

Bishop Union High School

1:1 Chromebook Initiative

2019-2020

21st Century Teaching



21st Century Skills

Student
and
Parent
Handbook

Bishop Unified School District

CONTENTS

Overview.....	3
Parent/Guardian Responsibilities	4
Internet Filtering	4
Chromebook Insurance Information for Parents or Guardians	5
Chromebook Distribution and Collection.....	6
Rights and Responsibilities	6
Responsible Care	8
Acceptable Use.....	10
Violations of Responsible and Acceptable Use Guidelines	11
Chromebooks in Education.....	13
Student and Parent Use Agreement	15

OVERVIEW

The Bishop Unified School District, as a part of the ongoing One-to-One initiative that began four years ago, provides each high school student with a Chromebook computer for their educational use both at home and at school. The use of this tool is designed to enrich the learning environment and to assist teachers as they support students in acquiring the skills, knowledge, and attributes that will allow them to be successful 21st century learners.

This handbook is provided to educate all users about the responsibilities associated with effective, ethical and lawful use of technology resources. The use of Bishop Unified School District's technology resources is a privilege, not a right. It is our hope that in following the district's technology expectations outlined here, our students will have the best preparation possible for college and careers.

When signing the Student/Parent Chromebook Use Agreement, you are acknowledging that you understand and accept the information in this document.

PARENT/GUARDIAN RESPONSIBILITIES

- Review Student/Parent Handbook
- Monitor student use when not at school
- Work with student to ensure Chromebook is properly cared for while student is away from school
- Accept liability: families are responsible for theft or loss
- Sign the Student/Parent Chromebook Agreement

In order for students to be allowed to take their Chromebooks home, a student and their parent/ guardian must sign the Student/Parent Chromebook Agreement. The Parent Orientation will provide background information about the project and an opportunity to have questions answered.

Suggestions:

- Monitor your teen's Chromebook use as you would the use of any device such as the television, tablet, or smartphone.
- Teach and model the skills kids need to use technology wisely and well.
- Pass along your values in the context of technology use.
- **TALK WITH YOUR TEEN ABOUT MAKING GOOD CHOICES IN HOW THEY USE SOCIAL MEDIA AND BEHAVING RESPECTFULLY AND RESPONSIBLY WHEN INTERACTING WITH OTHERS ONLINE.**
- Develop a set of rules/expectations for Chromebook use at home. (Please see the sample Family Media Agreement at the end of this document).
- Consider allowing Chromebook use only in common rooms of your home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your child is doing on their computer. Ask questions and request that they show you their work.

INTERNET FILTERING

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebook internet activity, on and off campus, will go through the district's filter and can be monitored at any time. Since no filter can block all questionable websites, parents/guardians are responsible for monitoring their student's online activities, and students are expected to follow district acceptable use guidelines whenever they are online.

PRIVACY

Students should have no expectation of confidentiality or privacy with respect to any usage of a district-owned Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school.

CHROMEBOOK INSURANCE INFORMATION FOR PARENTS OR GUARDIANS

1. Bishop Union High School uses two versions of the Chromebook. The one used by Juniors and Seniors was purchased three years ago and while it is no longer under warranty, it will be treated as though it is still covered. These students will continue to use the same device that has been assigned to them for the last two or three years. The other, used by Freshmen and Sophomores, is brand new and is will be covered under warranty.
2. In both cases, the IT Department addresses damage in the same way. Accidental damage or malfunction is covered by warranty and does not result in a cost to the student to whom it is assigned. Damage that is a result of neglect, misuse, or demonstrates a pattern of care that indicates the student is not caring for the device properly will not be covered under warranty and will result in a charge to the student. All damage is assessed on a case-by-case basis by the IT Department who will consult administration when a question arises.

Examples of damage where the hardware unit would be repaired or replaced are:

- Electrical surge
- First occurrence of drops, falls, and other collisions that result in damaged/broken screen or other are covered by warranty (the second is not).
- Liquid spilled on or in unit

3. Dell insurance does *not* cover intentional damage or any of the following:
 - Damage due to fire
 - Any damage that appears to be intentional (such as etching or hammer marks)
 - Normal wear
 - Cosmetic damage (caused by stickers, permanent markers, paint, etc.)
 - Theft or loss

CHROMEBOOK DISTRIBUTION & COLLECTION

Chromebook Distribution

1. Chromebooks, chargers, and cases will be distributed to students *after* the school has received use agreements signed by both students and parents.
2. Parents and students must read and understand the contents of this handbook and agreement forms before signing the use agreements.
3. One Chromebook, a charging unit, and a protective case will be checked out to each student shortly after the beginning of school. A barcoded sticker will be affixed to the Chromebook and charger which must remain on the devices until returned at the end of the year or when the student withdraws from school.

