Lac qui Parle Valley
SCHOOL DISTRICT # 2853

Eagles

Lac qui Parle Valley
ISD 2853

1:1 with Chromebooks

Chromebook Handbook

The mission of the 1:1 program in the Lac qui Parle Valley High School District is to create a collaborative learning environment for all learners. 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 and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

LqPV endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school.

1. Receiving Your Chromebook

Requirements for participating into the LqPV 1:1 Chromebook Project

- The student must be in enrolled at LqPV grades 7-12.
- The student must pay the technology fee of $30. *If a student is unable to pay the technology fee, he or she may meet with the high school administration.*
- The student and parent/guardian must sign and return the 1:1 Chromebook Handbook Student and Parent Agreement form.

2. Returning Your Chromebook

a. End of Year

At the end of the school year, students will turn in their Chromebooks and cases. Failure to turn in a Chromebook will result in the student being charged the full $239.00 replacement cost. The District may also file a report of stolen property with the local law enforcement agency.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from Lac qui Parle Valley must turn in their Chromebooks and cases to the principal's office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full $239.00 replacement cost. Unpaid fines and fees of students leaving Lac qui Parle Valley may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

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 taken to the Tech Support (room A101) as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker.

a. General Precautions

- No food or drink should be next to Chromebooks.

- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.

- Chromebooks should not be used or stored near pets.

- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.

- Chromebooks must remain free of any writing, drawing, stickers, and labels.

- Chromebooks are not allowed in the commons for lunch period.

- Heavy objects should never be placed on top of Chromebooks.

b. Cases

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.

- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage.   It remains the student's responsibility to care for and protect his/her device.

c. Carrying Chromebooks

- Always transport Chromebooks with care and in LqPV-issued protective cases. Failure to do so may result in disciplinary action.

- Never lift Chromebooks by the screen.

- Never carry Chromebooks with the screen open.

d. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.

- Do not store a Chromebook with the screen open.

- Do not place anything in the protective case that will press against the cover.

- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).

- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Asset Tags

- All Chromebooks will be labeled with a District asset tag.

- Asset tags may not be modified or tampered with in any way.

● Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

4. Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

a. If a student does not bring his/her Chromebook to school

- A student may stop at the technology office and check out a loaner for the day.

- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.

- The technology department will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to the principal's office for those students that have more than one occurrence during the school year.

- The principal will treat such occurrences with the following consequences:

    - Students will receive a tardy for not having their Chromebook, charger, or an uncharged device when they enter the classroom. Students will need to obtain the tardy pass from the High School office before the technology coordinator will issue any borrowed materials.

- The students that obtain a loaner will be responsible for returning the borrowed device to the technology or principal office before 3:30 p.m.

- If a loaner is not turned in by 3:30 p.m., the technology department will submit a report to the principal's office and the Principal will work on retrieving the loaner.

b. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the Tech Support office.

- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.

- Chromebooks on loan to students having their devices repaired may be taken home.

- A member of Tech Support will contact students when their devices are repaired and available to be picked up.

c. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.

- Students should charge their Chromebooks at home every evening.

- There will be a limited number of unsupervised charging stations in the Media Center available to students on a first-come-first-served basis.

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

- Sound must be muted at all times unless permission is obtained from a teacher.

- Headphones may be used at the discretion of the teachers.

- Students should have their own personal set of headphones for sanitary reasons.

- Students will log into their Chromebooks using their school issued Google Apps for Education account.

- Students should never share their account passwords with others, unless requested by an administrator.

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.

- Some files may be stored on the Chromebook's hard drive.

- Students should always remember to save frequently when working on digital media.

- The district will not be responsible for the loss of any student work.

- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Lac qui Parle Valley ISD 2853 Technology Policy, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.

- There is no need for additional virus protection.

7. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, will have all Internet activity protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers or the technology staff to request the site be unblocked.

Parents' Guide to Student Use of Technology

Cyber safety

Cyber safety is an important parent-child discussion to revisit frequently -- from elementary school through high school. Experts warn that children are most vulnerable to online dangers while in their own home. The following suggestions are drawn from a wide variety of professional sources that may aid you in effectively guiding your child's use of the iPad and other technology devices.

In accordance with the district's Electronic Technologies Acceptable Use Policy, outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other potentially offensive media. Parents are responsible for monitoring their student's use of the district's educational technologies, including school-issued e-mail accounts and the Internet if the student is accessing the district's electronic technologies from home or through other remote location(s).

