Chromebook Procedures & Information Handbook

This handbook is intended to inform you about the opportunity of using a SWR Chromebook. It covers the policies and responsibilities associated with its usage.

Rationale for Usage:

The following are the measures we will be assessing to evaluate the effectiveness if this initiative:

1. Increase productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers in any and all subject areas.
2. Capitalize on the convergence of academic resources such as Google Apps for Education, Google Classroom, textbooks, scholarly sources, content rich media, applicable apps, and best practices.
3. Facilitate mobile learning across the school campus and beyond.
4. Promote responsibility and leadership in one’s own learning by establishing access to educational resources.

Why Choose Chromebooks?

1. Chromebooks are devices that utilize the “cloud” for applications and for saving work.
2. Students will receive a free Google Drive account with unlimited storage to save all work. This drive can be accessed via any computing device as long as you have internet access.
3. Classrooms can take advantage of Google’s “G-Suite” and “Classroom” apps which foster collaboration. These apps includes: Docs, Slides, Sheets and forms.
4. Chromebooks need little if any maintenance. They are a completely web-based device and will even receive its updates automatically as needed.
5. A Chromebooks operating system starts within seconds of opening the cover and have a lengthy battery life.
6. Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library. Essentially they serve as a personal learning studio.
### 1.1 Receiving a Chromebook

1. Each user will receive a Chromebook, protective case, and an AC charger.
2. Parents/guardians and students must sign and return the Responsible Use Agreement and Parent Permission Form before a Chromebook is issued to the student.
3. Chromebooks will be labeled in a manner specified by the Shoreham-Wading River School District; this will include the serial number of the unit and a school inventory number. The assigned serialized Chromebook will be the sole responsibility of the student.
4. The Chromebook is the property of Shoreham-Wading River 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.

### 1.2 Returning a Chromebook

1. Chromebooks must be returned immediately when a student transfers out of the SWR district or ends enrollment for any reason. Please return the Chromebook to the Main Office of the building you were attending. If the Chromebook is not returned to the district, the district will take full legal action.
2. Chromebooks must be returned at the end of each school year. Further procedures will be provided.

### 1.3 Fees Related to a Chromebook

1. **Chromebooks, district-provided cases, and an AC charger** will be turned in when requested, in satisfactory condition. Chromebooks will be inspected for damage. In the event of abuse, neglect, or intentional damage, the student/parent/guardian may be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook ($250.00). The SWR Administration will make the final determination of any fees assessed.

   **Sample Price List:**

   A charge of $30.00 will be accessed in the event of lost accessories.

### 1.4 Care of a Chromebook

As with any other school issued material students are responsible for the general care of the Chromebook they have been issued by the SWR School District. The following is a list of student responsibilities that they should be aware of:

1. **Chromebooks must be fully charged at home each night to be ready for the following school day.**
2. Chromebooks are individually assigned to students and the responsibility for the care of the Chromebook rests solely with that individual. Students should not lend their Chromebooks to another person. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
3. Care must be taken to protect the Touch Screen on the Chromebook. DO NOT put extra weight on top of your Chromebook or you will damage the screen.

4. Teachers and Students are responsible for all work, and/or communications, done using their assigned Chromebook or their account logins.

5. Chromebooks that are damaged, or fail to work properly, must be brought to the Computer Lab (404). An evaluation of the equipment will be conducted to determine repair. If needed a "loaner" will be assigned to the student.

6. Chromebooks and district-provided cases must remain free of any writing, drawing, stickers, or labels that are not the property of the SWR School District.

7. Chromebooks have the ability to be remotely located. Modifying, disabling or attempting to disable this ability is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.

8. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.

9. Chromebooks must never be left unattended in an unlocked classroom, locker, in an unlocked car, or in any unsupervised area.

10. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.

11. The Chromebook should ONLY be cleaned with a soft, Lint--Free cloth. Avoid getting moisture in the openings. Do not use window cleaners, water, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.

12. Never throw or slide a Chromebook.

1.6 Using your Chromebook at School

1. Chromebooks are intended to be used 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.

2. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

3. If a student leaves their Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present.

4. Loaner Chromebooks may be issued to students when their Chromebooks are being repaired.

1.7 Roles and Responsibilities

1. Students and staff are expected to comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Library Media Specialist.

2. Plagiarism is a violation of the SWR Code of Conduct. 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.
3. Use, or possession of, "hacking" software is strictly prohibited and violators will be subject to SWR discipline. Violation of applicable state or federal law may result in criminal prosecution.
4. Users should have no expectation of personal privacy in connection with their usage of District network and other technology resources.
5. Network supervision and security maintenance may require monitoring of drives, messages, or Internet activity.
6. 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 Responsible Use Policy.
7. 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 teachers, parents, and guardians of minors to set and convey standards that their children/students should follow when using electronic resources like the Internet.
8. Parent/guardian permission shall be required before a student is allowed to use the Internet at school for educational purposes.
9. If you fail to return a Chromebook when requested, SWR will proceed with Legal action.

