



Globe Unified School District 2023-2024 District Chromebook Guideline Manual

PURPOSE

Globe Unified School District is excited to offer your student the opportunity to use a school issued Chromebook device to enhance their academic experience. Learning, work, and citizenship in today's world require our students to be responsible, ethically, and capably apply a variety of technology skills. By providing each student a Chromebook computer to use at school and at home, Globe Unified School District intends to enable an engaging, collaborative, self-directed, and empowering learning environment that supports students' preparation for college and career readiness.

It's our goal that students will:

- Increase student and teacher access to technology;
- Provide for blended learning environments to minimize impact of school closures;
- Access digital resources where and when they need them;
- Use information, media, and technology proficiently and safely to succeed in a digital world;
- Communicate with peers, teachers, and appropriate resources beyond the classroom in support of learning;
- Learn, share, collaborate, and create to think and solve problems;
- Manage work, equipment, resources, and timelines to lead to accomplishment; and
- Take ownership of goals and apply resources to reach them.

The use of district-provided technology requires students to abide by all Globe Unified School District policies and procedures related to the Acceptable Use Procedures for Electronic Resource, local, state, and federal laws. Students are expected to use district technology and network resources responsibly and to keep their district-issued devices safe, secure and in good working order. The information in this manual will assist students and parents in meeting these expectations:

ONE-TO-ONE FEATURES

Globe Unified School District teachers use a variety software, applications, and web-based resources to enhance learning in the classroom: collaboration tools like Google Classroom, Microsoft 365, Paper.co Tutoring, Pearson Connexus, and many others. The Information Technology Division reviews these resources carefully to ensure they align with data safety and privacy requirements. Various applications are used at the teacher's discretion, so please speak with your child's teacher if you have any questions about these resources.

DEVICES

Globe Unified School District currently issues Dell series, HP, and Lenovo series Chromebooks, that include a High-Definition LED screen, at least 8GB DDR3L SDRAM and have up to a 9-hour battery life. Globe Unified School District Chromebooks operate off the Chrome operating system and utilize cloud storage to save student's work. Storage is included on the device for offline work with some apps that will synchronize with the cloud storage when the device connects to the internet.

STUDENT RESPONSIBILITIES

General Care

- Keep your device in a case at all times (if applicable).
- Place a nametag on the carrying case if available.
- ***Leave asset tags displayed; do not tamper with or remove.***
- Leave vents uncovered.
- Clean the screen with a soft, dry microfiber cloth ONLY if needed.
- Use designated computer disinfectant wipes to clean other parts of the device including the keyboard. (***Never clean an electronic device with water or other cleaning agents.***)
- Use USB headphones (recommended) to prolong the life of the sound jack and improve sound quality.
- Report any damage to the device as soon as possible. (Within a school day.)
- Log off and shut down your Chromebook each night to ensure your battery does not drain.
- Never set your device on the floor.

Classroom Habits

- Bring your charged device to school every day.
- Center the device on the desk.
- Use two hands to open the lid and carry the device.
- Do not close the lid with anything inside the Chromebook (headphones, pencils, etc.).
- Follow all directions given by teachers and staff.
- Follow copyright laws and cite appropriate sources used from electronic media.
- Discuss with your teacher as quickly as possible, without discussing with other students, any identified security problems, or potential online safety issues.
- During school hours, students must have permission to do any non-academic activities.
- Students traveling on a school bus for a district-related activity may use their device if permitted by the supervising adult.

Traveling To, From, and Around School



- Completely shut down the device before traveling.
- Do not leave the device in a vehicle.
- Never leave the device unattended for any reason.
- Do not lean against the device or on your backpack with the device inside.
- Store devices standing up on its side; do not pile other things on top of it.
- If ever in a situation where someone is threatening you with your device, give it to them and tell a staff member as soon as you arrive at school.

