**Chromebook Guidelines** 

***JENNINGS JUNIOR HIGH COLLEGE & CAREER PREP ACADEMY***

***Chromebook Policies and Procedures***

**BACKGROUND AND RATIONALE:** Jennings Junior High students had the opportunity to pilot the 1:1 Chromebooks during the 2018-2019 school year. During the pilot, the district saw printing charges decrease, the engagement of students increase, as well as the collaboration between students. Students at Jennings Junior High will now have the opportunity to be assigned a Chromebook at the beginning of the year, use it throughout the year and return it at the end of the school year. The Chromebook is the responsibility of the student who it is assigned.



The guidelines, procedures, and information within this document apply to all Chromebooks used at Jennings School District by students, staff, or guests including any other device considered by the Administration to fall under these guidelines.

***Receiving Your Chromebook***

Chromebooks will be distributed after Labor Day. The first two weeks of school will be focused on digital citizenship. **Note:** *Chromebooks will not be issued until the non-refundable tech fee ($25) and all documents are signed by a parent or guardian.* Students must familiarize themselves with these guidelines before receiving their device.

**Protection Fund**

Students will receive a Chromebook, technology tote, headphones, and a charger. Each item is the sole responsibility of the student who is it assigned. The non-refundable premium cost is $25.00 per school year per Chromebook. (Maximum fee of $40.00 per family per year)

Payment can be made with a debit card, major credit card or cash. Once confirmation is received the student will receive their computer and will be allowed to carry the device home. A fundraiser option will be available for parents who are unable to pay the $25.00 technology fee. Fundraiser information will be shared at registration and will be due back to the school by September 3, 2019.

It is understood that:

* The Jennings Junior High Chrome book Protection Fund will offer coverage to all students.
* A separate application will be needed for each Chromebook covered.
* Students are unable to bring their own computers as a way to opt out of the $25.00 fee
* In case of lost Technology items below, Students who have $20.00 or more in technology fees will not be able to carry their chrome book home.

**1:1 TECHNOLOGY REPLACEMENT FEES**

Tech Tote $10.00

Charger $15.00

Headphones $3.00

Damaged or Lost Chromebook $250.00 (maximum)

If Chromebooks are damaged and require repairs, if deductibles are not paid. Student will be given a Chromebook to use at school only.

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| Incident | Deductible |
| 1st incident | $25.00 |
| 2nd incident  | $50.00 |
| 3rd and subsequent occurrens | $100.00 |

**Screen Care**

* Do not lean or put pressure on the top of the Chromebook when it is closed.
* 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.
* Do not place the device near magnets or anything with high electrical current.
* Dust the screen with a soft, dry microfiber cloth or antistatic cloth. If a more thorough screen cleaning is required, use a clean, water dampened microfiber cloth. Do not use any type of cleaning solvent on your Chromebook.

**Consequences of Inappropriate Use**

Violations of the school rules or the District Acceptable Use Policy or any applicable laws may result in disciplinary action, including the loss of a user’s privileges to use the school’s information technology resources. Further discipline may be imposed in accordance with the Board’s Code of Conduct, up to and including suspension or expulsion depending on the degree and severity of the violation.

**FAQ**

Report your issues to the Library Aide by receiving a pass from your teacher to go to the library. The library aide will take your computer and put in a technology ticket for the Chromebook. If the library aide determines that it is not due to neglect or damage by the student, a loaner computer will be given from the cart in the library for the student to use until their computer is fixed.

**How long will it take to repair?**

Every attempt to troubleshoot and repair the Chromebook will be made in a timely manner. Some repairs may require a longer or will require replacement of the device.

**Will I get a replacement Chromebook while my Chromebook is being repaired?**

There is a limited number of replacement Chromebooks. Replacement Chromebooks will be signed out to students to use during the school day. No replacement (second) Chromebooks will be permitted to go home.

**Where do I store my files?**

All files should be stored in Google drive.

**Will I be able to access my files at home?**

Yes you will be able to access your files through Google Drive.

**Can my child use our wireless internet at home?**

Yes. Students are permitted to connect to wireless networks outside of the school. Jennings Junior High does not provide support for connecting the Chromebooks to outside wireless networks.

 **Can my child use his/her own personal case instead of the district provided case?**

In order to ensure the most protection possible, students are directed to use the district provided case.

