

# ***Highland Baptist Christian School Chromebook Policy***

Grades 7-12

2017-18

## **1:1 Chromebook Program Mission**



The mission of the 1:1 Chromebook program at Highland Baptist Christian School is to create a collaborative learning environment for all students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. HBCS will integrate professional development for teachers and students to enhance classroom environments by implementing high-quality instruction, assessment and learning through the use of technology and curriculum.

## **Device Purpose**

HBCS is providing students with a Chromebook device. This device is property of HBCS. The supplied device will provide each student access to educational materials needed to be successful. The Chromebook allows students access to RenWeb, Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool and is not intended for gaming, social networking or high-end computing.

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# 1. Receiving your Chromebook

- Chromebooks will be distributed within the first week of the school year to 7th-12th grade students.
- All parents/guardians will be required to attend an orientation which will be held the day of middle/high school student orientation.
- Parents/Guardians and students MUST sign and return the Chromebook Agreement document before the Chromebook will be issued to the student.
- Transfer/new students will be issued their Chromebooks and cases on their first day of attendance and after both they and their parents/guardians have completed the Chromebook orientation and signed the Chromebook Agreement.
- This Chromebook Policy outlines the procedures and policies for student use and for the protection of the Chromebook investment of HBCS
- Chromebooks will be collected at the end of each school year and students will be reissued the same Chromebook every year while enrolled at HBCS.

# 2. Returning your Chromebook

- Students must return Chromebooks, chargers, and carrying cases to the Tech Desk by the end of the last day of final exams. Seniors will return Chromebooks, chargers, and carrying cases by the end of the last day of senior final exams.
- Students leaving HBCS must return Chromebooks, chargers, and carrying cases to the Tech Desk on the last day of attendance.
- Any student not returning the Chromebook, charger, and carrying case at the end of the year or upon withdrawing from HBCS, will be billed the full replacement cost.
- Chromebooks will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear.

# 3. Taking Care of your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly, must be submitted to the Tech Desk as soon as possible so that they can be taken care of properly. Do not take any HBCS-owned Chromebooks to an outside computer service for any type of repairs or maintenance.

## a. General Guidelines

- Chromebooks, chargers, and carrying cases must have an HBCS asset tag on them at all times; these tags must not be removed or altered in any way. If a tag is removed, disciplinary action will result.
- No food or drink is allowed next to a Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport a Chromebook with the power cord plugged in. Never store a Chromebook in its carrying case while plugged in.
- Never carry a Chromebook while the screen is open.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Vents cannot be covered.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day. Chargers must be left

at home.

○ Any “pranking” of another student’s Chromebook (hiding, switching , etc.) will be subject to disciplinary action, up to and including possible suspension.

## **b. Carrying Chromebooks**

○ Transport Chromebooks with care.

○ Chromebook lids should always be closed and tightly secured when moving.

○ Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.

○ Case use is required when transporting the Chromebook to and from buildings and from classroom to classroom.

## **c. Screen Care**

**Chromebook screens can be easily damaged. Screens are particularly sensitive to damage from excessive pressure on the screen.**

○ Do not lean or put pressure on the top of the Chromebook when it is closed.

○ Do not place objects (textbooks, backpacks, etc.) on top of the Chromebook when it is closed.

○ Do not store the Chromebook with the screen in the open position.

○ 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 with anything that will mark or scratch the screen.

○ Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).

○ Do not place the device near magnets or anything with high electric current.

○ Clean the screen only with a soft, dry microfiber cloth or anti-static cloth; cleaning solvents can damage the screen.

# **4. Protecting and Storing Your Chromebook**

## **a. Chromebook Identification**

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:

○ Record of school asset tag and serial number.

○ Individual user account name and password.

○ MAC address of the Chromebook.

○ User tag attached to the Chromebook carrying case.

## **b. Account Security**

Students are required to use their hbsni.org domain user ID and password to protect their accounts and are required to keep that password confidential.

## **c. Storing your Chromebook**

- When students are in school and not using their Chromebooks, they should store them in their carrying cases in their locked lockers.
- Use of the carrying case when device is not in use is required to prevent damage.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students will take their Chromebooks home every day after school, regardless of whether or not they are needed for homework and charging purposes.
- Chromebooks should not be stored in vehicle at school or at home for security and to prevent temperature related issues.

