Union County School District 1:1 Chromebook Procedures and Information

Union County School District 1:1

Chromebook Program

The mission of the 1:1 program in the Union County 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, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities based on integrative professional development for teachers so that this program enhances classroom environments implementing high- quality instruction, assessment, and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The Board of Education, district staff, and community members will all play a key role in the development of effective and high quality educational experiences.

Device Purpose

The Union County School District is supplying students in grades K-12 with a Chromebook device. This device is property of the Union County School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Canvas, Google Apps for Education, and educational web--based tools as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking, or high end computing.

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1. **RECEIVING YOUR CHROMEBOOK:**

District Owned/Issued Chromebooks
- Chromebooks will be distributed on orientation night at the beginning of the school year. Parents/Guardians and students MUST sign and return the UCSD Chromebook Agreement document before the Chromebook can be issued to the student. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Union County School District. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at UCSD.

There will be a Chromebook technology fee of $15.00 per year.

1a: Probationary Student Privileges
To protect the assets of the Union County School District, identified students will be required to turn in their Chromebooks to their last block teacher at the end of the school day for a period of time as specified in the Acceptable Use Policy.
Students who will be included as probationary will be the following:
- All newly arriving students to the district (Students who were not enrolled in the Union County School District at the end of the previous semester.)
- Students with chronic absenteeism
- Students who have violated the Acceptable Use Policy during the current or previous semester.

2. **RETURNING YOUR CHROMEBOOK:**

All district owned Chromebooks must be returned following the guidelines posted in respective buildings.
- Students transferring within or outside of the district must return district owned Chromebooks to the First Period/Homeroom Teacher at their respective school.
- Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.

2a. Graduating students
- Students who graduate must return district chromebooks prior to receiving their diploma.
- Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.

3. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be taken to the student's First Period/Homeroom teacher as soon as possible so the device can be repaired in a timely manner. ***Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

3a: General Precautions
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord and/or headphones or earbuds plugged in.
- Never store your Chromebook in your carry case or backpack while plugged in.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin. An identification label with the student's name is acceptable on the Chromebooks.
- Vents CANNOT be covered. Chromebooks must have a Union County School District tag on them at all times and this tag must not be removed or altered in any way. Disciplinary action will result if removal of a tag.
- 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.

3b: 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 lid closed.
- Chromebook case will be provided and must not be removed at anytime.

3c: Screen Care
The Chromebook screens can be easily damaged! The 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 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 a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

- Clean the screen with a soft, dry microfiber cloth or anti--static cloth as needed
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent.

4. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks should be kept in backpacks when not in use.

4a: Chromebooks left at home
- If unable to contact parents, the student will have the opportunity to use a loaner Chromebook from the classroom teacher if one is available.
- Repeat violations of this policy will result in disciplinary action (see student handbook).

4b: Chromebooks under repair
- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred while in their possession.
- Any loaner Chromebooks not returned will be considered as stolen property and law enforcement agencies will be notified.

4c: Charging your Chromebook
- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy will result in disciplinary action(see student handbook).

4d: Backgrounds and Password
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

4e: Sound
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

4f: Printing
- Digital sharing of documents is encouraged. Printing is discouraged.
- Students may use network printers with teacher's permission during class or breaks.

4g: Account Access
- Students will only be able to login using the students.union.k12.ms.us or union.k12.ms.us account.
- Make sure you are not in guest mode or you will not be able access your Chrome extensions.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents collaborate in real time with other people and store your documents as well as your other files in the Cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.
- Students wanting to save any work should use Google Takeout to transfer work to a personal Gmail account upon leaving the district. Students will have 30 (thirty) days to transfer data. After 30 (thirty) days all accounts will be deleted.
- If your device needs repairs, it may require a reload of the operating system which will delete all locally stored files on your Chromebook. Be sure to save all files in Google Drive.

6. OPERATING SYSTEM ON YOUR CHROMEBOOK

6a: Updating your Chromebook
- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system.

