on any Chromebook.
- I understand that my Chromebook is subject to inspection at any time.
- I will follow the policies outlined.
- I will file a police report in case of vandalism and other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I be a pro-active digital citizen when using my device.
- I acknowledge that I can lose the privilege of possessing a Chromebook if I use it to cyberbully, harass, or repeatedly violate this 1:1 policy

## Student/Parent Pledge for Device Use

- I /we understand that Chromebooks are intended solely for educational use and that students are not permitted to download any applications not authorized by their teachers.
- I/we understand my/our responsibilities with respect to the care and maintenance of the Chromebook
- I/we understand the terms and conditions of the insurance coverage for the Chromebook.
- I/we understand that students may take Chromebooks home in the evenings for school related use, however I/we understand that students must have Chromebooks in school everyday
- I/we understand that students must return Chromebooks at the end of the school year in the condition it was received
- I/we understand that I/we must report any problems or damage to the Chromebook to the student's homeroom teacher or Technology Department
- I/we understand that the Greeneview Local School reserves the right to conduct unannounced inspections of student Chromebooks
- I/we understand that the use of Chromebooks will be governed by all terms and conditions of the Greeneview Local Schools' policies and regulations.
- I/we acknowledge that my student can lose the privilege of possessing a Chromebook if the student uses it to cyberbully, harass, or repeatedly violate this 1:1 policy.

Review and initial each statement below:

	Student	Parent
I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as on Google Drive, Dropbox, flash drive, etc.)		
I will not leave my Electronic Device unattended unless it is locked in a secure place. My family is fully responsible for the cost of a replacement should my device become lost.		
I will not install or use file-sharing programs to download music, video, or other media without staff permission, or install software browser extensions, or any other methods to bypass content filtering.		
I will not duplicate or distribute copyrighted materials other than a backup copy of those items I legally own.		
I will keep the device in its protective case, cover fully closed whenever it is moved from one point to another.		
I will not attempt to repair my own device nor take it anywhere besides Greeneview Local Schools for repair.		
I will bring my device fully charged to school every day.		
I will use my device only for good and never to hurt or harm another person or their reputation.		
I understand I will lose my device for cyber-bullying, harassment, or repeated violations of the guidelines stated in this handbook or otherwise stated in section 7540 of Greeneview's Bylaws and Policies.		

**This Form must be completed before receiving the school issued device**



# Greeneview Local School District

## Acceptable Use Consent Form

**This Form must be completed before receiving the school issued device**

### PARENT OR GUARDIAN

I have read the Greeneview Local School District 1:1 Handbook & Acceptable Use Policy and agree to all the terms therein.

\_\_\_\_\_ I give my permission for my child to participate in the District's electronic communications system and certify that the information contained on this form is correct.

Signature of parent or guardian \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Date \_\_\_\_\_

### STUDENT

I understand that my computer use is not private and that the District will monitor my activity on the computer system. Computers are tools to be used for educational purposes.

I have read the District's 1:1 Handbook & Acceptable Use Policy and agree to abide by the stated provisions. I understand that violation of these guidelines may result in disciplinary actions or cancellation of online privileges.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_