## **d. Chromebooks left in Unsupervised Areas**

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, worship center, computer lab, gym, locker rooms, athletic fields, unlocked classrooms, and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a teacher immediately.
- Unsupervised Chromebooks will be confiscated by faculty and taken to the Tech Desk. Disciplinary action may be taken for leaving a Chromebook in an unsupervised area.

## **5. Repairing/Replacing your Chromebook**

Students should submit Chromebooks that need repair, with the carrying case, to the Tech Desk. Students will be issued a loaner Chromebook, which may be brought home while repairs are being made.

### **a. Manufacturer Warranty**

- The equipment manufacturer has a one year hardware warranty on the Chromebook.
- The manufacturer warrants the Chromebooks 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 the Chromebook or will replace the Chromebook.
- The manufacturer warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.

### **b. Safeware Product Protection Service Plan and Chromebook**

#### **Replacement Costs**

- The Safeware Product Protection Service Plan:

1. Covers repair or replacement in the event a Chromebook is rendered

inoperable due to a mechanical or electrical failure not covered by the manufacturer warranty. 2. Covers accidental damage to the Chromebook. 3. Does not provide protection against wear and tear, theft, mysterious

disappearance, misplacement, viruses, reckless, abusive, willful or intentional conduct associated with handling and use of

the Chromebook, and cosmetic damage and/or other damage that does not affect unit functionality.

If a Chromebook, charger, or carrying case is lost or stolen, the student's family is responsible for replacing the item at the following costs:

1. Replacement power cord/charger - \$26.00 2. Replacement carrying case - \$25.00 3. Replacement Chromebook - \$250.00

## **6. Chromebook Technical Support**

Technical support is available as follows. Additionally, if repair is necessary, students will submit a request for repair at the Tech Desk.

The Technology Coordinator will provide the following:

- Password resets
- User account support
- Coordination and completion of warranty and Safeware repairs or replacements
- Loaning of Chromebooks while a student's Chromebook is out for repairs, left at home or not charged when brought to school.

## **7. Using your Chromebook at School**

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, the school website, announcements, calendars, schedules, and RenWeb may be accessed using the Chromebook.
- Students are responsible to bring their Chromebook to all classes (unless specifically advised not to do so by their teacher).

### **a. Chromebooks Left at Home**

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school. This must happen before the school day starts and the Chromebook must be on campus before the first bell.
- If the Chromebook is not on campus by the first bell, students are to request a loaner from the Tech Desk.
  - Each student receives one free pass per year for a loaner, whether due to leaving a Chromebook at home or bringing it to school without being charged. The second occurrence will result in a \$5 fee, the third a \$10 fee and the fourth a \$15 fee and disciplinary action.
- Students who obtain a loaner will be responsible for returning the borrowed device to the Tech Desk by 3:30 p.m.
- Repeat violations of this policy will result in disciplinary action.

### **b. Charging your Chromebook**

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Chargers may not be brought to school.
- Students whose Chromebook battery does not last for a full day will be issued a loaner from the Tech Desk.
- Students who obtain a loaner are responsible for returning the borrowed device to the Tech Desk by 3:30 p.m.

### **c. Chromebooks Needing Repair**

- Chromebooks needing repair will be brought to the Tech Desk to have a repair ticket created. All repairs will be handled by the technology department staff.
- Students and families should never attempt to fix a broken Chromebook nor should they have anyone else attempt to fix their Chromebook.
- Loaner Chromebooks will be issued to students when their Chromebook is at the Tech Desk for repairs (without fee or penalty).
- Students using loaner Chromebooks will be responsible for any damages incurred while in their possession. Damage to a loaner is not covered by the Safeware Product Protection Service Plan.
- Students will be required to reimburse HBCS for the replacement cost if a loaner Chromebook is lost or stolen.

### **d. Passwords**

- Protect your password; do not share your password.
- Password resets can be facilitated by the Technology Coordinator.

### **e. Audio Restrictions**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students must supply their own headphones, which may be used at the discretion of the teacher.

