



<http://richhillmo.apptegy.us/o/rich-hill/page/library--306>

**Our Mission** is to create technology-rich classroom experiences that favor self-directed learning.

#### **Our Vision**

- Using a transformative instruction model such as SAMR
- Continually developing our teachers on how technology can increase learning
- Providing ample & ongoing funds to sustain the mission
- Building and maintaining a robust infrastructure that supports learning
- Reading and reporting on the latest technology-rich classroom tools
- Communicating with all stakeholders at every phase

**Our Purpose** is to successfully plan, implement, and continually improve and update learner-centric technology-rich classroom programs that increase & improve instruction.

## **PURPOSE OF TECHNOLOGY IN THE CLASSROOM:**

**RICH HILL R-IV** Schools (RHHS) is committed to preparing students to be successful citizens in a global economy. The Chromebook and Technology Initiative will provide each student at Rich Hill Jr./Sr. High School access to a Chromebook. In order for the program to function appropriately and in order to develop students' responsibility and real world skills, RHHS has developed this user guide and accompanying policies and procedures to assure that students use the technology as intended, take care of the equipment, and preserve the resources so other students can share the benefit of the transformative learning program.

**T**he individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. According to studies and school reports, students who use a computing device in a one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Chromebook is a next generation device that makes learning more engaging, collaborative, and accessible.

**L**earning results from the continuous, dynamic interaction among students, educators, parents/guardians, and the extended community. However, this technology initiative does not diminish the important role of the teacher, but transforms the teacher from the leader of learning to the facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime and anyplace.

### **RICH HILL JR./SR. HIGH SCHOOL**

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# **CHROMEBOOK DISTRIBUTION**

## **Parent and Guardian Orientation**

All parents/guardians are required to watch one initial orientation upon their child entering Rich Hill Jr./Sr. High School or for new/transferring students. Orientation videos will be updated and shared at the beginning of each school year. For parents and/or guardians of new/transferring students, you will need to provide proof of viewing before being issued a Chromebook.

Each year before a Chromebook can be checked out to your child, all parents/guardians must:

- Adhere to Rich Hill R-IV Schools Board of Education policies.
- Adhere to the RHHS Chromebook User and Policy Guide, the RHHS Chromebook Responsible Use Agreement and Rich Hill R-IV Schools Technology Responsible Use Policy (RHHSCBTRUP-C1)(3225/4312/7320)
- **Adhere to the Accidental Damage/Theft and Maintenance policy**

## **Student Orientation**

All students and parents are required to view **one** initial orientation in order to receive a school issued Chromebook. If you are a new or transferring student, under the age of 18, you and a parent/guardian must provide proof of viewing before being issued a Chromebook.

Each year before a Chromebook will be issued/assigned to you as a student, you must:

- Adhere to Rich Hill R-IV Schools Board of Education policies.
  - Adhere and sign the RHHS Chromebook User and Policy Guide, the RHHS Chromebook Responsible Use Agreement and RHHS Technology Responsible Use Policy (RHHSCBTRUP-C1) (3225/4312/7320)
  - **Adhere to the Accidental Damage/Theft and Maintenance policy**
- ★ **You will be assigned the same Chromebook for the duration of time that you are at Rich Hill Jr./Sr. High School. So take care of it!**

## **TAKING CARE OF YOUR CHROMEBOOK**

Students are responsible for the general care of the Chromebook they have been issued by Rich Hill Jr./Sr. High School. If your Chromebook accidentally gets damaged or fails to work properly, you will need to submit an incident form. After submitting the form, you will need to bring your Chromebook to the Library as **soon as possible**. In-school technicians will assess and determine a solution to the issue and/or send your Chromebook for repair. School-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

