



Book	NVTHS Policy Manual
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## **Nashoba Valley Technical School District 1:1 Device Policy and Use Agreement Chromebook Implementation**

The 1-to-1 device initiative supports the technology mission of Nashoba Valley Technical High School to provide the highest quality academic and technical education possible to prepare our students for college and career paths leading to success in an ever-changing technological world. The objectives of this project:

- Access: one computer device per student
- Build 21st Century Skills: communication, collaboration, digital competence
- Prepare students for transition to college and careers
- Increase student engagement
- Enhance teaching and learning with access to Web 2.0 resources for reading, writing, communicating and collaborating
- Build student skill in use of digital tools: word processing, spreadsheets, and presentations using Google Apps for Education

This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promote the development of self-directed, responsible life-long learners. Students will transition from consumers of information to creative producers and owners of knowledge. Professional development for teachers will prepare instructors to enhance classroom environments with technology by implementing high-quality instruction, assessment and learning through the integration of technology into the curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The District School Committee, Superintendent, Administration, District Staff and Community Members will all play a crucial role in the development of effective and high-quality educational experiences.

### **Device Purpose**

The Nashoba Valley Technical School (NVTHS) District is supplying students with a Chromebook device and accessories (charger, battery and case). This device is the property of the Nashoba Valley Technical School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to

Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high-end computing.

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  1. RECEIVING YOUR CHROMEBOOK:

### **District-Owned/Issued Chromebooks**

- Chromebooks will be distributed within the first two weeks of the school year. Parents/Guardians and students MUST sign and return the NVTSH Chromebook Agreement Document before the Chromebook can be issued to a student. This 1:1 device policy outlines information for families to protect the Chromebook investment for the Nashoba Valley Technical School District and comply with the Children's Internet Protection Act (CIPA). Chromebooks and accessories will be collected at

the end of each school year, and students will retain their original Chromebook and accessories each year while enrolled at NVTHS.

**There will be a Chromebook technology fee of \$15.00 per year. Students will pay the replacement cost for any Chromebook that is lost or stolen. Replacement of the Chromebook charger, case, battery and/or replacement parts will be charged to the student if the items are lost or stolen or if it is determined that the items were damaged as a result of negligence.**

### 1a: Restricted/Temporary Privileges

To protect the assets of the Nashoba Valley Technical School District, identified students will be required to turn in their Chromebooks to the Help Desk at the end of each day for a period of two weeks. The Help Desk will secure the equipment during the evening, and the student will be allowed to check it back out on a daily basis.

Students who will be included as probationary will be the following:

- All newly arriving students to the district (Students who were not enrolled in the Nashoba Valley Technical School District at the end of the previous trimester.)
- Students with poor attendance records (Students who have ten absences in 3 or more class periods during the present or previous semester.)
- Students who have violated the Acceptable Use Policy during the current or previous trimester.
- Students who have violated the Student Handbook rules pertaining to the use of the Chromebook during the current or previous trimester.

### 2. RETURNING YOUR CHROMEBOOK:

All district-owned Chromebooks must be returned following the guidelines posted in the Library Media Center.

- **Students Leaving the District must return district-owned Chromebooks to an ADULT AT THE LIBRARY MEDIA CENTER HELP DESK. Students will be provided with a receipt.**
- Any Chromebook not returned will be considered as stolen property, and law enforcement agencies will be notified.

### 3. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook the school has issued them. Chromebooks that are broken, or fail to work properly, must be taken to the Help Desk as soon as possible so that they can be taken care of properly. **Do not take district-owned Chromebooks to an outside computer service for any repairs or maintenance.**

#### 3a: General Precautions

- No food or drink is allowed next to your Chromebook.
- Do not store water bottles or liquids in your backpack with your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your backpack while plugged in.
- **Students should never carry their Chromebooks while the screen is open.**
- The protective case is designed to provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling.
- Chromebooks must remain free of any writing, drawing, or stickers. An identification label with the student's name will be affixed to the Chromebook.
- Vents **CANNOT** be covered. Chromebooks must have a Nashoba Valley Technical School District asset tag on them at all times, and this tag must not be removed or altered in any way. If a tag is removed, disciplinary action will result.
- Always bring Chromebook to room temperature prior to turning it on.
- Prevent exposure to extreme temperatures as hot or cold temperatures may cause damage to the Chromebook.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing a completely charged Chromebooks for use each school day.
- If your device is in need of repair, please bring it to the Chromebook Help Desk as soon as possible.

### 3b: Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- **Do not remove the case provided.**

### 3c: Screen Care

**The Chromebook screens can be easily damaged!** The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

## 4. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes unless specifically advised not to do so by their teacher.
- Chromebooks should be locked in lockers when not in use.

