

# William J. Johnston Middle School

## Chromebook Policy Handbook

The policies, procedures, and information within this document apply to all Chromebooks used at William J. Johnston Middle School by students, staff, or guests.



Teachers may set additional requirements for Chromebook use in their classroom.

### [Receiving Your Chromebook:](#)

[Insurance](#)

[Training](#)

[Return](#)

### [Taking Care of Your Chromebook](#)

[Carrying the Chromebook](#)

[Screen Care](#)

### [Using Your Chromebook](#)

[Printing](#)

[Managing Your Files and Saving Your Work:](#)

[Personalizing the Chromebook](#)

[Originally Installed Software](#)

[Additional Software/Apps/Extensions](#)

### [Protecting & Storing Your Chromebook](#)

[Chromebook Identification](#)

[Storing Your Chromebook](#)

[Chromebooks Left in Unsupervised / Unsecured Areas](#)

### [Chromebook Repair](#)

## Receiving Your Chromebook:

Chromebooks will be distributed during the WJJMS Student Orientation Day, August 27 and 28 between 3 and 6PM. Parents and Students must sign and return the Chromebook Policy Sign-off and Student Pledge Document before the Chromebook can be issued to their child. This document will need to be signed during student registration or during new student enrolment.

### Insurance:

Colchester Public School District offers Chromebook insurance that may be purchased prior to deployment of the Chromebook to your child. The annual fee will be \$40 per device and must be paid at student registration or prior to the first claim.

### Training:

Students will be trained on how to use the Chromebook by their homeroom teacher. Training documents and videos will be available online for students to refer to when needed.

### Return:

Student Chromebooks and accessories (charger and case) **will be collected at the end of each school year** for maintenance over summer vacation. Students will be re-issued their original Chromebook and case at the start of each academic year while enrolled at WJJMS for the lifecycle of the device.

**Any student who transfers out of WJJMS will be required to return his or her Chromebook and accessories.** If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full.

## Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to the library media center as soon as possible. If a loaner Chromebook is needed, one will be issued to the student until his or her Chromebook can be repaired or replaced.

### General Precautions:

- **Chromebooks must be carried in the school-issued case at all times.**
- **Chromebooks should not be left unattended in a public space. When not in use, a Chromebook should be stored in a secure location (locker, locked classroom, etc).**
- **No food or drink is allowed next to a Chromebook while it is in use.**
- **Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.**
- **Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.**
- **Chromebooks should be shut down when not in use to conserve battery life.**
- **Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.**

- **Chromebooks should not be exposed to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.**
- **Always bring your laptop to room temperature prior to turning it on.**

### **Carrying the Chromebook:**

Carrying the Chromebook in the school issued case is required at all times. The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling.

### **Screen Care:**

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth.
- Do not use window cleaner or any type of liquid or water on the Chromebook.

## **Using Your Chromebook**

### **At School:**

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students should plan to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

### **At Home:**

All students are required to take their Chromebook home each night throughout the school year to complete assignments and to charge devices. School issued chargers should be left at home for this purpose. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening and bring them ready for use daily.

Repeat violations of this policy will result in referral to administration and possible disciplinary action. It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

### **Sound:**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. (Students are encouraged to bring earbuds or headphones.)

## **Printing:**

At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of assignments.

## **Managing Your Files and Saving Your Work:**

Students should be using the G-Suite software (Google Docs, Sheets, Slides, etc). These all automatically save in the student's Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures. Students can seek assistance from the library media specialist or the technology teacher at WJJMS if they have questions.

## **Personalizing the Chromebook:**

Chromebooks will be identified by the CPS asset tag and WJJMS barcode number. Staff at WJJMS will add the student name as a label on the device.

Chromebooks and cases must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of William J. Johnston Middle School and Colchester Public Schools.

Spot checks for compliance will be done by administration or staff at any time.

## **Software on Chromebooks:**

### **Originally Installed Software:**

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

From time to time, the school may add software applications for use in a particular course. This process will be automated, and will not be the responsibility of the student. Applications that are no longer needed will automatically be removed by the school.