### **General Precautions**

- Food or drink should NEVER be near Chromebooks.
- Cords, cables, and removable storage devices must be carefully inserted and removed into and from Chromebooks ports.
- Non-school issued chargers are NOT PERMITTED! We cannot guarantee the quality or compatibility and using off-brand chargers will result in disciplinary action.
- Chromebooks and/or chargers should not be used or stored near pets. (All pets chew.)
- Chromebooks **should not be used** with the power cord plugged in **when the cord** could be a tripping hazard.
- Chromebooks and cases **must remain free** of any writing, drawing, un-removable stickers, labels and other decoration. **Only stickers and/or decals that are expressly designated as removable are permitted.**
- Heavy objects should never be placed on top of Chromebooks.
- Your Chromebook should never be left in extreme temperatures including extended times in vehicles, outdoors, etc.
- **You should never leave your Chromebook unattended, anywhere!** It should be in your possession at all times.
- **Never allow** another student to use your Chromebook.
- **Charge** the battery of your Chromebook **FULLY**.
- Transport your Chromebook in your case and your backpack with the lid completely closed.

- Make sure that you remove all pens, pencils, clips and papers from the keyboard area BEFORE you shut the lid.
- POWER OFF/SHUTDOWN your Chromebook regularly by holding down the power button for 3 seconds, or clicking the shutdown icon.

### **Cleaning**

**Regularly** clean the surfaces of your Chromebook by:

- Always disconnecting the Chromebook from the power outlet before cleaning.
- Never using liquids, solvents, and/or other cleaning products on the Chromebook.
- Cleaning the screen, touchpad, and keyboard with a soft, lightly dampened, lint-free cloth or lightly dampened lens cleaning cloth.
- A cleaning solution of 1 part white vinegar to 3 parts water may be used, but DO NOT directly apply the liquid cleaning solution to the Chromebook. Instead, DAMPEN a cloth with the solution to clean the Chromebook.

### **Screen Care**

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place an excessive amount of items in your case or backpack..
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, earbuds, etc.).
- Only dust the screen with a soft, dry microfiber cloth or antistatic cloth.

### **Asset Tag and Serial Number**

All Chromebooks will be labeled with a District asset tag, along with the manufacturer applied model and serial Number tag.

- Asset and/or Serial number tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag/manufacturer serial number tag and/or turning in a Chromebook without a District asset tag.
- If one or more of these tags are coming off, you will need to bring it immediately to the Library Technology Support Center.

# USING YOUR CHROMEBOOK

## At School

Students are expected to bring a **fully charged Chromebook to school every day** and bring their Chromebooks to all classes. **Chromebooks are one of the primary educational resources at Rich Hill Jr./Sr. High School and should be used frequently in all classes for educational purposes.**

### A student does not bring his/her Chromebook to school...

- Students will be subject to disciplinary action including detentions.
  - 1st Offense: 1 day ASD
  - 2nd Offense: 1 day ISD
  - 3rd Offense: 1 day OSS
- Loaner Chromebooks may be issued to students in the Library Technology Support Center based on availability.

### A student's Chromebook is being repaired...

- Loaner Chromebooks may be issued daily to students when they leave their school-issued Chromebooks for repair in the Library Technology Support Center based on availability.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- A member of the Library Technology Support Center staff will contact students when their devices are repaired and available.

### Charging Chromebooks

- Chromebooks must be brought to school each day with a **full battery charge**.
- There will be a limited number of unsupervised charging areas in the Library and classroom available to students on a first come, first serve basis.

### Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action in correspondence with the school handbook.
- A school appropriate background and/or theme may be applied to your Chromebook without notice.

### Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may configure their Chromebooks to print at home using Google Cloud Print. ([Learn How](https://www.google.com/cloudprint/learn/)) <https://www.google.com/cloudprint/learn/>

### Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps Suite for Education Gmail account ([firstinitiallastname@students.richhill.k12.mo.us](mailto:firstname.lastname@students.richhill.k12.mo.us))  
Example: [tjefferson@students.richhill.k12.mo.us](mailto:tjefferson@students.richhill.k12.mo.us)
- Students **should never share their account passwords** with others, unless requested by a school administrator or parent/guardian.
- Students should NEVER use the login of another individual to bypass settings. Doing so, VIOLATES the Technology Responsible Use Policy and may result in disciplinary action.