### 4a: Chromebooks left at home

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student will have the opportunity to use a temporary replacement Chromebook from the Help Desk if one is available.
- Repeat violations of this policy will result in disciplinary action.

### 4b: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Help Desk.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. A student will pay the full replacement cost (including all components: charger, battery, and case) if it is lost or stolen.

### 4c: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy will result in disciplinary action.
- Limited charging stations will be available for emergency use only.

### 4d: Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

#### 4e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

#### 4f: Printing

- Digital sharing of documents is encouraged, printing is discouraged.
- Students may use the Library Media Center printer with teacher's permission during class or with the permission of the Library Media Technology Specialist.
- Printing is done through Google Cloud Print. More information on printing can be obtained here: <http://support.google.com/cloudprint/?hl=en>

#### 4g: Account Access

- Students will only be able to login using the nashobatech.net account.
- Make sure you are not in guest mode or you will not be able to access your Chrome extensions.

### 5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from your Chromebook anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.
- Prior to leaving the district, or graduating, students may want to save any work using [Google Takeout](#) to transfer work to a personal Gmail account. All graduating seniors will have access to their nashobatech.net accounts after graduation. The accounts will be transferred over the summer to personal Gmail accounts after graduation for personal use. Students will be notified when this changeover takes place.
- If your device needs repairs, it may require a reload of the operating system which will delete all locally stored files on your Chromebook. **Always be sure to save all files in Google Drive.**
- Nashoba Valley Technical High School will not be responsible for any files stored locally on your Chromebook.

### 6. OPERATING SYSTEM ON YOUR CHROMEBOOK

#### 6a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.

#### 6b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- All files are to be stored in Google drive, so there's no need to worry about lost homework.

#### 6c: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the Help Desk.

### 7. [ACCEPTABLE USE GUIDELINES](#)

#### 7a: General Guidelines

- Students must follow the Nashoba Valley Technical High School Acceptable Use Policy.
- Students will have access to all available forms of electronic media and communication which is in support of education and research and support of the educational goals and objectives of the Nashoba Valley Technical School District.
- Students are responsible for their ethical and educational use of the technology resources of the Nashoba Valley Technical School District.
- Access to the Nashoba Valley Technical School District technology resources is a privilege and not a right. Every student will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- Users may not engage in activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming non-school-related content. If technology administrators suspect high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn over a device and any passwords needed to verify the suspicions. Disciplinary action could result from inappropriate use.

### 7b: Privacy and Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people, or any other confidential information.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Nashoba Valley Technical School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and report it to your teacher and the technology department.

### 7c: Digital Citizenship

- Students utilizing NVTHS's technology resources are expected to abide by the principles of digital citizenship. Users must respect intellectual property by crediting sources and following copyright laws.
- All reasonable efforts are made to monitor students while on the school network. It is not possible to monitor all individual network use at all times. Students may encounter inappropriate content on the Internet. If this occurs, students should close the lid on the Chromebook immediately and notify supervisory personnel about what occurred.
- Students will receive instruction on safe, ethical, appropriate use of technology resources prior to the issuance of the Chromebook device. Students must pass an Internet safety and ethics test.

### 7d: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to discipline. Violation of applicable state or federal law, including the Massachusetts Electronic Crime Statutes (<http://www.mass.gov/legis/laws/mgl/>), will result in criminal prosecution or disciplinary action by the District.

### 7e: E-mail/Electronic Communication

- Always use appropriate and proper language in your communication.

- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- E-mail and communications sent / received should be related to educational needs.
- E-mail and communications are subject to inspection by the school at any time.

### 7f: Consequences

- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or the Nashoba Valley Technical High School Acceptable Use Policy will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Nashoba Valley Technical High School District Acceptable Use Policy.

### 7g: At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.
- NVTHS will not provide students Internet access outside of school.
- Transport your Chromebook in the case provided in a protected backpack.
- In compliance with the Children's Internet Protection Act (CIPA), Nashoba Valley Technical High School continues to do everything possible to keep students safe while using technology by providing content filtering and monitoring appropriate use. District supplied content filtering will be provided for use with all devices inside and outside of school district buildings. Nashoba Valley Technical High School does not have control over content posted on the Internet. Students are responsible for following the Acceptable Use Policy while using school resources.
- Students without Internet access can download necessary documents during school for off-line access.

## 8. PROTECTING & STORING YOUR CHROMEBOOK

### 8a: Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password
- Chromebooks are the responsibility of the student. This device is for your use during the duration of your time at NVTHS. Take good care of it!