### **f. Printing from your Chromebook**

- In an effort to save on printing costs, HBCS encourages digital transfer of information by sharing or email.
  - Printing is available via Google Cloud Print to the HBCS network printers.
1. There will be no cost for in-class assignments required to be printed by the teacher.
  2. All other printing has a cost of \$ 0.25 per page.

### **g. Account Access**

- Students will only be able to login to their Chromebooks using their \*@hbcnsi.org email account.
- Account login information or assistance can be obtained from the Tech Desk.

## **8. Managing and Saving your Digital Work with a Chromebook**

- Google Apps for Education is a suite of products which includes Gmail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets students create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files, in the cloud.
- Assistance with using Chromebook and Google tools can be found in the shared Student Google Resources folder.
- With an Internet connection, documents and files can be accessed from any computer or mobile device, anywhere, any time, no matter where you are.
- Files are also available offline. For instructions, see the Student Google Resources folder.
- All items are to be stored online in the Google Drive cloud environment.
- Prior to leaving HBCS or graduating, students who want to save any work need to use Google Takeout to transfer any work to a personal Gmail account. Please follow instructions in the Student Google Resources folder.

## 9. Operating System for Chromebook

Chromebooks run a modified version of the Chrome browser. It connects to the web resources, apps and extensions provided on the internet. It does not run Windows or Mac application software.

### a. Updating your Chromebook

○ When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system. There is no need for time-consuming installs, updates, or re-imaging.

### b. Virus Protection and Additional Software

○ With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.

○ There is no need for additional antivirus or other protective software.

### c. Procedure for Restoring your Chromebook

○ If your Chromebook needs technical support for the operating system, then it needs to be submitted to the Tech Desk for assistance.

## 10. Acceptable Use Guidelines

### a. General Guidelines

○ The HBCS Acceptable Use Policy applies to all student use of Chromebook devices.

○ Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of HBCS.

○ Students are responsible for their ethical and educational use of the technology resources of HBCS.

○ Access to HBCS technology resources is a privilege, not a right and can be revoked at any time.

○ Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.

○ Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without consent of the individual, administrator or technology coordinator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Acceptable Use Policy, student handbook and other applicable school policies.

### b. Privacy and Safety

○ Do not go into chat rooms. If applicable, teachers may create discussion groups for communication among students for educational purposes.

○ Do not open, use, or change files that do not belong to you.

○ Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.

○ Do not use your school email for personal email communication.

○ Email and Google Drive storage is not guaranteed to be private or confidential.

○ If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, report it to a teacher immediately.

## **c. Legal Property**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student Code of Honorable 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.
- Use of or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in disciplinary action by HBCS and/or criminal prosecution .

## **d. Google Account**

Google accounts and access will be given to all students utilizing Chromebooks. This is a requirement that gives students access to sign into the device and participate in communication with peers and staff for educational use. Students under 13 ordinarily need parent permission to have Gmail accounts, however COPPA (Children’s Online Privacy Protection Act) allows HBCS to act as the parents’ agent and approve the accounts on their behalf. Students will have Google Apps accounts (including Gmail) built into the private student domain. Students will only be able send and receive emails within the domain (e.g., only to and from hbcnsi.org email addresses).

## **e. Email Electronic Communication**

Google accounts and access will be given to all students utilizing Chromebooks. This is a requirement that gives them access to sign into the device and communicate with peers and staff for educational purposes only.

- Always use appropriate and proper language in your communication. See the email etiquette guidelines in the Student Google Resources folder.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email and communications are subject to inspection by the school at any time.

## **f. Consequences**

- The student in whose name a system account and/or Chromebook is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use.
- HBCS cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. When required, HBCS will give proper authorities full access to email communication and other files.

## **g. At Home Use**

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is the same as at school; refer to the care section.
- Always transport a Chromebook in its carrying case.
- School-supplied filtering is not available at home.
- Chromebooks are to be used for educational purposes only and usage can be audited at any time.

○ Students will be bound at all times by HBCS technology policies, administrative procedures, acceptable use policies, and all other guidelines in this document.