Chromebook Returns When Students Transfer / Withdraw

1. Students who withdraw for any reason must return their assigned Chromebook prior to date of termination of enrollment.
2. If a student fails to return the Chromebook and/or accessories at the end of the school year or upon termination of enrollment, the student will be required to pay the replacement cost of \$380 for the Chromebook, \$45 for the power supply, and/or \$20 for the case. Just like a textbook or band uniform, Chromebooks are the property of the School District, and students are responsible for returning them in reasonable condition with the barcode sticker still affixed properly. Students will be charged the actual cost of any needed repairs not covered by insurance.
3. Students who return Chromebooks or chargers with the barcode sticker missing or unreadable will be charged an administrative fee to have it replaced.

STUDENT RIGHTS AND RESPONSIBILITIES

Users

- Each student will be assigned the same computer for the duration of his/her time at Bishop High School. Take good care of it!
- The school Chromebook is assigned to you for your use alone. Please don't allow anyone other than your parents, guardians, or school personnel to use your device. Remember you are responsible for any damage or misuse.

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of district's technology staff, and for managing their own documents. All files are stored in Google Drive, both in the cloud and on the device, and are accessible by district IT staff. Users of District-owned technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the computer.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. Although an Internet connection will be necessary to accomplish some tasks, Chromebooks have some applications that function offline. Students are bound by the Bishop Unified School District Acceptable Use Policy and all guidelines in this document wherever they use their Chromebooks. Students should be aware that public wireless access is not secure and should be mindful about sending any private data when connected to the Internet through public WiFi.

The risks of free WiFi

According to Techlicious' Elizabeth Harper, "Using public WiFi isn't unlike having a conversation in a public place: others can overhear you. If you don't take precautions, information your devices send over a public WiFi network goes out in clear text – and anyone else on the network could easily take a look at what you're doing with just a few simple software tools". A hacker on the same network can gain access to your password, private data, or the browser cookies that a web service uses to recognize you.

Harper offers these tips for staying safe on public WiFi:

- Know whose network you're connecting to. If you aren't sure of the name of a business' public network, ask.
- Make sure your computer is **not** set up to automatically connect to unknown WiFi networks.
- If you're sending personal data, make sure you connect to the website via https, which encrypts your data. Looks for https:// in the address bar of your browser.

Better yet, don't send any personal data when connected to a public network.

Read the full article here: <http://www.techlicious.com/tip/how-to-protect-your-privacy-on-public-wifi-networks/>

RESPONSIBLE CARE

Transporting/ storing your Chromebook

- Transporting/storing your Chromebook in a backpack can give students a false sense of security in terms of its protection from damage. Sitting or leaning on a backpack with a Chromebook inside can result in a broken screen even if the device is also in its storage case. Moreover, throwing or mistreating a backpack containing a Chromebook can result in damage to the device. In both cases, the damage would be considered preventable and repair costs will likely be passed along to the student.

Cleaning

- Always use a soft, clean cloth to clean your Chromebook. Do not use water or other cleaning solutions.
- To keep screen clean and damage-free, keep your fingers off it.
- Your Chromebook is to remain clean and clear, **no stickers or additions are to be added to the unit.**

Screen Care

The screen is very fragile and can crack if anything heavy is placed on top of the Chromebook. To protect it:

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).