### 8b: Account Security

- Students are required to use their [nashobatech.net](https://nashobatech.net) domain user ID and password to protect their accounts and are required to keep that password confidential.

### 8c: Storing Your Chromebook

- When students are not using their Chromebook, they should store them in their locked locker.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are to take their Chromebooks home every day after school and charge them overnight, regardless of whether or not they are needed.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

## 8d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds, the cafeteria, computer labs, locker rooms, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

## 9. REPAIRING/REPLACING YOUR CHROMEBOOK

### 9a: Vendor Warranty:

- The equipment vendor has a three-year hardware warranty on new Chromebooks.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or viruses.
- Please report all Chromebook problems to the Technology Help Desk.

### 9b: Chromebook Repair Costs and Insurance

- The devices will be insured by the Nashoba Valley Technical School District.
- Students will pay a technology fee of \$15.00 per year for technology use of the device.
- **Students and parents will be charged for Chromebook damage that is a result of negligence. Parents will be billed for parts for repair or replacement of the device.**

## 10. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the Library through the Chromebook Help Desk.

Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- ALL REPAIRS must be completed by HELP DESK STAFF

## 11. CHROMEBOOK FAQ's

### Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

### Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

### Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of Nashoba Valley Technical School District's Technology Department will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

### Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:



- USB storage, mice, and keyboards
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, ear buds, microphones

**Q. Can the Chromebook be used anywhere at any time?**

- A. Yes, as long as you have a Wi-Fi signal to access the web.  
 B. Chrome offers the ability through Apps so users can work in an "offline" mode.

**Q. Will our Chromebook have 3G?**

- A. No. The district Chromebooks will not have 3G broadband.

**Q. Do Chromebooks come with Internet Filtering Software?**

- A. No. Chromebooks do not come with internet filtering software. However, while in school, Chromebooks will use the school's Wi-Fi to access the internet which is filtered. While at home, the Chromebooks will be filtered by Nashoba Valley Technical High School's offsite filtering application.

**Q. Is there antivirus built into it?**

- A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

**Q. Battery life?**

- A. Chromebooks have a rated battery life of 6.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

Chromebook Agreement Document

**Student Responsibilities**

Your Chromebook is an important learning tool and is for educational purposes. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities:

- I understand that the Chromebook is my responsibility
- I understand that Chromebook use is a privilege not a right
- I will not leave my Chromebook in unsupervised areas and will do everything I can to prevent it from damage
- I will honor the Nashoba Valley Technical High School Chromebook Policy and the Acceptable Use Policy
- I will not view, create, send, or download inappropriate material
- I will bring the Chromebook to school every day with a fully charged battery
- I will treat the Chromebook as a valuable piece of equipment and will report any mechanical or technical issues to a teacher immediately
- I will not attempt to add, delete, access, or modify other user accounts on the Chromebook
- I will take no action that could interfere with the Nashoba Valley Technical High School network
- I will report inappropriate use
- I will return the Chromebook in good working order at the end of the school year, when requested or upon withdrawing from the school.
- I will file a police report in case of theft or damage caused by fire and notify the school administration immediately.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, battery and/or case in the event any of these items are lost or intentionally damaged.
- I will pass the safety and ethics test.

**I agree to the terms above and accept responsibility for the Nashoba Valley Technical High School-owned Chromebook. I understand that I am accepting responsibility for any damage, destruction, or loss of the assigned Chromebook. I understand that I am responsible for the total cost of replacing a damaged, destroyed, or lost Chromebook.**

**Nashoba Valley Technical High School  
 100 Littleton Road**

**Westford, MA 01886**

**To all Parents and Guardians:**

**We are excited to offer Nashobatech.net Apps and Gmail to Nashoba Valley Technical High School students**

- Google Apps is browser-based so it's easy for teachers and students to work from any computer.
- Students have access to Word, Spreadsheet, Presentation software as well as a Calendar and school Gmail address.
- Storage is web-based. Students will have access to their documents from any internet-based computer.
- Documents can be shared and edited with teachers in a secure environment.
- Our students will gain practice using current technology applications and tools
- Students gain the ability to work on common, no-cost tools on their own documents both at school and outside of school
- Facilitates "paperless" transfer of work between students and teachers
- Ensures the safety of our students, with Nashobatech Apps student domain is "closed." This means that students can only e-mail and share documents with their teachers and other students within the school. The applications also have spam filtering enabled.
- These are just a few highlights of the Nashobatech.net Apps. Please visit the Google Apps website to see an extensive list of the capabilities. <http://www.google.com/apps/intl/en/edu/k12.html>
- Please fill out and return the attached student Google Apps permission form with your child to allow your child access to Google Apps for Nashoba Valley Technical High School.