1.8 Home Internet Access

1. Students will be taking their District issued Chromebooks home. Parents should know that while students are in school they are utilizing the Districts filtered network. When they go home (or another location other than school) students will be utilizing your home Internet network (or other networks) which we attempt to filter. However, we urge parents to take an interest in what your child is doing on the Internet and to take necessary precautions.
2. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home.
3. All users should recognize and guard their personal and private information. While on the Internet, students should not reveal personal information. An example of this would be: a home address or phone number, or the address or phone numbers of other students.
4. All activity on the Chromebook, whether conducted at school or off-site, is subject to search as District property.
1.9 Using the Chromebook Camera

1. Each Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is required to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online.
2. Cameras may never be used in a locker room or restroom per state statute.

1.10 Repairing or Replacing a Chromebook

1. In the instance 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 may be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The SWR Administration will make the final determination of any fees assessed.
2. In the event of a lost or stolen Chromebook, the SWR will deploy location software which may aid in recovering the Chromebook. If the Chromebook is believed to be stolen, a Police report is required to be filled by the students’ parents and/or guardians.
3. All cases of theft, vandalism, or other acts or claims must be reported to SWRCSD.
4. Failure to report a stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook and/or legal action will be taken.
ACCEPTABLE USE POLICY FOR ALL USERS OF DISTRICT COMPUTER NETWORKS AND INTERNET SERVICES

1. The Shoreham-Wading River School District appreciates the educational value of providing students and staff access to the District’s Computer Network, including access to the Internet. Positive educational use of these resources has resulted in powerful learning experiences. The Board considers access to these resources to be an important educational tool for students and staff in the 21st Century. However, access to the District’s Computer Network and Internet is a privilege, not a right. As such, certain responsibilities fall upon the user to ensure proper use of these resources.

2. The individual in whose name an account is issued is responsible at all times for its proper use.

3. Any Computer Network user who is identified as a security risk, or as having a history of violations of District computer use guidelines, may be denied access to the Computer Network.

4. Computer Network users have NO EXPECTATION OF PRIVACY with respect to any data stored or transmitted via the District’s Computer Network, or used in conjunction with the Computer Network and Chromebook. School officials shall monitor the use of the District’s Computer Network and Chromebook. They can and will search, at any time, the account, e-mail, drive, files, or other data stored on the District’s Computer Network.

5. Use of the Computer for reasons other than educational purposes during school hours is prohibited.

6. All users of the District’s Computer Network and Internet must comply with this policy. Failure to comply may result in disciplinary action, as well as the suspension, restriction, and/or revocation of access privileges.

The full version of this policy is available on the District website at:

http://www.swrschools.org/Assets/Forms_and_Documents/070616_Acceptable_Use_Policy.pdf?t=636034035789770000
Things to be Mindful of
When Using Shoreham-Wading River CSD Chromebooks
for Education:

Device & User Wellness:

· Be responsible and protect your Chromebook by always carrying it in a secure manner to avoid damage both in and out of school.
· Be responsible and not remove the Chromebook from its protective case.
· Be responsible and never leave your Chromebook unattended in an unsecured or unsupervised location in and out of school.
· Be trustworthy and never loan out or allow other users to log on my Chromebook
· Be trustworthy and keep your Chromebook username and password secure.
· Be trustworthy and responsible and use your Chromebook in ways that are appropriate for education.
· Be respectful and speak, type, and interact with others in a caring and educational manner
· Be respectful and limit my screen time, so that I can maintain a healthy balanced life which includes physical, social, artistic and academic endeavors.
Internet Safety and Parent Resources:

- Google’s Family Safety Center
- **Be Internet Awesome**: A series of activities for young students teaching the fundamentals of digital citizenship and safety.
- **The Art Of Screen Time**, How Your Family Can Balance Digital Media And Real Life by Anya Kamonte, challenges popular myths while providing a researched guide to raising children in the digital age.
- **CNN** – What parents need to know when their children are on social media.
- **Family Media Plan Tool** developed by the American Academy of Pediatrics
  - Parental control tools for student personal devices.
- **Common Sense Media** – provides information for kids and families in order to thrive in a world of media and technology. This includes a range of parent tools, Digital Dilemma Cases (to use with your kids) & Bundled Tip Sheets, Social Media Resources, and Digital Compass, a game-based series of online simulations to play through with your children. Excellent for facilitating discussion and practicing responsibility.
Shoreham-Wading River School District

Responsible User Policy and Parent Permission Form to Use a SWRCSD Chromebook

- I will care for my Chromebook as outlined in the Chromebook Procedures and Information Handbook.
- I will charge my Chromebook’s battery to full capacity each night.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- 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 not place decorations (stickers, markers, writing, etc.) on the Chromebook or its protective case.
- I understand that the Chromebook I am issued is subject to inspection at any time and remains the property of Shoreham-Wading River School District.
- 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.
- I will file a police report in case of theft or loss.
- I agree to pay $250.00 for the cost of my Chromebook in the event that it is lost, stolen or suffers from intentional damaged or for the replacement of lost accessories. (charger: $30)
- I agree to return the Chromebook, power cord/charger, and its case in good working condition when requested, or upon leaving the district.

Student Name: _______________________________________________

Student Signature: ____________________________________________

Parent Signature: _____________________________________________

Phone #:____________________________________________________

Date: _____________________________

Chromebook #_______________________