

Chromebook Guidelines, Procedures, and Information Handbook 2021-2022 Globe Unified School District

Globe Unified School District Vision Mission Statement

VISION STATEMENT: “Capturing Hearts, Empowering Minds”

MISSION STATEMENT: Globe unified School District will use its resources to emphasize academic achievement, promote lifelong learning and encourage global community service.

ABOUT THE GLOBE UNIFIED SCHOOL DISTRICT CHROMEBOOK PROGRAM

The focus of the Chromebook Program in the Globe USD is to prepare students for their future in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology, including access to the Internet, be readily available and seamlessly integrated throughout the educational program. The primary learning tool of these 21st-century students in Globe USD is the Chromebook. This web-oriented device provides the opportunity to connect student learning to all of the resources and information available online, anywhere, at any time. The individual use of Chromebooks is a way to empower students to learn at their full potential, communicate and collaborate on analytical thinking and problem solving, and prepare them for high school, college, and the workplace. Technology immersion does not diminish the vital role of the teacher. On the contrary, teachers are critical to the effective use of technology in the learning process. To facilitate that, we have put in place the support structure to enable our teachers to learn about, implement, and enhance the integration of technology in instruction. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Together, we will reach our goal of using technology and applications to further enhance our instruction; provide project and problem-based learning; infuse critical thinking skills; ask "non-Google-able" questions; and capture those teachable moments in real-time.

The policies, procedures, and information contained in this document apply to Chromebooks used by students within Globe Unified School District. Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms. The Chromebook and other district-issued devices, email/Google accounts, are the property of the Globe Unified School District 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, Google Drive, or Office 365 account. Supplied devices are educational tools and are not intended for personal use, such as gaming, social networking, or high-end computing.

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1.GENERAL INFORMATION/OVERVIEW OF GUSD CHROMEBOOK USE

To help students get started in effectively using their Chromebooks, in addition to this Handbook, there is a Google Apps for Education online located at our new I.T. Resource Student/Parent Page.

Chromebooks are intended for use each school day. Therefore, students are responsible for charging the Chromebook battery before the start of each school day and bringing their Chromebooks and charger to all classes unless specifically instructed not to do so by their teacher. As a web-oriented device, Chromebooks can also access sites on the Internet to connect to all the resources and information available for student learning, online, anywhere, and anytime. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.

1.1 Originally Installed Software - G SUITE FOR EDUCATION (GSFE)

- All Chromebooks are supplied with the latest Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. There is no need for virus protection with the Chrome OS. Chrome provides multiple layers of protection against viruses and malware, including data encryption and verified boot.
- Chromebooks seamlessly integrate with the G Suite for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Sites, Forms and Classroom. The District will provide accounts for all teachers, students, and support staff. Grade-level software apps are installed remotely onto Chromebooks and managed by the District. The student also has access to Office 365 education services.
- Students will create and save their school-related files to Google Drive, which is stored in the cloud. Students can access their Google Drive not only from their Chromebook, but from any computer that has Internet access. Students will understand that Google Drive can be monitored by the district administration and should not contain personal files.
- Students in grades K-12 are assigned a district email through ALBERT that is managed by Both Globe School District and K12itc. Students will communicate with other students and staff within Globe Schools District with the District issued email address.
- Email is monitored by the District and is subject to filtering of inappropriate content. Students are expected to adhere to the rules and regulations for email use as outlined in the signed District Acceptable Use of Networks/Computers Policy (AUP).

1.2 Additional Software Apps and Extensions

- Chrome Web Apps are advanced websites similar to other types of programs installed on a computer. The main difference from other types of programs is that apps can be used within the web browser rather than being installed on the Chromebook. Some Web Apps (for example, Google Docs) will be available to use when the Chromebook is not connected to the Internet.
- Extensions and Add-Ons are custom features that you can add to Google Chrome to enhance the functionality of apps. The District will install additional apps, extensions, and add-ons as they are recommended and approved by teachers and site administrators for a particular course.
- Students will be able to install additional apps on their Chromebooks for educational purposes.