### Managing and Saving Your Digital Work with a Chromebook

- Most student work will be stored in Internet-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media if working outside of Google Drive.
- The district will not be responsible for the loss of any student work.
- Files should only be stored in your Google Drive and **not** in the downloads file folder of the Chromebook.

### Password Assistance

Your RHHS student password is automatically generated and cannot be changed by the student. If you have reason to believe your account has been compromised, you will need to call 1-855-512-8324. If you are unable to open a ticket, please visit the Library Technology Center.

### Personal Devices

Students **may not connect** personal devices, such as other laptops, iPads, tablets, smartphones, etc., without the express signed permission of a school administrator or technology facilitator to the school's WIFI network. You may access the Guest network if open.

### Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school to complete assignments and enrichment activities, etc. A WiFi Internet connection is required for much of Chromebook use; however, many applications can be used while not connected to the Internet, including Google Drive, Docs, Sheets, Slides, and others. **Whether on school grounds or elsewhere, all school and Rich Hill R-IV Schools board policies still apply to Chromebook use and care.**

## **CHROMEBOOK MONITORING AND CONTENT FILTERING**

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and logged by the district. If a website is blocked in school, then it will be blocked out of school.

In addition, the school may utilize further Chromebook monitoring software to record and supervise student internet activities while using the Chromebook.

- Performing a reset or power-wash on the Chromebook to bypass the content filter or for any other reason is considered hacking. The student will be referred to the office for disciplinary action and may have all technology privileges revoked.
- Attempting to bypass the content filter in any way, including but not limited to, gaining access to teacher passwords/logins, proxy sites, using a different user login, etc., for any reason is considered hacking. The student will be referred to the office for disciplinary action and may have all technology privileges revoked
- ★ **Even though student use outside the school environment is filtered using the RHHS filter, it is ultimately the family's responsibility to monitor student use off of school premises.**

## **INAPPROPRIATE AND UNACCEPTABLE USE**

### **Conduct**

#### **Tier 1: Inappropriate Use**

Including but not limited to:

- Using any browser other than those approved by the district
- Using computers not assigned to you when not approved (teachers may allow students to look on with others for educational purposes only)
- Videoing or recording on school property with any device is not permitted unless specific permission has been granted by an educator or administrator for educational reasons
- Messaging, using Social Media, or chatting during class when not expressly permitted by the teacher through class agreements or when not related to an assignment
- Profanity
- Gaming or watching videos if it is not related to an educational, classroom associated use



## Tier 2: Unacceptable Use

Including but not limited to:

- Pornography (real life or cartoon) - Pornography can be a felony offense and will be turned over to authorities including, but not limited to:
  - Possession
  - Manufacturing - using a camera to create pictures/movies
  - Distributing - sending/sharing with others
- Certain images of weapons or gang-related files or drug-use

## Tier 3: Unacceptable Use

- Downloading copyrighted material, including music, movies, etc. (even if you found it on a free site)
- Logging into a computer/application using someone else's login
- Cheating and academic dishonesty of any kind
- Using a computer, cell phone, or other device to plan a fight, cause harm or commit a crime including through the use of social media, text chat, email, etc.
- Profanity directed to faculty or staff
- Threats and/or cyber bullying towards any individual anywhere, anytime
- Using any means to bypass district filtering
- Making unapproved changes or software installs to the Chromebook
- Gaining access, intentionally or unintentionally, to teacher, administrator, or another student's password and/or login information

## Disciplinary Actions

Any student behavior above will be addressed according to the consequences as specified in the RHHS Student Code of Conduct and/or Handbook. Refer to the Using Your Chromebook section of this policy.