- Lockers**
- Store your Chromebook on its side, standing up, *not* underneath anything else.
 - Never leave the locker set to open without entering the combination.
- Hallways**
- Always place your Chromebook in its protective case when you are not using it.
 - Put the computer to sleep before you change classes.
 - Never, ever leave the Chromebook in an unsupervised area (gym, an unlocked classroom, hallways, etc.). Any Chromebook left in an unsupervised area is in danger of being stolen. Chromebooks should always be stored in a secure location or supervised directly by the student to whom it is assigned.
- Classroom**
- Center the Chromebook on a desk or table.
 - Close the lid of the Chromebook before standing up and/or walking away.
 - Carry the Chromebook with two hands – never by the screen
- At Home**
- Always place your Chromebook in its protective case when you are not using it.
 - Use and store the Chromebook on a desk or table – never on the floor!
 - Charge the Chromebook fully each night in a safe place.
 - Make sure the power cable is ALWAYS lined up straight with your Chromebook when you are inserting and removing it. Be careful not to jerk, pull or twist your Chromebook while the power cable is plugged in.
 - Never lean on top of the Chromebook when it is closed or place heavy items on top of it: the pressure can cause damage to the sensitive screen.
 - Protect the Chromebook from:
 - ✓ Extreme heat or cold, rain or snow
 - ✓ Food and drinks
 - ✓ Small children
 - ✓ Pets

To and From School

- Completely shut down the Chromebook before traveling.
- Do not leave the Chromebook in a vehicle unless traveling for away athletic competitions in which case leave device in its case in a locked bus or van.

Damaged or Malfunctioning Devices

- Use your backpack or carry the case by the handle.
- If the Chromebook isn't working properly, let a teacher know. District technology support staff will check the device and the student will receive a loaner for the interim if necessary.
- Damage to the Chromebook must be reported immediately. District technology support staff will check the device to assess damage and deal with repairs and insurance.
- Report a stolen Chromebook immediately to the principal and make a police report. Homeowners' insurance may cover a stolen device.
- There is a difference between accidents and negligence. Damage that is a result of neglect, misuse, or demonstrates a pattern of care that indicates the student is not caring for the device properly will not be covered under warranty and will result in a charge to the student for the costs to repair or replace the device (as well as disciplinary action if the situation merits).

ACCEPTABLE USE

One of the best features of your Chromebook is the fact that it is portable and allows you to learn wherever, whenever. Remember that it is a privilege to have your Chromebook. Staff will check students' Chromebooks periodically. By following the acceptable use guidelines below, you can ensure that you are able to keep and use your device throughout the rest of your high school career in this district.

Student Responsibilities

1. Bring your Chromebook, fully-charged, to school each day in the case provided to you.
2. Care for the Chromebook as outlined in this handbook, including keeping the cover and case free of any non-school-issued stickers or writing.
3. Follow the school district's Acceptable Use Policy and use your device in a responsible and ethical manner.
4. Obey school rules concerning behavior and communication, and follow all rules set forth by staff.

5. Keep your Chromebook secure (locked in a locker, home, or other secure place) or with you at all times. School personnel will confiscate Chromebooks left unattended and disciplinary action will follow.
6. Do not let anyone other than your parents, guardians, or school personnel use your assigned Chromebook.
7. Immediately report any inappropriate digital content to an adult.
8. Return the Chromebook, charger and sleeve upon exiting the District or at the end of the school year if you're asked to do so. Students and their families are responsible for loss or damages.
9. Protect your private information and use strong passwords.
10. Notify a staff member immediately if you come across information, images, or messages that are inappropriate, dangerous, threatening, or make you feel uncomfortable.
11. Report any security problem you know about or identify to a staff member.

Prohibited Activities

1. Any action that violates existing School Board policy or law is prohibited, including any illegal activity, posting inappropriate images, or bullying or harassing anyone via social media or email.
2. Gaining access to other students' accounts, files, and/or data is prohibited.
3. Do not share login information or passwords with anyone except your parents and school personnel.
4. Do not attempt to bypass the District's internet filter.
5. Do not give out private information about yourself or anyone else over the Internet.

VIOLATIONS OF RESPONSIBLE AND ACCEPTABLE USE GUIDELINES

All Chromebooks are to be used in a responsible and ethical manner. Violations may lead to disciplinary action and/or loss of Chromebook use privileges, and parents will be contacted. This list is not final and administration can make additions at any time.

“Minor” Violations

1. Communicating (i.e. email, posting on social media, blogging, etc.) during class time when use is not related to class work.
2. Game-playing on the Chromebook during class without the teacher’s permission.
3. Knowingly accessing non-educational websites during class when use is not related to class or teacher permission was not granted.
4. Adjusting or changing Chromebook settings without permission of the school district.
5. Pattern of bringing uncharged Chromebook to school or forgetting to bring Chromebook consistently.
6. Listening to music without explicit permission from teacher.