**Can the administration see what my child has been doing on his/her Chromebook?**

Yes. Daily reports are generated for administration, which lists any inappropriate conduct. This conduct including searching for inappropriate terms, attempting to bypass the internet filters, using inappropriate language in email, etc.

**What if I do not pay the $25.00 fee or sign the necessary paperwork?**

If a student’s parent does not pay the $25.00 fee or sign the necessary paperwork, the student will not be allowed to take the device home. Instead, the student will have to checkout a computer from the library daily and return it back to the library at the end of the day.

**Privacy-**

Jennings School district retains all control, custody and supervision of all Chromebooks, networks, and internet services owned or leased by Jennings School District. Jennings School district reserves the right to monitor all activity by students. **No expectation of privacy in their use of school Chromebooks including email, stored files or internet sites visited should be assumed by the student-user.**

All users need to be aware Jennings School District has the ability to monitor all internet usage. Using Chromebooks to visit sites that are inappropriate under the Jennings School district code of conduct and that do not meet the educational purposes for the program may result in the revocation of privileges. Authorized members of the Technology department of school administration may periodically review material stored on the hard drives or filter logs. Never put anything in an email or on a hard drive that would be embarrassing, inappropriate, or illegal. The Jennings School District/ Jennings Junior High Code of Conduct is in effect and applies to students 24/7.

**S3 Framework - Safe, Savvy and Social**

We aim for all Jennings students to be have ***Digital Citizenship.*** There arenine foundational elements of Digital Citizenship that fall within the following three guiding principles: Safe, Savvy and Social (or S3). The tenets of S3 are a way to support, as well as reinforce the themes of digital citizenship. The themes of being digitally Safe, Savvy and Social should be taught as soon as our children can first pick up a device and start to interact with it.

The first guiding principal: Safety, focuses on protecting yourself and protecting others and creates the base of digital citizenship. The next is savvy, which focuses on the concepts around educating yourself and connecting with others. These concepts build upon the concepts of safety. Finally, the social guiding principle commits to helping everyone make decisions exemplifying our commitment to respect ourselves and respect others. It is here that we fully realize the possibilities of the online experience.

**Safety** - Protecting Digital Citizens

This means being protected from or unlikely to cause danger, risk, injury to yourself or others. Technology is changing students coming to our schools, which in turn moves education. The tools that have been provided to students and faculty are making tasks such as creating or sharing information (e.g., a document, presentation or video) much more streamlined. ***So Protect Yourself/Protect Others***

**Savvy** - Creating Educated Digital Citizens

Educated digital citizens have wisdom and practical knowledge. This is the understanding to make good judgments. So what does being lifelong learners mean in the age of digital learning? The growth and changing nature of technology teaches everyone that we can never stop learning. Technology has opened the possibilities of how to learn new skills and our responsibility to understand and maximize the potential of these tools. ***So Educate Yourself/Educate Others***

**Social** - Respecting Yourself as a Digital Citizen

Respecting yourself as a digital citizen means creating cooperative and interdependent relationships and understanding of others. When discussing the topic of digital citizenship, digital health, or digital safety, there are certain universal themes that seem to surface and be at the heart of the issue. Whether it is through topics of cyberbullying, viewing (or posting) inappropriate content, or plagiarism, these and other topics of concern that are discussed most among parents and educators. ***So Respect Yourself/Respect Others***

**1:1 STUDENT COMPUTER RESPONSIBILITY**

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| **ISSUE** | **RESOLUTION** | **CONSEQUENCE** |
| **Forgot computer in locker** | Get computer from locker | Use hall pass after first 10 minutes of class. |
| **Left computer home/computer not at school** | Student can call home to have computer brought to the school. If they are unable to have their computer brought to the school, they will go without for the day. | *If the student does not have their computer, they will not have access to technology that day.* |
| **Using another student’s computer** | Return computer to owner;Get assigned computer | ***Teacher who is told the information,*** will enter the violation as a deal breaker. |
| **Tech Tote not used/used inappropriately/tote lost** | Reminder of student expectations;Student will still take computer to class | ***\*\* Pay Replacement Fee*****Warrior time teacher** will enter the violation as a deal breaker and notify administration of the fee. |
| **Excessive Issues** | Parent Conference | As determined by JJH Administration |
| **Inappropriate use of technology** | Complete Digital Citizenship Course  |  will assign day(s) of ISS until the digital citizenship assigned work is completed and reviewed. Technology usage may be suspended during this time at the discretion of the administration. |