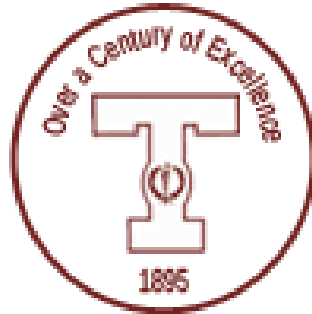


TONAWANDA CITY SCHOOL DISTRICT



Chromebook Policy, Procedure, and Information Handbook

2020 – 2021

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Tonawanda City School District

Technology Committee Mission Statement

The Tonawanda City School District Technology Committee's mission is to introduce, improve, and expand student knowledge of technology. We will support instruction, programs, strategies, and challenges in a caring, positive learning environment to ensure each student will become a critical thinker, a lifelong learner, and a responsible, contributing citizen in an evolving technological world.

1. Liability

The parent/guardian/student is responsible for the cost to repair and/or replace, at the date/time of loss the chromebook, the case, the charging cable, the charging block if the property is:

- a. Not returned
- b. Intentionally damaged
- c. Lost or damaged because of negligence
- d. Stolen, but not reported to school and/or police by the end of the next school day

2. Personal Safety

- a. Users should recognize that communicating over the Internet brings risks associated with the lack of face-to-face contact.
- b. Users should carefully safeguard their personal information and that of others.
- c. Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without parental and/or teacher permission.
- d. Students should never agree to meet someone they meet online in real life.
- e. If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

3. Netiquette

- a. Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- b. Users should recognize that with valuable content, there is also unverified, incorrect, and/or inappropriate content.

4. Cyber-Bullying

- a. The National Crime Prevention Council defines cyber-bullying as “When the Internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person.”
- b. Cyber-bullying will not be tolerated and is strictly forbidden.
- c. The user should remember that digital activities are monitored and retained.
- d. Report cyber-bullying immediately to school personnel.

5. Tonawanda CSD Acceptable Use Policy

This can be found on the district website under Technology Policies

6. Daily Use and Care of the Chromebook

- a. Never pile things on top of the chromebook.
- b. Limit the number of items carried within a backpack with the chromebook to limit the amount of pressure applied to the chromebook screen.
- c. Do not leave the chromebook out in extreme heat or cold.
- d. Do not leave the chromebook in a vehicle or place it on top of a vehicle.
- e. Keep food, drink, pets, etc. away from the chromebook at all times.
- f. Do not drop the chromebook as the screen is made of glass and will break.
- g. Do not leave the chromebook unattended at any time.

- h. Do not alter the chromebook in any manner that will change the district settings.
- i. Do not remove the serial number or identification sticker on the chromebook.
- j. Do not lend your chromebook to a classmate, friend, or family member.
- k. Clean the chromebook with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- l. Fully charge the chromebook each night with the proper chromebook A/C adapter.
- m. Do not attempt to repair a damaged or malfunctioning chromebook. All damaged and malfunctioning chromebooks need to be taken to the media center.
- n. Do not upgrade the chromebook operating system.
- o. Do not remove or circumvent the management system installed on each chromebook. This includes removing restrictions or “jail breaking” the device.
- p. Avoid touching the screen with pens or pencils. Use an appropriate stylus or finger.
- q. Students are responsible for the safety and security of their chromebook.
- r. Students are permitted to take the chromebook home.

7. Email for Students

Purpose: All students will receive an individual Gmail account. They can sign in with [firstlastname@tonacsd.org](mailto:firstname.lastname@tonacsd.org) and use their assigned password. With these Gmail accounts students will have access to student apps for education, which include productivity and management tools such as Gmail, Google drive, Google calendar, and much more.

All chromebooks will be set up with that school email account so students can quickly and easily send messages and schoolwork to teachers. Please note that this is a closed email community. Only individuals with email accounts issued by Tonawanda can receive or send emails.

The effective use of email will:

- a. Develop 21st Century Communication Skills.
- b. Allow students to develop positive professional relationships with peers and staff.
- c. Assist in collaboration skills required in careers and higher education settings.

Guidelines and Reminders

- a. School email accounts should be used for educational use only.
- b. Students should only have their school email account set up on their chromebook. *No other personal email accounts should be set up on the chromebook.*
- c. All communication from students to teachers must be on school issued account. Personal accounts are not an acceptable means of communication with teachers.
- d. Email submissions at school are subject to inspection by teachers and/or administrators if deemed necessary.
- e. All email and contents are property of Tonawanda City School District.
- f. Only the authorized user for the account should access, send, and/or receive emails for the account.
- g. Passwords should be protected and never shared with other students.