“Major” Violations

1. Tampering with any serial number or district asset tag. A student will be charged the full cost of a Chromebook for removing or modifying any serial numbers or tags on the Chromebook.
2. Leaving Chromebook in an unsupervised or unsecure area.
3. Use of another person’s account.
4. Damaging the Chromebook intentionally.
5. Bypassing the District’s filter.
6. Using the Chromebook for any illegal activity, bullying, harassing, or posting inappropriate images.

7. Viewing unauthorized materials, images, or websites (see the District's Acceptable Use policy).
8. Showing, depicting, or implying illegal activity, violence, and/or adult-oriented materials.
9. Using inappropriate media as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
10. Violating the District's Acceptable Use Policy in any way.

Consequences for Violations

The consequences listed below are examples of possible consequences. Teachers and Administrators will determine the appropriate consequences based on the severity of the infraction and the student's history of infractions. Possible consequences may include but are not limited to the following:

- Loss of Chromebook privileges
 - Restriction to school day use only (no take home privileges)
 - Restriction to the use of a school desktop or other computer
 - Technology use completely prohibited
- School Discipline Policies will be invoked
- Students who violate rules about Chromebook care due to negligence will be charged, by occurrence, the administrative fees below. Students who violate rules about Chromebook care and use will also, in addition to other consequences, be required to complete an online Digital Citizenship lesson connected to the violation and submit a certificate of completion to teacher and/or administration.

ADMINISTRATIVE FEES FOR REPAIR OR REPLACEMENT

*****PLEASE NOTE THAT WHILE WE REALIZE THAT DAMAGE TO CHROMEBOOKS MAY BE ACCIDENTAL IN NATURE, REPEATED DAMAGE – WHETHER SIMILAR TO PREVIOUS DAMAGE OR NOT – MAY INDICATE A PATTERN OF CARE THAT FALLS BELOW WHAT IS EXPECTED OF EACH STUDENT. THIS CAN RESULT IN REPAIR COSTS BEING PASSED ALONG TO THE STUDENT RATHER THAN SIMPLY BEING REPAIRED UNDER WARRANTY. THE WARRANTIES ON THE DEVICES ARE NOT A SAFEGUARD MEANT TO REPLACE APPROPRIATE CARE.**

- 1st Occurrence** • Bring Chromebook and power chord to the Bronco Student Center to fill out report so spare device may be issued.

Administrative Fee Cost to Student = \$0

- 2nd Occurrence**
- Bring Chromebook and power chord to Registrar in Main Office to fill out report so spare device may be issued.

Administrative Fee Cost to Student = \$25.00

- For a second occurrence in which the Chromebook must be replaced due to damage the student is responsible for the entire cost.

- 3rd Occurrence**
- Bring Chromebook and power chord to Registrar in Main Office to fill out report. A spare device may not be issued and the student may be restricted to “Day Use Only” and must check out and return Chromebook to library daily.

Administrative Fee Cost to Student = \$50.00

- Intentional Damage to Chromebook**
- Bring Chromebook and power chord to Registrar in Main Office to fill out report. A spare device to take home will not be issued and the student will be restricted to “Day Use Only” and must check out and return Chromebook to the BSC daily. Willful damage will be referred to school administration and any and all appropriate discipline for damage to school property will be invoked as described in the BUHS Student Handbook.

- Cost to Student = Device: \$380.00 Power Chord: \$45
Case: \$20 Barcode sticker: \$10

CHROMEBOOKS IN EDUCATION

Your Chromebook is meant to be used at school each day. Bring your Chromebook to all classes, unless specifically instructed not to do so by the teacher.