Through the Chrome Web Store. Any software app that does not conform to the Acceptable Use of Networks/Computers Policy (AUP) or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks and will be blocked.

1.3 Home Use

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc., educational content used in classes with the Chromebook.
- 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 policies and procedures in this Handbook, the District Acceptable Use of Networks/Computers Policy (AUP),
- The District provides content filtering both on and off-campus. However, parents are encouraged to provide a safe environment for students to use their Chromebooks at home for school assignments. **For more tips, please see the Parent/Guardian Responsibilities (Appendix B).**

IMPORTANT REMINDER:

- 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.
- 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. GENERAL INFORMATION/GETTING STARTED

2.1 Receiving Your Chromebook

- Chromebooks will be distributed during selected dates at the beginning of the school year. Each student will receive an AC charger with their Chromebook. Before a Chromebook is issued to the student, parents, and students must have a valid login to globeschools.org
- Both student and parent must verify that you have read, understand, and accept the following online forms:
 - Review of Globe Unified School District Board Policies
 - Acceptable Use of Networks/Computers Policy (AUP)
 - Chromebook Policy & Procedures Agreement
- Pay the onetime required Insurance Plan fee (see section 2.2 Insurance Plan for details)

***Additional protective sleeve or carrying case will be provided as available to protect the Chromebook from accidental damage. However, if it is highly recommended to always keep the Chromebook in a protective cover at all times when not in use.**

2.2 Insurance Plan

- GUSD requires that an Insurance Plan be purchased before receiving a Chromebook. Below are the cost details

▪ \$25.00	Standard Enrollment
▪ \$15.00	Reduced Lunch Program
▪ \$10.00	Free Lunch
▪ \$0.00	JOM Students

This protection package covers any type of device malfunction, including:

- Hardware
- Accidental Damage (drops/spills)
- Cracked Screen
- Liquid Submersion
- Power Surge (lightning)

- Vandalism

Damages that result from abuse or neglect are the responsibility of the student and subject to fees and possible student disciplinary action in compliance with district policy. In the event of theft, vandalism, or other criminal acts, the student/parent/guardian MUST file a report with the local police department, submit a copy to the school. The fee for a lost Chromebook will be the total replacement cost of the device. A replacement device will not be issued until documentation is complete and fees are paid in full. See Section 6: Repairs & Fees

Purchase of the Chromebook Insurance is a onetime purchase for the 12-month calendar year. If the student withdraws from GUSD before the end of the 12-month term, the parent may request a prorated refund from the insurance company (the parent will need to contact the work with the insurance company for this request)

2.3 Returning Your Chromebook

- Students withdrawing from Globe Public Schools, by either promotion, graduation, or relocation, must return their Chromebook and all district-purchased accessories to Globe High School Bookstore on their last day of attendance, or a date, place, and time determined by the school administration.
- If, upon inspection of the device, there is evidence 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.
- Failure to turn in the Chromebook and accessories will result in the student/parent/guardian being charged the full replacement cost. If payment is not received, the matter will be turned over to a collection agency. Any Chromebook not returned will be considered stolen property, and law enforcement agencies will be notified.

3. CHROMEBOOK CARE: PROTECTING & STORING YOUR CHROMEBOOK

Students are responsible for the general care of the district-owned Chromebook. Chromebooks that are broken, or fail to work properly, must be reported to the Technology Office in accordance with school procedures as soon as possible. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired (subject to availability). **DO NOT TAKE DISTRICT-OWNED CHROMEBOOKS TO AN OUTSIDE COMPUTER SERVICE FOR ANY TYPE OF REPAIRS.** Students may be selected at random by teachers or administrators to provide their Chromebook for inspection for damages or misuse.

3.1 General Care and Precautions

- Chromebook battery must be fully charged before the start of each school day.
- Do not remove the Globe USD identification tag/barcode from the Chromebook.
- Vents should not be covered.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks and chargers should be kept away from food and drinks, small children, and pets.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Globe Unified School District.
- Chromebooks must never be left in an unlocked car or any unsupervised area in or outside of school. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. If a Chromebook is found in an unsupervised area, it should be immediately reported to the Technology Office in your school.