### **Additional Software/Apps/Extensions:**

Students are not permitted to install additional software on their Chromebook other than what has been approved by CPS. Any app/extension that staff and students desire must be approved by the District Digital Conversion Team and, if applicable, have a Student Data Privacy agreement in place between the application's organization and CPS district.

**Inspection:**

Teachers will conduct periodic spot checks during classes for proper care and maintenance as well as inappropriate material being carried into the school.

**Protecting & Storing Your Chromebook:****Chromebook Identification:**

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number and MCSC asset tag
- Individual's Google Account username

**Under no circumstances are students to modify, remove, or destroy identification labels.**

**Storing Your Chromebook:**

- When students are not monitoring their Chromebook, they should be stored in their lockers with the lock securely fastened.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students need to take their Chromebook home with them every night.
- The Chromebook should be charged fully each night at the student's home.
- Chromebooks should never be stored in an unattended vehicle.
- Chromebooks should never be left in an unsecured location. A student's backpack is not a 'secure' location unless the backpack is in a locked locker or classroom

**Storing Chromebooks at Extracurricular Events:**

Students are responsible for securely storing their Chromebook during extra-curricular events.

**Chromebooks Left in Unsupervised / Unsecured Areas:**

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, unlocked classrooms, the library, locker rooms, hallways, bathrooms, the bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office.

Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

**Chromebook Repair****Chromebooks Undergoing Repair:**

- Loaner Chromebooks will be issued to students when they report the issue and leave their Chromebook for repair in the Library Media Center.
- Repaired Chromebooks will be reset, removing any locally stored information. Students need to make sure all documents and work is synced with Google Drive so work is not lost.

- Students and parents will be charged for Chromebook damage that is not covered under the insurance or is a result of misuse or abusive handling.

## PBIS Matrix Chromebooks and Digital Citizenship

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	Chromebook Usage	Digital Citizenship
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Keep Chromebooks in like-new condition</li> <li>• Use the school-issued case at all times</li> <li>• Use only the Chromebook Issued to you</li> <li>• Follow directions of when to use/not use open/close screens of device</li> <li>• Use headphones when audio is needed in a group setting</li> </ul>	<ul style="list-style-type: none"> <li>• View others' opinions and ideas openly</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Charge Chromebook at home and bring to school daily</li> <li>• Keep Chromebook in a secured location or on you at all times.</li> <li>• Notify homeroom teacher/LMS immediately when an issue occurs</li> <li>• Stay on task while using the Chromebook</li> <li>• Enable the Work-offline feature of Google Docs, etc, if you need to work offline(no internet connection)</li> <li>• Ask a teacher before you print</li> </ul>	<ul style="list-style-type: none"> <li>• Respond/communicate in a polite manner</li> <li>• "Think before you post" mindset</li> <li>• Only sign in and use online tools that are approved for use</li> </ul>
<b>Be Honest</b>	<ul style="list-style-type: none"> <li>• Keep the CPS labels on devices/report to Library Media Specialist if labels become loose or fall off</li> <li>• Report any problems with the issued Chromebook to the media center</li> <li>• Use only school issued Google Apps for Education account</li> </ul>	<ul style="list-style-type: none"> <li>• Properly cite all print and digital resources including website articles, videos, music, images, etc.</li> <li>• Report any unsafe or inappropriate online behavior</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>• Keep Chromebook in a secured location at all times.</li> <li>• Use the school-issued case at all times</li> <li>• All communication will be friendly, appropriate, and educationally based</li> <li>• Keep all food and beverages away from Chromebook</li> </ul>	<ul style="list-style-type: none"> <li>• Follow school rules regarding account creation</li> </ul>

## **POLICY REGARDING STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY**

Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. The Board of Education provides computers, a computer network, including Internet access and an e-mail system, as well as other electronic devices that access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing etc. (including, but not limited to, laptops, Kindles, radios, I-Pads or other tablet computers), referred to collectively as "the computer systems", in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to students in the district for education related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for education related purposes. The Board will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. Additionally, the Board will implement a technology protection measure to block or filter Internet access to visual depictions that contain obscene material, contain child pornography, or are harmful to minors and ensure that such filtering technology is operative during computer use by minor students.