Digital Citizenship	Students will participate in a series of Digital Citizenship lessons covering topics such as the use of Google Apps, protecting privacy, skills for conducting effective online research, and respectful online communication.
Red Zones and Times for Chromebook Use	Students are expected to bring their Chromebook to classes every day. Red Zones are places on the school campus where Chromebooks are not to be used at any time. Red Zones include: restrooms, PE locker rooms, and while walking anywhere on campus. Red Times are specific times during the school day when the Chromebooks are not to be used. Red Times include: during emergency drills and assemblies. School personnel will notify students of Red Zones and Times and may change them accordingly.
Web Cams	Web cams should be used appropriately, and mainly for educational purposes such as recording videos or taking pictures to include in a project, or recording a student giving a speech and playing it back for rehearsal and improvement. <i>Never</i> take and/or post pictures of anyone without their permission.
Saving Files	Files will automatically be saved in Google Drive, both on your device and synced to cloud storage when devices or online.
Internet Access	At school, you will connect to the school's wireless network. You may access the Internet through a WiFi network at home or in public spaces such as the public library.
Copyright and Plagiarism	When you use copyrighted materials, you must either get the owner's permission or comply with the <i>Fair Use Doctrine of the US Copyright Law</i> . Cite your information sources as instructed by your teachers.
Sound	Use of sound or headphones is at the teacher's discretion. Students are encouraged to bring personal headphones or earbuds.
Forgot Your Chromebook?	Let your teachers know if you don't have your device. A loaner may be checked out at the BSC and returned at the end of the same day.

Software	<p>The school's IT staff will manage updates and access policies. Chromebooks run the ChromeOS and Google software only, but there are many web-based applications that students may use for purposes such as video editing, recording audio, annotating documents, etc. There are also many useful apps and extensions available free in the Web Store.</p> <p><i>Google Apps for Education</i></p> <ul style="list-style-type: none"> • Chromebooks run the Google Apps for Education suite of productivity and collaboration tools. This suite includes apps for word processing, spreadsheets, presentations, drawings, and forms. • All work is stored on the computer and in the cloud. Offline work syncs automatically with Google Drive in the cloud whenever students are online. • Students can access any document in their Drive from any internet-connected computer by using their Google login and password. • All programs open in the Google Chrome browser. <p><i>Chrome Web Apps and Extensions</i></p> <ul style="list-style-type: none"> • Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. • Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action. • Some apps will be available to use when the Chromebook is not connected to the Internet.
Backgrounds & Themes	<ul style="list-style-type: none"> • Students may change the background and/or theme on their Chromebook. • Inappropriate media may not be used as Chromebook backgrounds or themes.
Printing	<ul style="list-style-type: none"> • Students are encouraged to share their work digitally with peers and teachers. • Students may print at home by setting up Google Cloud Print. For information: http://www.google.com/cloudprint/learn/.

STUDENT AND PARENT CHROMEBOOK USE AGREEMENT

After reading and signing, please return this document to school as soon as possible. Thank you!

Use of the Bishop Unified School District Chromebook is a privilege. Therefore, **I agree that I will follow all school policies pertaining to technology use, including the *District Acceptable Use Policy and Student Handbook*, which include:**

- Securing my Chromebook appropriately
- Reporting any loss or damage to my Chromebook immediately
- Protecting my Chromebook by keeping it in a protective case
- Protecting the display by closing the Chromebook when not in use

Use of the Bishop Unified School District Chromebook requires accountability and I'm expected to bring it to school fully charged each day.

Therefore, **I understand:**

- If I fail to bring my Chromebook or charger to school, loaner Chromebooks and Chromebook chargers from the Bronco Student Center are restricted to **three** loans per semester.
- If I exceed the limit of three loans per semester, there may be punitive action.
- If I fail to return a loaned Chromebook or charger by its due date, there will be a financial charge.

Use of the Bishop Unified School District computer network and the Internet is also a privilege.

Therefore, **I agree that I will:**

- Act responsibly when accessing the internet
- Protect my user accounts by logging off when not at my computer

I agree that I will not:

- Send defamatory or harassing emails
- "Hack" into any computer system
- Use copyrighted materials that exceed fair guidelines without written permission of the author
- Loan my Chromebook to another individual
- Share passwords
- Share personal information with anyone on the internet or via e-mail including but not limited to any inappropriate display of body parts
- Engage in unauthorized use of the network
- Maliciously damage or steal school computer equipment or electronic data

If I choose to ignore this agreement or any part of it, I understand that I am choosing to face consequences under the Bishop Unified School District Student Code of Conduct, which may include prohibition from use of equipment or the school network.

- We have read and discussed the Student and Parent Handbook and we understand that the student will be issued a Chromebook for academic use at school and at home.
- We understand that students and their families are responsible for the cost of repair or replacement of the Chromebook in the event of loss or intentional damage.

Student Name (Print)

Student Signature

Grade

Date

Parent Signature

Date

Homeroom Teacher