# CHROME OPERATING SYSTEM, APPS AND EXTENSIONS

## ChromeOS

Chromebooks utilize web-based applications for productivity, entertainment, and learning. In addition, most files are stored in the Google Cloud, which is called Google Drive.

★ **That means all of your work is accessible anywhere in the world that you can connect a device to the internet and access your Google Drive.**

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.

## Apps and Extensions

- Searching for and applying most apps/extensions from the Chrome Web Store has been disabled for all students. Some mandatory apps/extensions will be automatically added.
- Other Apps/extensions that appear in Rich Hill Jr./Sr. High's recommended Apps tab in the Chrome Web Store are available to add by each individual student.
- Students may request educational/instructional applications. The RHHS Technology Administrator will determine educational value before allowing access.
- Some web apps will be available to use when the Chromebook is not connected to the Internet, including Google Drive apps (Docs, Sheets, Slides, etc.)

## CHROMEBOOK DAMAGE, THEFT, & OTHER INCIDENTS

### Accidental Damage and Theft Information

#### Grade-level Policy Premiums

Each user will be responsible to pay the one-time policy amount for the school year or upon new enrollment at Rich Hill Jr./Sr. High School. The amount is based on grade-level.

Policy Amounts by grade-level, a yearly payment of:

1 Child Receiving a Chromebook	2 Children Receiving Chromebooks	3 Children Receiving Chromebooks	4 or more Children Receiving Chromebooks
\$20	\$40	\$50	\$60

- ★ One-time Chromebook insurance premium is non-refundable and non-transferrable.
- ★ Premium must be paid in FULL at the time you pick-up your Chromebook plus any outstanding fines associated with your Chromebook.
- ★ NO partial payments will be accepted.
- ★ Chromebooks are considered one of the primary educational resources at Rich Hill Jr./Sr. High School and all students are required to have and use one.

#### What does the Policy Amount Cover?

(An Incident Reporting Form must be filed within 72 hours of the incident.)

Accidental damage and theft coverage is provided and includes the following types of damage:

- ★ Accidental damage resulting in a broken screen, cracked/broken Chromebook shell, keyboard, and/or other accidental damage **not due** to neglect or irresponsibility.
- ★ Accidental liquid damage **not due** to neglect or irresponsibility.

- ★ Manufacturer defects including charger, power supply issues, internal components, and/or total operating system failures.
- ★ Theft of Chromebook (The Library **needs to be notified within 24 hours**, if possible, of missing Chromebook. After investigation by Library staff, parents and/or guardians may be directed to file a police report with proper authorities for the student. If a student fails to report a missing Chromebook in a timely manner (within the week), the full cost of the Chromebook will be assessed (up to \$400). More than one theft claim may terminate the policy, resulting in full costs being assessed for each additional device.

**What is NOT COVERED by the Policy?**

- Charger damage due to neglect/intentional damage or loss
- Lost/Stolen case or backpack.
- Chromebook damage due to negligence and/or damage due to intentional misuse, abuse, or altering the Chrome operating system in any way.
- Power surges (\*\*)
- Fire, flood, and/or other natural occurrences (\*\*)
- Vandalism or lost device
- Battery/charging issues resulting from failure to **charge the Chromebook fully** on a **regular basis and/or use of a non-school issued manufacturer charger.**

(\*\*) While fire, flood, lightning, and/or other natural occurrences resulting in Chromebook damages are not covered by this policy, these damages may be covered under your homeowner/rental/auto insurance. Call and check with your homeowner/rental/auto insurance provider for more information.

