

Cyclone Connect



Parent and Student Information Packet

The purpose of the Cyclone Connect 1:1 program is to increase student engagement and provide students with the skills they will need to be lifelong learners in the 21st century. In this packet you will find the policies that pertain to the Chromebook your child will be issued. Teachers may make additional requirements for Chromebook use in their classrooms.

What Is a Chromebook?

A Chromebook is a laptop that utilizes the Google Chrome for its user interface. Even when not connected to the internet, Chromebook users can utilize Google Apps such as Google Docs or Google Sheets, to complete tasks.

Technical Specifications:

- Toshiba Chromebook CB30
- Chrome OS
- 2 GB DDR3L 1600 MHz
- Intel Integrated Graphics
- Bluetooth V4.0
- 2 USB 3.0 ports
- HDMI port
- Memory Card reader
- Webcam
- Up to 9 hours of active use battery life



How Chromebooks Will Be Issued To Students:

Chromebooks will be issued to students at enrollment. Parents and students must both sign the attached Chromebook Agreement BEFORE a Chromebook will be issued to a student. In addition to the Chromebook students will be issued a charger for the Chromebook and a protective sleeve. Students are responsible for the care of each of these items and it is expected that all items will be turned in, in reasonable and usable condition, at the conclusion of the school year, or when a student withdraws before the conclusion of the school year. Failure to do so may result in fees, which the student is responsible for, or a 'hold' being put on a student's transcript transfer requests.

What Cost Are Associated?:

There is no checkout fee for the Chromebook. The only cost a student and his or her family may be liable for is covered in the 'warranty and repairs' section below.

Responsible Care:

Students are encouraged to take good care of the Chromebook they are issued. For students who return the following school year, they will be issued the same Chromebook as they had the previous school year. Therefore, it is in a student's best interest to carefully maintain his or her device and report care issues as they arise.

Warranty and Repairs:

Students are responsible for securing and proper use of their Chromebooks. If a student's Chromebook is not functioning properly, or is physically broken, students are to immediately report it to either the building Technology Aide, Mrs. Willson, or to building administration. Failure to report issues in a timely manner can leave students liable for the cost of repairs or replacement. Repairs will be made as quickly as possible. If it is determined that the damage was a result of neglect on the student's part he or she may be liable for the cost of repairs or replacement of the Chromebook (\$305 max). For these reasons, students should not loan their device to others. Replacement of a Chromebook at no cost to the student is at the discretion of OHS administration. When a Chromebook is brought for repair another device will be checked out to the student until their original device is operational.

Repair Procedures:

Students are responsible for reporting issues with their device in a timely manner to Mrs. Wilson in room 311. Failure to report issues with a Chromebook in a timely manner may exclude the Chromebook from being covered by the insurance. After Mrs. Wilson or OHS administration has determined the cost associated with the repairs needed

for a Chromebook students will need to pay any necessary cost associated with the repairs that are not covered by the warranty.

Students who need to have repairs made to their device will be issued a 'loaner' device. There is limited number of 'loaners', so there is not a guarantee a device will be available. Any damage done to a loaner while issued to a student falls under the same guidelines as the original Chromebook issued to the student.

Appropriate Use:

Students will be trained in appropriate use of the Chromebooks at the start of the school year. Everything from how to operate the Chromebook to how to physically care for the device will be covered.

Internet filter:

Internet activity is filtered regardless of being connected to USD290's network or any other internet connection. Student use is monitored. Students who are attempting to visit inappropriate sites will risk having their internet privileges revoked for a period of time that the OHS administration sees fit.

Saving To The Cloud:

Students are expected to save/back up their work to their Google Drive. Students are given 100GB of storage space on their Google Drive.

Use at Home:

We encourage the use of the Chromebooks outside of school. While a wifi connection to the internet is needed for most functions, students can use the device offline to complete tasks. Students will be shown how to backup their work to their Google Drive before working offline, information can also be found at:

<https://support.google.com/drive/answer/2375012?hl=en>

Use at School:

In addition to teacher expectations for Chromebook use in the classroom, students will have access to GoEdustar to check their grades and attendance. Students will also have access to the student handbook via the district webpage. Hard copies of student handbooks will no longer be provided.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of USD 290. Spot checks for compliance will be done by administration or USD 290 tech department staff at any time. Students may purchase, on their own, commercially produced protective cases, so long as

said cases can be fully removed without compromising the integrity of the Chromebook or voiding the warranty.

Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. Students may install applications from the Chrome web store only. These are web-based applications that do not require installation space on a hard drive. Side-loading applications is not permitted. Students may not place their Chromebook in developer mode. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the direct consent of the building administrator or technology department, will be considered an act of vandalism. Any attempts to 'hack' the Chromebook, either physically or the software, is impermissible. Student who vandalise their Chromebooks will be dealt with as outlined in the student discipline handbook.

Charging:

Students should bring their Chromebooks to school charged every day. Students will not be allowed to charge their Chromebooks in the classroom unless the battery power is BELOW 10% charged.

Screen:

- Do not pick up the Chromebook by the screen.
- Do not store the Chromebook with the screen open.
- Ensure there is nothing on the keyboard before closing the Chromebook.
- Only use a soft, dry cloth, such as a lens cleaning cloth or microfiber cloth to clean the screen.

How Will Students Turn In Their Work?

Students will be able to turn in their work in a variety of ways, it will ultimately be up to each individual teacher. There are, however, two preferred methods to submit work: Google Drive and Office365. A management system for turning in work will be selected at a later date.

What Happens When a Student Forgets to Bring Their Chromebook?

Day Loaner:

Students who have been issued a Chromebook but fail to bring their Chromebook to school, those that choose not to check out a Chromebook for home use, and those with Chromebook issues, (as well as other issues as deemed necessary by administration) will be issued a 'day loaner' Chromebook for the day. Students must report to room 311 and sign out a Chromebook from Mrs. Wilson. Students are held to the same policies with the day loaner as they are with their device that was issued to them for the entire year. Because the Chromebook backs up to the cloud, all of the students work will be immediately accessible on the day loaner Chromebook. Day loaner Chromebooks must be turned in by 3:30 the same day they were signed out. Failure to return the device may result in the student be held liable for replacement or repair cost.

Turning In Chromebooks At The End Of The Year:

Students will turn in their Chromebooks, charger and sleeves at the conclusion of each school year. Returning students will be re-issued the same Chromebook at enrollment of the following year.

Can My Child Bring Their Own Chromebook?:

Students must use a school issued Chromebook in order to participate in class. Students may bring their own device to school, however, they will not be able to connect to the dedicated internet intended for Chromebooks, limiting the functionality of their personal device.

Privacy:

Students should have no expectation of privacy in regards to their usage or the content of their Chromebook. This is regardless of where the device is being used (at school or at home) or how it is connected to the internet (via USD290's internet connection or another internet connection). Chromebooks are subject to confiscation at any time without prior notice. The built-in webcam will not be used to monitor students.

Privacy of Content Backed Up To Cloud Storage:

Content students backup to cloud based storage cannot be guaranteed the same privacy as paper assignments that students turn in to teachers. Such content is subject to the policies of Google and/or Microsoft, which may not meet guidelines of Protection of Pupil Rights Amendment (PPRA), Family Educational Rights and Privacy

Act (FERPA) and Children's Online Privacy Protection Act (COPPA). By signing the Chromebook use agreement, parents are waiving their rights to the above guidelines for material that is backed up to the cloud.

Digital Citizenship:

Social Etiquette And Cyber Bullying:

Students can ensure a safe digital working environment by avoiding unacceptable materials and conversations online. Students who engaged in cyber bullying will risk having their computer and/or their internet privileges revoked. Students' behavior will be categorized as 'intimidation/threats' as outlined in the student handbook section on student discipline.

Intellectual Property and Copyright:

Students should always cite credit to their sources. Using copyrighted material without the expressed permission of the publishers falls under the category of academic fraud, which is covered in the OHS student handbook in the student discipline section.

Creating and Protecting Your Digital Identity:

How you communicate with others in a digital environment can and will be seen by OHS staff. Think carefully before posting comments, pictures or videos of yourself or others. If a student is unsure if the content they want to post is appropriate he or she should speak to a teacher before posting.

Creating Good Passwords:

Students should not share their password with others. Students should create passwords for their online accounts that are not easily figured out by others, such as: '12345' or 'password'. When students are issued their Chromebooks at enrollment there will be stations set up so that students can set up their passwords. Students are encouraged to use a combination of characters, including capital letters, numbers and symbols.