At Home

- Take your device home every day. (GHS, & HDMS)
- Charge the device fully each night; leave the power cord/charger at home.
- Use the device in a common room of the home (family room, kitchen, dining room).
- Store the device on a desk or table - **never on the floor!**
- Do not leave the device in a vehicle.
- Protect the device from:

- Extreme heat or cold
- Food, drinks, and other liquids
- Small children or pets

Following the Acceptable Use Procedures for Electronic Resources Rules are in effect before, during, and after school hours, for all Globe Unified School District electronic devices whether on or off the school campus. Must support education and research and be consistent with the mission of the school district. Remember these important dos and don'ts:

 DO...	 DON'T...
<ul style="list-style-type: none"> • Keep your network login and password safe and private. • Create files, digital projects, videos, web pages, email, and podcasts using network resources in support of education and research. • Participate in blogs, wikis, bulletin boards, social networking sites and groups that support education and research. • Cite appropriate sources used from the Internet or other electronic media. • Keep personal information private, including your full name, home address, and phone numbers, on websites, blogs, podcasts, videos, social networking sites, wikis, and email. • Keep other individuals' personal information private on any electronic medium unless you obtain permission to share first. • Notify a school official if dangerous or inappropriate information or messages are encountered online. • Return Chromebook and Charger to the Globe High School Bookstore if you are withdrawn from Globe Unified School District or on designated return day at the end of the school year. Unreturned items will be considered lost/stolen 	<ul style="list-style-type: none"> • Use other users' accounts or devices. • Loan your device or charging cords to other individuals. • Access unauthorized computers, networks, or information systems. • Cyberbully, harass, or distribute hate mail of any kind, including discriminatory jokes and remarks. • Post, send, or store information that could endanger others. • Demonstrate actions that are unethical, illegal, or result in liability or cost to Globe Unified School District. • Download or make copies of copyrighted electronic works or software programs; this is the same as stealing. • Hack, vandalize, introduce viruses, or make other unauthorized changes to hardware, software, and monitoring tools. • Access, upload, download, store or distribute obscene, pornographic, or sexually explicit material. • Use Globe Unified School District technology for personal gain, commercial solicitation, or compensation of any kind. • Alter parts or components of district technology devices. • Remove inventory numbers, stickers, district labels, or etching. • Download, copy or reproduce district data, data sets, and/or data collections of Globe Unified School District.

Remember that files, including email, stored on Globe Unified School District equipment or the Globe Unified School District network are the property of the district and are subject to regular review and monitoring. *(All students have access to both Google Drive and Microsoft 365 OneDrive to save documents in their school issued Globe Unified School District Google Apps for Education accounts.)*

Failure to comply with these responsibilities may result in disciplinary action. Globe Unified School District Administration may remove user access to the network without notice if the user is engaged in unauthorized activity. Globe Unified School District staff reserves the right to confiscate the property at any time. District and school staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds.

TECHNOLOGY SUPPORT & TROUBLESHOOTING

- Students should attempt to troubleshoot on their own depending on the issue, they may need to close and restart a program, disconnect, and reconnect to the internet, restart the device, or plug it into a charger.
- Visit classmates and/or teachers to see if they are having the same problem or if they can help resolve the problem.
- **Students should never attempt physical repairs or modifications and should never have the device repaired by a third-party or outside vendor.**
- If the issue cannot be resolved and it is impacting learning, students should notify the Globe High School Bookstore for student who attend GHS or HDMS who will assist in evaluating the device to determine if the Chromebook will need to be sent off for repair. In some cases, the Globe High School Bookstore will contact the local Information Technology department for assistance. All devices must be turned in to the Globe High School Bookstore who will assist with exchanging the Chromebook for a fully functional device.