Filter Access

Children often have complete, unrestricted access to inappropriate sites at home. Experts strongly suggest installing software to filter and block inappropriate content on your wireless home network. Some possible filters to consider include OpenDNS (free version available), SafeEyes, and NetNanny. Some of these products offer additional protection features such as cell phone filtering, text message and photo-screening tools, and digital footprint/reputation monitoring.

Set Expectations

Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Outside of school, it is likely that your child has already been confronted with multiple opportunities to access content that parents wouldn't approve, such as pornography, hate sites, celebrity gossip, reality TV, personal blogs and more, all of which may influence your teen's beliefs, values, and behavior. Understand that your teen's use of many technologies (such as iPods, video game systems, and cell phones) likely gives your teen the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectations for appropriate use and behavior.

<u>Monitor & Limit Screen Time</u>

Experts suggest having teens surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource but also has the potential to be a big distractor. Help your child learn to focus on completing tasks or assignments first before spending time on games, shopping and social networking. Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.

Here are some additional details to review with your student:

Anything they do or post online creates a digital record, often called a "Cyber Footprint." Nothing online is totally private, even if it is intended to be. Once digitized, it can be saved, sent and reposted elsewhere. A good rule of thumb: If you don't want a parent, teacher, principal, future employer or college admissions office to know something, don't post it online. Set up some sort of test question to frequently ask your child, such as "Would Grandma approve?"

"Friends" aren't always who they say they are; undercover police and pedophiles pretend to be kids online. Encourage your teen to only be friends online with friends they know in person. Never give access to personal information, such as a Facebook profile, to people met online.

Never post personally identifiable information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss with your teen how easy it is for someone to find you based on what you post online.

Regularly check your teen's privacy settings on all commonly-used sites and networks. Ignoring privacy settings on sites like Facebook means your teen's photos, contact information, interests, and possibly even cell phone GPS location could be shared with more than a half-billion people.

<u>CYBERBULLYING</u> (threatening or harassing another individual through technology) is a growing concern for today's youth. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening or aggressive message, often anonymously. Talk with your teen about not partaking in this behavior and encourage her/him to report incidents of cyberbullying to an adult.

Common Sense Media Agreement for Parents and Teens in High School

The Common Sense Family Media Agreement is a checklist that parents can use to guide conversations with their kids about media use. It's designed to help parents establish guidelines and expectations around media use and behavior that are right for their family. Some families are comfortable using it as a signed agreement. Others prefer to use it simply as a checklist to guide conversations. Either way, it's a great way to help parents and kids get on the same page about media and technology use.

Protecting Reputation and Privacy Online
Demonstrating Maturity Online
Understanding Your Digital Footprint
Parents Understanding Teen's Needs for Online

More at www.commonsense.org

8. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.

- All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Students may be allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.

- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.

- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. Chromebook Identification

a. Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

b. Users

- Each student will be assigned the same Chromebook for the duration of his/her time at Lac qui Parle Valley ISD. Take good care of it!

10. Repairing/Replacing Your Chromebook

a. Tech Support

- All Chromebooks in need of repair must be brought to the Tech Support (Room A101) as soon as possible.

- Tech Support will analyze and fix the problems they can.

b. Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.

- The vendor warrants the Chromebook from defects in materials and workmanship.

- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.

- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

- All repair work must be reported to the Tech Support (A101).

The following are estimated costs of Chromebook parts and replacements:

- Replacement - $239.00

- Screen - $30.00 1st Screen $60 2nd Screen

- Keyboard/touchpad - $55.00

- Case/Sleeve - $20.00

- Power cord - $20.00

- Motherboard - $80.00

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.

11. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Technology 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:

1. **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.

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 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.

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

5. **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.

6. **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.

Chromebook 1:1 Handbook Student & Parent Agreement

Access to the technology in the Lac qui Parle Valley ISD has been established for educational purposes. The use of LqPV's electronic technologies is a valued resource in our community. All electronic technologies MUST be used in support of the educational program of the district. This access MAY be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies. Failure to comply with the district's discipline policy, Internet Acceptable Use Policy, or the guidelines stated in this document for care and use of the Chromebook MAY result in the loss of privilege to take the Chromebook home or use the Chromebook in general.

The Chromebook is the property of Lac qui Parle Valley Schools and as a result **MAY** be seized and contents inspected at any time. The student should have NO expectation of privacy of materials found on a Chromebook.

I have read the Lac qui Parle Valley ISD 1:1 Handbook and understand my responsibilities as a student in the Chromebook initiative:

Student name: _____

Grade: _____

Student signature: _____ Date: _____

I have read the Lac qui Parle Valley ISD 1:1 Handbook and understand my responsibilities as a parent in the Chromebook initiative:

Parent/Guardian signature:_____ Date: _____