As the owner of the computer systems, the Board reserves the right to monitor the use of the district's computers and computer systems.

### **ADMINISTRATIVE REGULATIONS REGARDING STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY**

#### Introduction

We are pleased to offer students access to the district's computers and computer networks, including access to electronic mail (e-mail) and the Internet, as well as electronic devices, (all of which will be referred to collectively as "computer systems".) Access to the school's computer systems will enable students to explore libraries, databases, and bulletin boards while exchanging messages with others. Such access is provided solely for education-related purposes. Use of the district's computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems.

The Board of Education and the Administration believe in the educational value of such computer systems and recognize their potential to support our curriculum by expanding resources available for staff and student use. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

These computer systems are expensive to purchase, install and maintain. As the property of the district these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, access to the computer systems is a privilege, and

not a right. Students will be required to adhere to a set of policies and procedures, as set forth in detail below. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Board's student discipline policy.

### Monitoring

Students are responsible for good behavior on school computer systems just as they are in a classroom or a school hallway. Communications on the computer systems are often public in nature and general school rules for behavior and communications apply. It is expected that users will comply with district standards and will act in a responsible and legal manner, at all times in accordance with district standards, as well as with state and federal laws.

It is important that students and parents understand that the district, as the owner of the computer systems, reserves the right to monitor and review the use of these computer systems. The district intends to monitor and review in a limited fashion, but will do so as needed to ensure that the systems are being used for district-related educational purposes.

As part of the monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for e-mail, can be bypassed for these purposes. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes, but is not limited to; oversight of Internet site access, the right to review emails sent and received, the right to track students' access to blogs, electronic bulletin boards and chat rooms, and the right to review a student's document downloading and printing.

Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of these computer systems.

### Student Conduct

Students are permitted to use the district's computer systems for legitimate educational purposes. Personal use of district computer systems is expressly prohibited. Conduct which constitutes inappropriate use includes, but is not limited to the following: Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime); Gaining or seeking to gain unauthorized access to computer systems; Damaging computers, computer files, computer systems or computer networks; Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from a teacher or administrator; Using another person's password under any circumstances; Trespassing in or tampering with any other person's folders, work or files; Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students; Sending any copyrighted material over the system; Using computer systems for any personal purpose, or in a manner that interferes with the district's educational programs; Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors; Transmitting or receiving e-mail communications or accessing information on the Internet for non-educational

purposes; Cyberbullying; Accessing or attempting to access social networking sites (e.g. Facebook, Twitter, MySpace, etc.) without a legitimate educational purpose.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

*Misuse of the computer systems, or violations of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, depending on the specific conduct.*

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the proper use of these computer systems, should report this to his or her teacher or principal immediately. Most importantly, the Board and the Administration urge any student who receives any harassing, threatening, intimidating or other improper message through the computer system to report this immediately. It is the Board's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message. Please report these events!

#### Internet Safety

The Administration will take measures: to assure the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications; to prohibit unauthorized access, including "hacking" and other unlawful activities by minors online; to prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; to educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response; and to restrict students' access to online materials harmful to minors, including obscene materials and child pornography.

**POLICY AND ADMINISTRATIVE REGULATIONS REGARDING STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY**

By signing below, I attest to having read with understanding the terms of the Colchester Board of Education Policy and Administrative Regulations Regarding Student Use of the District's Computer Systems and Internet Safety. I also agree to the terms of the Policy and Administrative Regulations.

Print Student Name

Grade

\_\_\_\_\_

\_\_\_\_\_

Student Signature

Date

\_\_\_\_\_

\_\_\_\_\_

By signing below, I have reviewed with my child and agree to support him or her in meeting the terms of the Colchester Board of Education Policy and Administrative Regulations Regarding Student Use of the District's Computer Systems and Internet Safety.

Print Parent/Guardian Name

Date:

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature

Date:

\_\_\_\_\_

\_\_\_\_\_