PARENT/GUARDIAN RESPONSIBILITIES

- The parent/guardian is responsible for the cost of repair or replacement if the device is:
 - Not returned
 - Intentionally damaged
 - Lost because of negligence
 - Stolen or lost in fire, *However, if a Police report is filed with the school, this will void the financial parent/guardian responsibility.*

MONITORING STUDENT USE

Globe Unified School District makes every effort to equip families with the necessary tools and information to ensure safe use of digital devices in the home. Filtering services provided in our schools - in compliance with minimum federal regulations for the protection of students - are extended to Chromebooks when they are used away from school. *(Note: The district does not actively monitor the internet and email filters on student devices during non-school hours.)* Parent involvement is key for keeping students safe online.

SUGGESTIONS

- Communicate expectations for the types of resources your student accesses online and for interacting with others online in a kind, respectful, and safe manner.
- Only allow electronic devices to be used in common rooms of the home (e.g., living room or dining room) and not in bedrooms.
- Develop a set of rules/expectations for electronic device use at home. Consider a signed parent/child agreement.
- Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request to see their work often.
- View your child's Google Drive and or Microsoft 365 OneDrive to check on work progress. If you have your own devices like a smartphone, computer, or tablet, and a Google account, you can access your child's Google Drive and Microsoft 365 OneDrive to look at the work they have been doing at school, including comments from teachers and peers.
- Put all electronic devices "to bed" for the night at a designated time. This is a great way to ensure the Chromebook is charged nightly, and;
- Turn off your home WiFi at appropriate times. Many of the Chromebook and other device features require an Internet connection to function. When offline, the Chromebook can access the Google Education services and Microsoft 365 services and not much more. Turning off your home WiFi at night can prevent late night YouTube sessions or chatting with friends at inappropriate times.

The Internet is a critical resource for student learning. Globe Unified School District has enabled a robust Securly web filter on all devices to help protect students from harmful or inappropriate material. This filter works both at school and away from school to help ensure our students have safe Internet access no matter where they are. Student device use is monitored, and all online activity is tracked.

However, Internet filters and monitoring are not perfect, so it is important that parents/guardians are involved in their students' digital activities and talk to them about the risks and rewards of Internet use. Students should notify a teacher or school official immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable. Please note that our web filter is district wide, and we are unable to block or unblock sites for specific students. If you are having trouble with a student using an unblocked site inappropriately, please speak with your student's teachers and school administration.

GENERAL BLOCKED CONTENT

- Sites that include material deemed extremely offensive, obscene, adult content, hateful, pornographic, tasteless, or violent.
- Web-based messaging and chats which are not monitored by the district.
- Sites that may promote hacking, phishing, spam, viruses, spyware or any other malicious or suspicious content.
- Non-educational game playing and game media.
- Sites promoting criminal activity, gambling, illegal drugs, and illegal software.

INTERNET AWAY FROM SCHOOL

According to the most recent data from the National Center for Education Statistics (NCES), 14% of children nationwide, ages 3-18 do not have internet access at home.

Reasons for not having home internet vary. Most families surveyed by NCES reported that they simply do not need it. However, 34% reported not having internet because they were unable to afford it, 4% because they did not have a home computer, and 4% because an internet connection was not available in their area.

We have provided information below regarding low-cost access to internet options in our area and special discount programs that are available.

AT&T

<https://www.att.com/internet/access/>

Program: Access

Details:

- \$10 per month (plus taxes)
- 10 Mbps
- No term commitment
- No deposit
- No installation fees
- In-home Wi-Fi modem included

TO QUALIFY

Eligibility based on income and on households participating in National School Lunch Program/Head Start or Supplemental Nutrition Assistance Program (SNAP or food stamps) or that receive Supplemental Security Income (CA residents only).

- Applicants must be without outstanding debt for AT&T fixed internet service within the last six months or outstanding debt incurred under this program.

Verizon

<https://www.verizonwireless.com/>

- Offering new affordable internet plans for low-income households. Qualified customers can purchase Fios 200/200Mbps home internet service for just \$19.99/month with a free year of Disney+ and no router rental charges for two months.
- Continuing current practice of placing no data caps on Verizon home broadband and home voice services.