3.2 Chromebook Screen Care

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure. Protect the Chromebook screen by following the rules below.

- Do not lift Chromebooks by the screen. When moving a Chromebook support it from the bottom with the lid closed.
- Clean the screen with a soft, dry anti-static or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.
- Do not lean or place anything on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not wedge the Chromebook into a book bag or place anything in the carrying case that will press against the cover as this will damage the screen.
- Do not poke the screen.
- For screen adjustment, do not grasp the screen by wrapping your hand around the screen; your thumbs can shatter the screen.

3.3 Carrying Chromebooks

- Carry your Chromebook in a secured carrying case for extra protection, i.e., padded sleeve section of your backpack.
- Never carry the Chromebook while the screen is open.
- Do not transport the Chromebook with the power cord inserted.

3.4 Storing Your Chromebook

- Chromebooks should never be left in vehicles or a location that is not temperature controlled.
- Chromebooks should be stored safely at all times, especially during extra-curricular events.
- Chromebooks should never be shoved into a locker, placed on the bottom of a pile, or wedged into a book bag as this may break the screen.
- Never store your Chromebook in your carry case or backpack with the power cord inserted.

3.5 Asset Tags and Logos

- All Chromebooks will be labeled with a school asset tag. Chromebook asset tags are recorded and associated with student accounts. Chromebooks must have a GUSD asset tag on them at all times.

- Asset tags and logos may not be modified or tampered with in any way. Students may be charged or disciplined for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag.

4. USING YOUR CHROMEBOOK

4.1 Student Responsibilities and Legal Propriety

- Bring fully charged Chromebooks to school every day.
- Bring your Chromebook to all of your classes unless specifically instructed not to do so by your teacher.
- Follow each teacher's rules and expectations regarding Chromebook use in the classroom.
- Do not loan your Chromebook to anyone or leave it unattended.
- Do not change District settings. Remove District identification tags or barcodes from District issued devices.
- Follow Internet safety guidelines in accordance with the [AUP](#). Do not use chat rooms other than those set up by teachers or mandated in other distance education courses.
- Keep personal information and identity secure and private. Never reveal your full name, phone number, home address, Social Security number, credit card numbers, passwords, or those of other people.
- Obey general school rules concerning behavior and communication that apply to technology use. Do not send harmful, anonymous or misleading communications for any purpose.
- 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 policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, and text.
- Use GUSD/K12itc network, services, devices, or equipment in a manner that is not disruptive to others, such as disseminating inappropriate content, spam/viruses, transferring large amounts of data across the network, or attempting to hack into network/online systems. Do not attempt to bypass the GUSD/K12itc web filter, attempt to gain access, or use/change other students' accounts, files, or data.
- Use 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 criminal prosecution or disciplinary action by the District.
- Students must not use the school's Internet/email accounts for financial or commercial gain or any illegal activity, including bullying, harassment, credit card fraud, electronic forgery, or other forms of unlawful behavior.

4.2 Managing Your Files and Saving Your Work

Students will be logging into globeschools.org G Suite for Education domain and saving.

Documents to Google Drive via the Chromebook or any device that has Internet access.

- Storage space will be available on the Chromebook, but since the device has storage limitations, it is vital that the storage space be privileged for educational use only.
- Chromebooks will NOT be backed up by the District in cases of resetting or re-imaging. It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- If technical difficulties occur and cannot be repaired, the Chromebook may need to be restored to factory defaults. All student-created files stored on an external USB flash drive or Google Drive will remain intact after the operating system is restored. However, all other data (documents, photos, music) stored on the local internal memory of the Chromebook will not be restored.

4.3 Chromebooks Left at Home

- If students leave their Chromebook at home, they are responsible for completing their coursework as if they

had their Chromebook present.

4.4 Chromebook Battery

- Chromebooks must be charged each evening and brought to school each day in a fully charged condition. In cases where use of the Chromebook has caused batteries to drain, students may be able to connect their device to a power outlet in class or at designated charging stations within the school.
- **4.5 Photos, Screensavers, and Background photos**
- Inappropriate media may not be used as a screensaver or background.
- Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures will result in disciplinary actions.
- Photos/videos require a large amount of storage space on the device. Only photos that are for educational purposes should be saved to the device. All other photos/videos should not be taken or stored.