6b: Virus Protections & Additional Software
- With defense- in--depth technology, the Chromebook is built with layers of protection against malware and security attacks.

- All files should be stored in Google drive, so there's no need to worry about lost homework.

6c: Procedures for Restoring your Chromebook
- If your Chromebook needs technical support for the operating system, all support will be handled by the technology department

7. ACCEPTABLE USE POLICY

Acceptable Use Guidelines for Internet, electronic media, and communication apply to all Union County School District devices. These guidelines are shall be adhered to by all students, faculty, staff, and administration. Link below

- *IJ - Technology and Instruction/Electronic Information Resources*
  https://tinyurl.com/ya5k7vrj
- *IJ-E (1) Internet Network Access Agreement/Acceptable Use Policy*
  https://tinyurl.com/ybx7rlqr
- *IJ-E (2) Internet Parental Consent Agreement/Acceptable Use Policy-Important Notice to Parents*
  https://tinyurl.com/ycc6gkvm
- *IJA - Internet Etiquette*
  https://tinyurl.com/yd7ojw9f
- *IJB - CIPA Policy/Acceptable Use*
  https://tinyurl.com/y7s57yjk
- *IJBA - Personal Electronic Devices - Laptops, Tablets, & Mobile Devices*
  https://tinyurl.com/y8f4qvs7
- *IJBC - Student Purchase of District Issued Technology*
  https://tinyurl.com/ydaph3mt
- *IJC - Using Copyrighted Material*
  https://tinyurl.com/y7rhsvbu

8. PROTECTING & STORING YOUR CHROMEBOOK

8a: Chromebook Identification
Student Chromebooks will be labeled in the manner specified by the school.
Chromebooks can be identified in several ways:
- Record of district asset tag and serial number
- Individual user account name and password
- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at UCSD. Take good care of it!

8b: Account Security
- Students are required to use their students.union.k12.ms.us domain user ID and password to protect their accounts and are required to keep that password confidential.

8c: Storing Your Chromebook
- Students in grades 9--12 are encouraged to take their Chromebooks home everyday after school regardless of whether or not they are needed.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

8d: Chromebooks left in Unsupervised Areas
- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include but are not limited to school grounds and campus, the cafeteria, computer labs, field house, locker rooms, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action per student handbook may be taken for leaving your Chromebook in an unsupervised location.

9. REPAIRING/REPLACING YOUR CHROMEBOOK

9a: Chromebook Repair Costs and Insurance
- Cost of repairs that exceed the initial fee of $15.00 will be accessed to the student. For devices that are lost or stolen the student will be accessed the cost of the Chromebook less the initial fee of $15.00.
- The district reserves the right to charge for the entire replacement cost if negligence is determined on the handling of the device.
- If the device is stolen, students are responsible for obtaining a police report and turning in a copy to the school office.

10. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available through the Technology Department Services provided include the following:
- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by UCSD Technology Department

- Students will be responsible for notifying their First Period/Homeroom teachers of repairs that need to be made

11. CHROMEBOOK FAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full size keyboard, large display and clickable trackpad, all- day battery life, lightweight and built--in ability to connect to Wi-Fi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web--based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q. How are these web--based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of Union County School District's Technology Dept. will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web -applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB storage, mice and keyboards (see supported file systems)

- SIM cards

- SD cards

- External monitors and projectors

- Headsets, earsets, microphones

- Chromecast

Q. Can the Chromebook be used anywhere at anytime?

A. Yes, as long as you have a WiFi signal to access the web.

B. Chrome offers the ability through Apps so users can work in an "offline" mode.

Q. Will our Chromebook have 3G?

A. No. The district Chromebooks will not have 3G broadband.

Q. Do Chromebooks come with Internet Filtering Software?

A. Yes. Chromebooks will come with internet filtering software.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. Battery life?

A. Chromebooks have a rated battery life of 6.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

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