FCC - Lifeline Discount

<https://www.lifelinesupport.org/>

- Households that make less than 135% of federal poverty guidelines or have at least one member participating in certain public assistance programs
- \$9.95 off monthly internet or phone bill through certain Internet Service Providers

CHROMEBOOK PROTECTION PLAN

The Globe Unified School District Student Chromebook Protection Plan has been established to give parents and students the ability to purchase insurance for the Chromebook 1:1 Initiative for the current school year when the student has an initial repair or issue to file. The technology package includes a Chromebook and Charging Cord. This annual insurance will cover part, or all the repair or replacement costs related to accidental damage to the Chromebook. Once an insurance protection plan is purchased, after a device has been turned in for repair The Globe High School Bookstore will issue a replacement Chromebook for the student. The student does not need to return for the original Chromebook as they will not continue to use the replacement Chromebook they have been assigned. The returned Chromebook will be sent off for repair(s).

If a parent/guardian has purchased an insurance protection plan for their Chromebook, the insurance plan is valid for the entire calendar year for the student. However, if the student makes more than two insurance claims, the I.T. Director will review the situation to determine whether the Chromebook should be replaced for continued use. Additionally, the I.T. Director will assess any extenuating circumstances that may arise to determine the best course of action for the student's educational needs.

- Acts of intentional damage, lost chromebook or charger will not be covered by the insurance.
- Insurance claims of theft must include a completed Globe Police Department report, signed by a parent.
- Police reports must be filed within the jurisdiction where the incident occurred.
- Please note Globe Unified School District boundaries cover the jurisdictions of the City of Globe, and Gila County.
- If an incident happened within Globe city limits or while at school, one of our School Resource Officers from the Globe Police Department can assist with the filing of your police report.

INSURANCE FEES

Checking out a Chromebook for the 2023-2024 school year will require the purchase of a paid insurance plan on the Chromebook device. **Payment Method: Cash or Check Only.** Insurance plan is cover during the 11 months period of the year.

Please review the options below for fee details.

Standard Enrollment:	\$25.00
Reduced Lunch Program:	\$15.00
Free Lunch Program:	\$10.00
JOM Program	\$0.00 (Please bring CIB documentation when picking up your Chromebook)
Hotspots	\$10.00

REDUCED COVERED DURING SCHOOL YEAR

If a student(s) enrolls with GHS or HDMS later in the school year the insurance fee is reduced as the number of months for the coverage is less depending on the month the student is enrolled. The table below outlines the calendar fees.

MONTH	Standard Enrollment:	Reduced Lunch Program:	Free Lunch Program:	JOM Program
July	\$25.00	\$15.00	\$10.00	\$0.00
August	\$25.00	\$15.00	\$10.00	\$0.00
September	\$25.00	\$15.00	\$10.00	\$0.00
October	\$25.00	\$15.00	\$10.00	\$0.00
November	\$24.00	\$14.00	\$9.00	\$0.00
December	\$23.00	\$13.00	\$8.00	\$0.00
January	\$22.00	\$12.00	\$7.00	\$0.00
February	\$21.00	\$11.00	\$6.00	\$0.00
March	\$20.00	\$10.00	\$5.00	\$0.00
April	\$19.00	\$9.00	\$5.00	\$0.00
May	\$18.00	\$8.00	\$5.00	\$0.00

JOM Program Chromebook) **\$0.00** (Please bring CIB documentation when picking up your Chromebook)
 Hotspots **\$10.00**

JOM Program

Students who qualify under the JOM program will have the Chromebook fee paid for at 100% for the calendar year. However, intentional damage to the Chromebook device including the Chromebook charger will not be covered under the JOM program fund. In cases where Insurance will not cover intentional damage to school property, the Chromebook or charger will be the legal parent or guardian's responsibility to financially pay for the Chromebook. This would be a Chromebook damaged beyond insurance repair.