How Teachers Ensure Proper Use During Class:

Teachers will utilize software called Hapara. Hapara allows teachers to monitor in real time what each of their students is doing on their Chromebook. Once students are in class teachers can require students to log on to Hapara and then restrict what is accessible from their Chromebook, giving the teacher total control over student computers.

What resources are available to help students with their Chromebooks?

Teachers:

Students will have a variety of resources to draw upon to ensure their success with their Chromebooks. A student's first resource is their teacher. OHS teachers have had extensive training working with chromebooks and should be able to answer most of their students' questions.

1:1 Student Coalition

In addition to teachers, there is the 1:1 Student Coalition. Comprised of two students from each grade level, these students will be available before/after school and during lunches. Students on the coalition will develop and publicize their schedule as the year moves on.

Building Technology Aide

Students will also have access to the Building Technology Aide, Tori Wilson, who is in room 311. When students have a hardware or software problem that they can not resolve they may visit with Mrs. Wilson. If it is necessary to keep a student's Chromebook for repairs Mrs. Wilson will determine if a student should be given a 'loaner.'

Technology Integration Coach

New to the OHS staff for the 2014-15 year is the position of the Technology Integration Coach. The "Tech Coach" will work with teachers in both group and individual settings to help develop engaging lessons. The primary role of the Tech Coach will be to work with teachers, although he or she may occasionally co-teach with teachers.

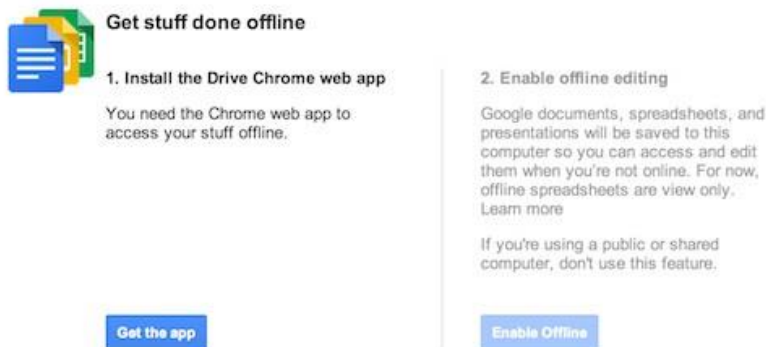
What If My Family Does Not Have Access To The Internet?

If a student does not have internet access at home they will still be able to use many of the functions of his or her chromebook. That said, there are several areas in the Ottawa community that offer free wifi access. What follows is directly from Google on how to enable offline access to work saved on student's Google Drive.

Set up offline access

Follow these steps to enable offline access on your computer. Keep in mind that offline access is available only when you're using [Chrome](#) or a [Chrome OS device](#). If you use Chrome OS, there's no need to complete these steps, as offline access is already set up for you.

1. From drive.google.com in your Chrome browser, click **More** on the left-hand side of the screen.
2. Select **Offline**.
3. Setting up offline access is a two-step process. First, click the blue button that says **Get the app**. If you already have the app installed, skip to step 6.



Get stuff done offline

1. Install the Drive Chrome web app
You need the Chrome web app to access your stuff offline.

2. Enable offline editing
Google documents, spreadsheets, and presentations will be saved to this computer so you can access and edit them when you're not online. For now, offline spreadsheets are view only. [Learn more](#)
If you're using a public or shared computer, don't use this feature.

Get the app **Enable Offline**

4. You'll be taken to the Chrome web store. Click **Add to Chrome** in the upper-right corner of the browser window.
5. Once the app is installed, you'll be taken to a Chrome page with the Google Drive app icon. To return to Drive, click the Google Drive icon.
6. On the right side of the dialog on the Offline Docs page, click the blue button that says **Enable Offline**. At this point, it also works to click on the gear icon in the top-right corner of your main Drive view and select **Enable Offline** to set up offline access.

Chromebook Checkout Agreement

My signature below indicates that I have read and understand the contents of this document. Further, by signing below I am agreeing with the terms and conditions outlined in this document.

Date: _____/_____/_____

Student Name (Printed): _____

Student Signature: _____

Parent Name (Printed): _____

Parent Signature: _____