4.6 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should have their own personal set of headphones, which may be used in the classroom at the discretion of teachers.
- Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the District is carefully monitored. Students may be directed by school personnel to remove apps, music, videos if the storage of instructional materials is compromised.

4.7 Printing

- Printing services have been turned off on Chromebooks. Students should coordinate with the teacher to request to have the document printed or use google drive to share content with the teacher or students for class-related projects.

5. SECURITY

5.1 Chromebook Security & Inspection

The District uses a centralized Chromebook management system, which is utilized to change security settings, update software, add or remove applications, and monitor usage.

- Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.
- Any attempt to change the configuration settings of the Chromebook will result in immediate disciplinary action as outlined by building administration.
- All activity on the Chromebook and district-issued email account, whether conducted at school or off-site, is subject to search as District property.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, behavior, and various violations of student [AUP](#) when using the Chromebook.

5.2 Network Security

Globe Unified School District will be responsible for providing network access and content filtering at school.

- The GUSD District makes no guarantee that their network will be up and running 100% of the time. In the rare instances that the network is down, the District will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc., as this type of network outage will affect all students and staff in the school building.

- The school utilizes an Internet content filter that complies 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 to request the site be unblocked.
- While the District provides Internet content filtering both on and off-campus, parents/guardians are responsible for monitoring student internet use when off campus and at home (see Appendix B).
- Attempting to disable or bypass district Internet content filters, including using or attempting to use proxies to access sites that would otherwise be restricted, is not permitted and will result in disciplinary action. Student use of the Internet is monitored on school-issued devices.
- Restrictions on the network and computers will block certain functions. Any attempt to bypass these restrictions will be seen as a violation of the District [AUP](#), and appropriate disciplinary action will be taken.

5.3 Privacy

- School-issued electronic devices have the ability to record or collect information on user's activity, both online and offline. Globe Unified School District will not use any of these capabilities in a manner that would violate the privacy rights of a student or individual residing with the student.
- All files stored on the Globe Unified School District GSFE accounts or network are the property of the District and are subject to regular review and monitoring for responsible use. Internet history and email checks may occur at the discretion of the District Administration. Students have no expectation of confidentiality or privacy with respect to the usage or content of a district-issued Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law.

IMPORTANT REMINDER

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.

6. REPAIRS & FEES

6.1 Chromebook Repairs

- Chromebooks that are broken or fail to work properly must be reported immediately to the Technology Office. This includes, but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- If deemed necessary, a replacement will be issued if there is one available.
- The Technology Office will document the issue and collect the device for repair.
- A student borrowing a Chromebook must sign a loaner agreement. Students will be responsible for caring for the loaner as if it were their own and are subject to charges for damages, theft, or loss.
- The Technology Office will communicate with Globe High school Bookstore when repairs are complete, and the device is ready for pick-up by student or parent. Students must return loaner devices promptly after receiving notification. The loaner device will be disabled if not returned within three days.
- If repair is needed due to abuse or neglect, there will be a fee for repairs required not to exceed the replacement cost of the Chromebook. The school may also refuse to provide a loaner or reissue a Chromebook for repeated or intentional damages and may incur additional charges (see 6.2 Fees/Fines).

6.2 Fees/Fines

- Any hardware/software repairs not due to misuse or intentional damage will be covered by the Insurance Plan; however, any intentional damage to the device will incur a cost, as outlined below.
- Fines will be imposed as the circumstances may warrant at the discretion of the District.
- After two incidents of accidental damage, the student may lose the privilege of taking the device home, and may also result in disciplinary action, and additional fees including the purchase of additional insurance.
- Estimated costs/fees are listed below and subject to change.