**Fees (paid by user upon incident)**

Damage Type	Deductible per incident
<b>Incident Fee (per incident)</b>	<b>\$10 each incident</b>
<b>Theft of Chromebook (*see Theft section above)</b>	<b>\$75</b>
<b>Chromebook Loss and/or Intentional Damage or Neglect (depends upon severity of damage)</b>	<b>\$100 up to \$400</b>
<b>Certified Replacement Charger, not due to manufacturer defect</b>	<b>\$40</b>
<b>Cleaning and Sticker Removal (Chromebook should be cleaned on a regular basis (see cleaning instructions in CB handbook), only decals/stickers expressly designed to be easily removable without residue are permitted to remain on device.)</b>	<b>\$25</b> (will be assessed if device has non-removable stickers or requires extensive cleaning)

- If a student or parent/guardian is guilty of intentionally damaging the Chromebook and/or accessories, Rich Hill R-IV Schools may file charges with local law enforcement.
- Excessive claims per individual user may result in disciplinary action and/or full damage costs being assessed.
- More than one theft claim may terminate the policy, resulting in full costs being assessed for each additional device.
- Filing a false police report may result in criminal charges brought against the person who filed the report.
- Failure to report a theft in a **timely manner** may void insurance coverage.
- Lost/misplaced Chromebooks must be reported to the Library & Technology Support Center as soon as possible in effort to disable and try to track the location of the Chromebook. A lost Chromebook that cannot be located or is found in irreparable condition will be deemed as a loss and the student will have to pay full replacement costs and/or any damages fees associated with the neglect.

#### Terms of Loaned Device

- Legal title to the asset (Chromebook computer) is and all times remains with Rich Hill R-IV Schools. A student's right of possession and use is limited to and conditional upon full and complete compliance with the Board Policies: Responsible Use Policy for Technology (3225/4312/7320), Copyright Compliance Policy (3230/7330), Internet Use Guidelines (3226/4205), and other guidelines as outlined in this User Guide.
- Students may be subject to loss of privilege, fees, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined in this User Guide as well as in the Responsible Use Policy for Technology (3225/4312/7320), RHHS Code of Conduct, and/or other applicable RHHS Board of Education policies.
- A student's permission to use the Chromebook **terminates no later than the last day of the school year** unless there is a **reason for earlier termination** by the District (e.g. **drop-out, expulsion, and/or withdrawal, transfer to another school**).
- **Failure to return the Chromebook on or before the last day of the school year or no later than 2 days past leaving Rich Hill Jr./Sr. High School**, as a result of drop-out, expulsion, long-term suspension, and/or withdrawal or transfer to another school, shall result in the Chromebook being reported as stolen property to local and/or state authorities.

#### **NO EXPECTATION OF PRIVACY**

No right of privacy exists in the use of resources. School system administrators or individuals designated by the superintendent may review files & logs, monitor communications & content

activities, and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the internet via school owned computers.

## **RESPONSIBLE DIGITAL USE AND AWARENESS**

School-issued Chromebooks and other devices connected to district owned WiFi and internet should be used for educational purposes and students are to adhere to the District's Technology Responsible Use Policy 3225/4312/7320, Student Internet Safety (3226/4205) and Technology Responsible Use Agreement 3225/4312/7320 and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as responsible digital citizens by adhering to the following:

### **Respect & Protect Yourself**

- ★ I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- ★ I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

### **Respect & Protect Others**

- ★ I will show respect to others. I will not use electronic mediums to antagonize, embarrass, bully, harass, or stalk people.
- ★ I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

### **Respect Intellectual & Copyrighted property**

- ★ I will request permission to use copyrighted or otherwise protected materials. I will cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules. I will act with integrity. I will not download music, videos, movies, books, etc. without express permission by the owner or without having bought rights to download the material through a reputable and legal site.
- ★ **Just because you see it on a free site, doesn't give you permission to download it.**

It is always good to THINK...

**T:** Is it **TRUE**?

**H:** Is it **HARMFUL**, rather than **HELPFUL**?

**I:** Is it **ILLEGAL**?

**N:** Is it **NECESSARY**?

**K:** Is it **KIND**?

For more help, please visit the RHHS School Website. <http://www.richhill.k12.mo.us>