

Bethpage School District

Introduction to Chromebooks

Chromebook Procedures & Information Handbook *2013-14*



Congratulations!

The Bethpage Board of Education has purchased a Chromebook for your use this school year! Chromebooks use the latest software by Google and are manufactured by Samsung. JFK students are the pioneers for our district in using them and we are all looking forward to the learning opportunities in this exciting school year!

Why use Chromebooks?

1. Chromebooks are new devices that utilize the “cloud” for applications and saving work.
2. Students get a free Google Drive to save all work which can be accessed via any computing device. Chromebooks utilize apps provided by Google (word processing, spreadsheet, email are just some examples) that foster collaboration.
3. Chromebooks work perfectly with Achieve 3000, a literacy program we use at JFK that has strengthened the reading scores of all our students and has been integrated into all our academic classes.
4. Low maintenance: the Chromebook needs little, if any maintenance. It is a completely web--based device so there is no need for downloading or installing. There is less need for technical support.
5. Virus protection is unnecessary on the Chromebook due to the unique nature of its design.
6. Chromebooks start the second you open the cover and have terrific battery life.
7. Auto--save: Student work on the Chromebook saves automatically to the Google Cloud.
8. Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

BACKGROUND INFORMATION

The focus of providing Chromebooks in the Bethpage School District (BUFSD) is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the learning tools of 21st Century students is the Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. According to studies and school reports, students who use a computing device in a one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers with the help of this device that makes learning more engaging and accessible. Learning results from the continuous dynamic interaction among students, educators, parents/guardians, and the extended community. However, technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

Goals for Student Users

- To increase productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers in any and all subject areas.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one’s own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

1.0 Receiving and Returning a Chromebook

1.1 Receiving a Chromebook

- a. Students will be expected to attend an orientation session to receive their equipment. Each student will receive a Chromebook, protective sleeve, and AC charger.
- b. Parents/guardians and students must sign and return the *User Agreement and Parent Permission Form* before a Chromebook is issued to the student.
- c. Chromebooks will be labeled in a manner specified by BUFSD; this will include the serial number.
- d. The Chromebook and district--issued email account are the property of the BUFSD 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 or a school supplied or supported email service.
- e. Should you want your child to opt out of having a Chromebook to take home, you will need to submit a signed note to that effect to the BUFSD. Your child will pick up and return a Chromebook from the LMC each day for use during the school day. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school.

1.2 Returning a Chromebook

- a. Chromebooks and all BUFSD accessories will be returned during the final week of school so they can be checked for serviceability.
- b. Chromebooks must be returned immediately when a student transfers out of the BUFSD, is suspended or expelled, or terminates enrollment for any reason.

1.3 Fines Related to a Chromebook

- a. Chromebooks, district--provided sleeves, and AC charger will be turned in to the Library Media Specialist, when requested, in satisfactory condition.
- b. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The BUFSD Administration will make the final determination of any fees assessed.
- c. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible. Failure to return the Chromebook will result in a theft report filed.

1.4 Taking Care of a Chromebook

- a. Students are responsible for the general care of the Chromebook they have been issued by the BUFSD.
- b. Chromebooks that are broken or fail to work properly must be given to the Library Media Specialist for an evaluation of the equipment. Care must be taken to protect the screen.
- c. **Students are responsible for anything done using their assigned Chromebook or their login.**
- d. Chromebooks are the property of the BUFSD and all users will follow these procedures and the BUFSD Acceptable Use Policy.

1.5 General Precautions

- a. **Each student will receive a new email account (name@bethpageeagles.ws). This is a Google Gmail account. Middle School students can only send/receive email from other Bethpage accounts (other Bethpage students, teachers and staff). They cannot send email to outside domains.**
- b. While the Chromebook is considered scratch resistant, the Chromebook will scratch. Avoid using any sharp object(s) on the Chromebook.
- c. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook.
- d. The Chromebook can be cleaned with a soft, lint--free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.

- e. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the Library Media Specialist.
- f. Never throw or slide a Chromebook.
- g. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- h. Chromebooks and district--provided sleeves must remain free of any writing, drawing, stickers, or labels that are not the property of the BUFSD.
- i. Chromebooks have the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
- j. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- k. Chromebooks must never be left in an unlocked locker, on top of a locker, in an unlocked car, or in any unsupervised area.
- l. Chromebooks should be placed vertically in the top locker compartment or in a backpack/book bag to avoid putting any pressure on the screen.
- m. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- n. Chromebooks must be fully charged at home each night to be ready for the following school day.**
- o. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.
- p. The protective cover provided with the Chromebook has sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The Chromebook must be protected by a cover at all times.
- q. PLEASE DO NOT ATTEMPT TO CONTACT SAMSUNG SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL DISTRICT.

1.6 Using a Chromebook at School

- a. Chromebooks are intended for use 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. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.
- b. If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present.
- c. Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the BUFSD.
- d. Chromebooks must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home.**
- e. Students should provide their own headsets/earbuds.
- f. Internet games are not allowed on the BUFSD Chromebooks.
- g. Students will be given information and instruction on printing with the Chromebook at school.

2.0 Legal Issues

2.1 Legal Propriety

- a. 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.
- b. Plagiarism is a violation of the BUFSD rules. 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.
- c. Use or possession of hacking software is strictly prohibited and violators will be subject to BUFSD discipline. Violation of applicable state or federal law may result in criminal prosecution.
- d. Users should have no expectation of personal privacy in connection with their usage of such District network and other technology resources.
- e. Network supervision and security maintenance may require monitoring of directories, messages, or Internet activity.
- f. 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 Acceptable Use Policy.
- g. 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 parents and guardians of minors to set and convey standards that their children should follow when using electronic resources like the Internet.
- h. Parent/guardian permission shall be required before a student is allowed to use the Internet at school for educational purposes.

2.2 Home Internet Access

- a. Students will be taking the Chromebooks home. Parents should know that while they are in school they are on our filtered network. **However, when they go home they are on your home network which we cannot filter.** We urge parents to take an interest in what your child is doing on the Internet and to take necessary precautions.
- b. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a wireless printer, proper settings on the Chromebook and the correct app.
- c. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- d. All activity on the Chromebook and district--issued email account, whether conducted at school or off site, is subject to search as District property.

2.3 Using the Chromebook Camera

- a. The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online.
- b. **Cameras may never be used in a locker room or restroom per state statute.**

2.4. Repairing or Replacing a Chromebook

- a. In the case 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 will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The BUFSD Administration will make the final determination of any fees assessed.
- b. In the event of a lost or stolen Chromebook, the BUFSD may deploy location software which may aid in recovering the Chromebook.
- c. All insurance claims must be reported to the BUFSD in cases of theft, vandalism, or other acts.
- d. Failure to report a stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

Bethpage Union Free School District

ACCEPTABLE USE POLICY FOR ALL USERS OF THE DISTRICT COMPUTER NETWORK AND INTERNET SERVICES

The Bethpage Union Free 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 research 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.

1. The individual in whose name an account is issued is responsible at all times for its proper use.
2. 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.
3. 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. School officials shall monitor the use of the District's Computer Network and can and will search, at any time, the account, e-mail, disks, files, or other data stored on the District's Computer Network.
4. Use of the Computer for reasons other than educational purposes is prohibited.

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:
www.bethpagecommunity.com/Schools

Bethpage Union Free School District

User Agreement and Parent Permission Form

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- 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 charge my Chromebook's battery to full capacity each night.**
- 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 always carrying it in a secure manner to avoid damage.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Bethpage 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 damage caused by fire.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

Student Name: _____(Please Print)

Student Signature: _____

Parent Signature: _____

Date: _____