## 11. Digital Citizenship

In general, school issued Chromebooks should be used for educational purposes and students are to adhere to the Chromebook and Acceptable Use Policies 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:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information, images, and other media that I post online. I will consider what personal information about my life, experiences, or relationships I post. I will not be obscene. 2. 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. 3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other 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 abuse my rights of access and I will not enter other people's private spaces or areas. 4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will not participate in unacceptable conversations and not visit sites that are degrading, pornographic, racist, or inappropriate. 5. Respect Intellectual Property. I will request permission to use resources. I will suitably cite any and 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. 6. Protect Intellectual Property. I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity and in a manner that glorifies God.

## 12. Chromebook FAQs

### *Frequently Asked Questions and Answers for Parents/Guardians*

Q: How is the HBCS Google account different from a Gmail account?

A: Only those Google services that are applicable to an educational setting are provided in our HBCS Google domain. Some of the tools available in a public Google account will not be available in the HBCS Google domain.

Q: Can I email my child at his/her HBCS Google Account email address?

A: No. Accounts are configured to only send and receive mail from within our domain.

Q: Can I review my child's Google documents?

A: Yes. He/She shares documents with you under the "Share" option, or makes those documents viewable to "anyone with a link" within that same "Share" option.

Q: Are there consequences if my child misuses his or her Google Account?

A: Yes. A Student Google Account is a privilege and if abused, its use will be revoked.

Q: I am using Google Chat at home. Why can't my student use it?

A: Google Chat is currently disabled for students so that we may review the effectiveness and appropriate use of this tool.

Q: Will my child be able to access his/her HBCS Google Account outside of school?

A: Yes from a Windows, Mac, or Chromebook computer with a supported browser and access to the Internet.

Q: Will my student be able to access his/her HBCS Google account from a smartphone?

A: Yes. But HBCS will not provide documentation or support at this time.

Q: I do not have Internet access at home. What resources are available to my student?

A: The HBCS Google Domain can only be accessed using an Internet connection. Your child will not be able to interact with their HBCS Google account in your home unless you have Internet access. Public venues such as the Iberia Parish Library and some restaurants offer free wireless Internet connections that would allow students access outside of school hours. However, offline access to documents stored in your student's Google Drive is available. Instructions are found in the shared "Google Resources for Students" folder.

Q: My student is having problems with his/her HBCS Google Account after school hours, who can they contact?

A: Students should email Mrs. Taylor Freeman with any problems with their Google accounts. However, there is no guarantee of after-hours support for students.

Q: What if my child already has a personal Gmail account. Can they use this account instead of the HBCS Gmail account?

A: No. Students can share their personal documents with their HBCS Gmail account, but they will need to use their HBCS Gmail accounts for all school assignments and communication and to take full advantage of our HBCS Apps for Education.

Q: I have other questions, whom do I contact?

A: Contact Mrs. Taylor Freeman at [tfreeman@hbcnsi.org](mailto:tfreeman@hbcnsi.org)

# Highland Baptist Christian School Chromebook Policy Agreement

## Student Agreement

I have read, understand and agree to abide by the terms of the foregoing Chromebook Policy. Should I commit any violation or in any way misuse my Chromebook, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I agree to allow my assigned Chromebook and account to be searched at any time and for any reason the school administration deems necessary. I understand that I am to treat this Chromebook no differently than any other HBCS owned piece of equipment. I will not alter it, make changes to it, or use it in a manner that is not aligned with the HBCS Chromebook Policy or mission of the school. If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in effect and I agree to abide by it.

Student (print clearly) \_\_\_\_\_ Date \_\_\_\_\_

Student (signature) \_\_\_\_\_

## Parent or Guardian Agreement

As the parent or legal guardian of the above minor, I have read, understand and agree that my child or ward shall comply with the terms of the HBCS Chromebook Policy. I understand that use of the Chromebooks is a privilege and can be revoked if misused. I agree to allow my child's or ward's assigned Chromebook and account to be searched at any time and for any reason the school administration deems necessary. I understand that if the Chromebook is lost or stolen that I will be responsible to reimburse HBCS for the cost of replacement. I am signing this policy and agree to indemnify and hold harmless the school against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her Chromebook or violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her Chromebook if and when such access is not in the school setting. I hereby give permission for my child or ward to use a Chromebook authorized by HBCS and agree to the above terms and policy.

Parent or Guardian (print clearly) \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian (signature) \_\_\_\_\_