<input type="checkbox"/> Insurance Plan Fee	\$25
<input type="checkbox"/> Charger/Adapter	\$40
<input type="checkbox"/> Battery	\$60
<input type="checkbox"/> LCD/Screen	\$80
<input type="checkbox"/> Keyboard/Touchpad	\$80
<input type="checkbox"/> Plastic body parts (top/bottom cover, bezel etc.)	\$30 each
<input type="checkbox"/> Replacement Chromebook	\$280

APPENDIX A: ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, After-School detentions, In- School Suspensions, and Out-of-School Suspensions.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Leaving Chromebook unattended or an unsupervised area
- Inadequate care for Chromebook, charger, and other peripherals
- Multiple damage instances caused by abuse or neglect of Chromebooks and peripherals
- Resetting Chromebook to factory defaults
- Placing the Chromebook in developer mode
- Removal of District Asset Tag
- Downloading inappropriate apps and media
- Using the device to engage in inappropriate behaviors
- Adjusting settings on someone else's Chromebook
- Deleting school-applied settings from a Chromebook
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps
- Leaving Chromebook at home; lack of preparation for classes
- Repeatedly bringing uncharged Chromebooks to school
- Loaning of student device to other students inside and outside of school
- Using a personal Google account to download purchased apps for yourself or another student(s)
- Attempting to bypass K12itc Network Security, including web and content filtering
- Attempting to gain access to other student's accounts
- Illegal installation or transmission of copyrighted materials
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Non-compliance of District AUP and Policies

Failure to comply with the guidelines listed in this Handbook, or repeated occurrences of Chromebook damages caused by neglect or abuse, may result in further disciplinary action, fees, and the loss of home use privileges.

APPENDIX B: PARENT/GUARDIAN RESPONSIBILITIES

Before a device can be issued to students for school and home use, parents must:

Go to www.globeschools.org to verify that you have read, understand, and accept the following online forms:

- Review of Globe Unified School District Board Policies
- Acceptable Use of Networks/Computers Policy (AUP)
- Pay the mandatory Insurance Plan fee.

Note: *Additional protective sleeve or carrying case will be provided as available to protect the Chromebook from accidental damage. However, if it is highly recommended to always keep the Chromebook in a protective cover at all times when not in use.

The parent/guardian is responsible for the cost of repair or replacement of the Chromebook if it is intentionally damaged, lost because of negligence, or stolen but not reported to the school and the police.

Parents are encouraged to provide a safe environment for students to use their Chromebooks at home for school assignments. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications, such as Google Docs, can be used while not connected to the Internet. Parents/Guardians are also encouraged to:

- set rules for student use at home.
- Allow use in common areas of the home where student use can easily be monitored.
- Demonstrate a genuine interest in student's use of the device.
- Reinforce the idea that the device is a productivity tool to support learning rather than used as a form of entertainment.
- become familiar with internet safety

By electronically signing the **Chromebook Policy & Procedures Agreement**, you commit to the student expectations and understand the consequences for violations.

CHROMEBOOK POLICY & PROCEDURES AGREEMENT

This Agreement must be electronically signed by the parent/guardian before a Chromebook will be issued to a student. During the Mandatory Annual Online Re-registration process, you must complete the "Chromebook Agreement, which states the following:

GUSD Chromebook 1:1 Initiative 2021-22

Globe Unified School District has implemented a 1:1 student computing program and will provide all students in grades 3 - 12 with Chromebooks to use both at school and home. A Chromebook is a personal computer running Google Chrome OS as its operating system. Chromebooks are designed to be used primarily while connected to the Internet and to support applications that reside on the Web with limited offline use. Chromebooks also have Google products built-in and, within seconds of logging in, students can access their personal Google apps account.

Student utilization of this District issued device requires parents to complete the following each year:

Payment of Annual Insurance Plan Fee

Parents will be required to pay the one-time mandatory annual insurance plan fee that will cover accidental damage, theft, liquid spills, natural disasters, power surges, and vandalism. This insurance plan will protect the item on and off school grounds. The policy is also transferable to a replacement unit. Payment can be made at the Globe high School Bookstore.

GUSD Chromebook Policy, Procedures & Information Handbook

This Handbook serves as a resource for both students and parents. Parents and students must read this Handbook and then agree to comply with the requirements contained within the Handbook.

This document serves as notice that Globe Unified School District **shall not** use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student while they are using the device outside of school.