COVERAGE BEHAVIOR & DISCIPLINE

TECHNOLOGY DISCIPLINE

- Most tech related behavior violations are equivalent to "traditional" classroom violations.
- Leaving your device at home is equivalent to leaving your textbook or school supplies at home.
- Cutting and pasting without citing sources or putting it into your own words is equivalent to plagiarism.
- Cyberbullying is equivalent to bullying or harassment.
- Damaging or defacing the device or accessories is equivalent to vandalism or property damage.

In cases where unacceptable use or negligence is suspected, contact your teacher first. An Administrator will follow Acceptable Use of Technology Policy.

SCHOOL BASED DISCIPLINE

The discipline policies at each school encompass the 1:1 initiative. Please reference the materials specific to each school or contact the school directly for details.

The discipline policies at each school encompass the 1:1 initiative. Please reference the materials specific to each school or contact the school directly for details.

TYPICAL ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of devices can result in disciplinary action such as, but not limited to, removal of and/or limited technology privileges, lunch detentions, in-school suspensions, and in severe incidents out-of-school suspension.

Certain disciplinary actions, including all violations of local, state and federal law, require notification and consultation with District Officials, including Information Technology Administrator.

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

- Downloading inappropriate apps and media.
- Leaving the device unattended.
- Deleting school installed settings from a device.
- Lack of adequate care for devices, case, charger, etc.
- Defacing devices with stickers, labels, markers, pens, etc.
- Resetting device to factory defaults.
- Placing the device in developer mode.
- Adjusting settings on someone else's device.
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under personal Google account to download purchased apps for yourself or another students).
- Leaving devices at home. Lack of preparation for classes.
- Loaning student devices to other students, siblings, or any other person inside and outside of school.
- Multiple damage instances caused by lack of care for the device and other peripheral devices

DIGITAL CITIZENSHIP

School-issued devices should be used for educational purposes, and students must adhere to the Acceptable Use Policy (AUP) and all its corresponding administrative procedures. 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.

- a. I will show respect for myself through my actions.
- b. I will select online names that are appropriate.
- c. I will use caution with the information, images, and other media that I post online.

d. I will carefully consider what personal information about my life, experiences, or relationships I post.

e. I will not be obscene.

f. I will act with integrity.

2. Protect Yourself.

a. I will ensure that the information, images, and materials I post online will not put me at risk.

b. I will not publish my personal details, contact details, or a schedule of my activities.

c. I will report any attacks or inappropriate behavior directed at me while online.

d. I will protect passwords, accounts, and resources.

3. Respect Others.

a. I will show respect to others.

b. I will not use electronic mediums to antagonize, bully, harass, or stalk people.

c. 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.

d. I will not enter other people's private spaces or areas.

4. Protect Others.

a. I will protect others by reporting abuse and not forwarding inappropriate materials or communications.

5. Respect Intellectual Property.

a. I will suitably cite all uses of websites, books, media, etc.

b. I will acknowledge all primary sources.

c. I will validate information.

d. I will use and abide by the fair use rules.

6. Protect Intellectual Property.

a. I will request to use the software and media others produce.

b. I will purchase, license, and register all software or use available free and open-source alternatives rather than pirating software.

c. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

GLOBE UNIFIED SCHOOL DISTRICT CHROMEBOOK AGREEMENT

To benefit from the use of the device assigned to students, and to ensure the device is used in a safe, efficient, and ethical manner, students (6th-12th grade) and their parents are required to review and sign the Chromebook Agreement before receiving a Chromebook. Completions and acknowledgement of this agreement is completed during returning student enrollment or new enrollment each year in our online registration system.

GLOBE UNIFIED SCHOOL DISTRICT CHROMEBOOK DEPLOYMENT & RETURN PLAN

The Chromebook Deployment & Return Plan is a guide to planning the deployment and ongoing management of Chromebooks across Globe Unified School District. It is intended for people that are working with Globe Unified School District Information Technology and are leading and responsible for the deployment process at the school level. This plan is also available to parents and guardians for transparency and to help them better understand the guidelines behind our 1:1 Chromebook deployment process.