8. Camera

Purpose: Each student chromebook is equipped with a digital camera feature. The camera will allow students to utilize a 21st century tool to develop 21st century learning skills.

Examples of use:

- a. Recording and/or taking pictures for project-based learning assessments.
- b. Assisting in ensuring accurate notes are taken in class.
- c. Submitting work digitally.

Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. Any violation will result in discipline measures.

9. Games

- a. Students may not play games on the chromebook during school hours unless they are given permission by the teacher AND the game supports education.
- b. The content of any games played at home must be school appropriate.
- c. Students must have parent permission to play games outside of school hours.

10. Students Files and Storage

All students should store their files using Google drive. Google drive should be set up using the student's Tonawanda Gmail account and password.

11. Printing

- a. Printing will be allowed from chromebooks on certain printers.
- b. Students will be able to save to a USB to print anywhere.

12. Chromebook Background

Any picture used as the background for a school issued chromebook must be school appropriate and align with the Acceptable Use Guidelines.

13. Plagiarism

- a. Users are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.

- b. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
- c. Research conducted via the Internet should be appropriately cited, giving credit to the original authors.
- d. Users are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.
- e. Plagiarism will be handled according to the school discipline policy on plagiarism.

14. Behaviors and Discipline Related to Student Chromebook Use

Technology Related Behavior Violations	Equivalent "traditional" Classroom Violations
Failure to bring chromebook to school	Coming to class unprepared
Email, texting, skyping, internet surfing, etc.	Passing notes, reading magazines, games, etc.
Damaging, defacing, etc. to the chromebook	Vandalism/property damage
Using account belonging to another student or staff member	Breaking into someone else's locker/classroom
Accessing inappropriate material	Bringing inappropriate content to school
Cyber-bullying	Bullying/Harassment
Using profanity, obscenity, racist terms	Inappropriate language, harassment
Sending/Forwarding assignment to another student to use as their own and/or copy	Cheating, copying assignment, plagiarism

Violations unique to the 1:1 Project
Not having chromebook fully charged
Attempts to defeat or bypass the district's internet filter and/or security settings
Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity
Unauthorized downloading/installing of apps

Progressive Discipline

The discipline process with the 1:1 Project will be progressive in nature. Low-level, first time infractions will receive smaller consequences than infractions that are repetitive or more serious in nature.

15. Power Management

- a. Users are responsible to recharge the chromebook's battery so it is fully charged by the start of the next school day.
- b. Users with no battery life may bring the chromebook to the Library Media Center for charging. If a student is unprepared with their chromebook 3 times in a marking period, the student will not be allowed to use a chromebook loaner, the student must use a desktop computer in the classroom or paper copy. If the student is unprepared for 6 times during a marking period, the student will automatically receive a 2-hour detention.

16. Chromebook Security

Content filtering is present on the school network. All school issued chromebooks access the Internet through the TCSD filter (light speed) regardless of where the student is when they log on.

Content filtering

The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block objectionable sites.

17. Damaged and Lost Chromebooks

- a. Users will report any damaged or lost chromebook to their teacher then the Teacher Assistant assigned to the Library Media Center.
- b. Users will bring the damaged chromebook to the Library Media Center for their grade level.
- c. Library Media Center staff and a technical support team will be able to do minor troubleshooting.
- d. The chart below outlines parent's financial responsibility.

Incident Details

Incident	Parental Fiscal Responsibility
Damaged, lost or stolen chromebook	\$ 100

Incident	Parental Fiscal Responsibility
Lost or damaged charger	\$30
Lost or damaged case	\$20

Optional Insurance	Parental Fiscal Responsibility
Accidental coverage	\$19
Full coverage	\$29

18. Lost or Stolen Equipment

The chromebook assigned to the student become the student/parent financial responsibility. Please reference the damaged/lost chromebook section for repair/replacement costs.

19. Replaced Chromebook

When a chromebook is damaged and needs to be replaced, the following steps must be adhered to:

- a. The chromebook will be brought to the Library Media Center so that the damages can be recorded.
- b. The corresponding fee will be paid to the main office in either cash or check form. All checks should be made out to Tonawanda City School District.
- c. Upon receipt of the funds the chromebook will be ordered. A student may be without a personal chromebook for a few days.