

Nebraska City Public Schools

Middle School



Chromebook Policy & Usage Handbook

2023-2024

The policies, procedures, and information within this document apply to all Chromebooks used at Nebraska City Public Schools by students including any other device considered by the Administration to fall under these policies.

Receiving Your Chromebook

1. Parent/Guardian Orientation

All parents/guardians are required to attend an orientation and sign the Nebraska City Public Schools Chromebook Agreement before a Chromebook can be issued to their student.

2. Distribution

Students in grades 6-8 will receive access to Chromebooks the first day of school.

Students and parents must sign the NCPS Student Chromebook Receipt prior to receiving their Chromebook.

3. Chromebook Availability

Students will have access to Chromebooks in class and as available from NCMS. Students will not have individual Chromebooks assigned to them.

4. Transfer/New Student Distribution

All transfers/new students will be able to pick up their Chromebook after successful completion of an orientation/training. Both students and their parents/guardians must sign the Nebraska City Public Schools Chromebook Agreement prior to picking up a Chromebook.

Chromebook Check-in

1. End of Class/Day

Students will be responsible to check their assigned Chromebook into the box in the classroom. Students will not be allowed to remove or move CBs from a designated classroom without permission from staff.

2. End of Year

At the end of the school year, students will turn in their Chromebooks and all issued peripherals. Failure to turn in a Chromebook will result in the student being charged the full \$240.00 replacement cost. The district may also file a report of stolen property with the Nebraska City Police Department.

3. Transferring/Withdrawing Students

Students who transfer out of or withdraw from the Nebraska City Public Schools must turn in their Chromebooks and cases to the Media Center on their last day of attendance.

Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving the Nebraska City Public Schools may be turned over to a collection agency. The district may also file a report of stolen property with the Nebraska City Police Department.

Training

Students will receive regular training during class time to address care and usage of the Chromebook as well as usage of Google Apps (necityps.org accounts). Regular Digital

Citizenship training will also be provided during school to address respectful, responsible, and ethical use of the internet and digital tools.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the NCPS Technology Office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced. Loaners are given at the discretion of NCPS administration.

General Precautions

- No food or drink should be next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks. This includes but is not limited to textbooks, trappers, etc...

Carrying Chromebooks

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some 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.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Using Your Chromebook

- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- District personnel will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to administration for students who have excessive occurrences during the school year.
- The students that obtain a loaner will be responsible for returning the borrowed device to the Nebraska City Middle School Media Center before 3:40 pm.
- If a loaner is not turned in by 3:40 pm, a report will be filed with the and the administrator will work on retrieving the loaner.

Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- The Media Center staff will contact students when their devices are repaired and available to be picked up.

Charging Chromebooks

- Students are responsible for plugging in their Chromebooks in the appropriate storage case at the end of the school day.
- Students will be assigned to a designated charging station and must use that location only.
- Students arriving late to school or leaving prior to the end of the school day must obtain or return their device at the nearest break in the school day. Causing disruptions to class will not be allowed.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Nebraska City Public Schools. Spot checks for compliance will be done by administration, classified staff, certified staff or any other district personnel.

Students may add appropriate music, photos, and videos to their Chromebook. Media needed for educational purposes are subject to inspection and must follow the Nebraska City Public Schools acceptable use policy.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Earbuds may be used at the discretion of the teachers. Students are responsible for providing their own earbuds.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Chromebooks **WILL NOT** be setup for printing at school.

Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued Google Apps for Education (@nebcityps.org) account.
- Students should never share their account passwords with others. In the event of a compromised account the Nebraska City Public Schools Technology Department reserves the right to disable your account.

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 district.

No Expectation of Privacy

Device...Network....and accounts

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law.
- The district 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 district. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Updates

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Content Filter

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 monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact school personnel, who in turn, will submit a Helpdesk ticket to request the site be unblocked.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Software on Chromebooks

Originally Installed Software

- Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. 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 be easily accessible at all times.
- All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is idle or restarted.

Google Apps for Education (nbcityps.org accounts)

- 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, Forms, Sites, Gmail, Groups, Voice, and Blogger.
- All work is stored within Google Apps.

- All nebcityps.org accounts shall be governed by the same policies whether they are accessed on-site or off-site.

Additional Apps and Extensions

Students are unable to install additional apps and extensions on their Chromebook other than what has been approved by the Nebraska City Public Schools.

Repairing or Replacing Your Chromebook

Tech Support

All Chromebooks in need of repair must be brought to the media center at Nebraska City Middle School as soon as possible.

Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the Nebraska City Public Schools Technology Helpdesk.

Estimated Costs *(subject to change)*

The use of this device compares to that of the textbook. Fines will be assessed based on the nature of the damage and the cost to repair or replace the device. **Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

Estimated cost to repair/replace:

Screen - \$60

Keyboard/Top Cover - \$50

Charger - \$40

Battery - \$50

Total Replacement - \$240

Chromebook Technical Support

The Nebraska City Middle School media center will be the first point of contact for repair of the Chromebooks. Services provided include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of replacement Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.

If students need to sign up for specific services on their device, they should **ALWAYS** use their nebcityps.org account because this is issued by the school. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these services. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Be Respectful** . 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.
2. **Be Responsible**. 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.
3. **Be Safe and Respectful**. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. **Be Safe**. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Be Responsible**. I will request permission to use copyrighted or otherwise protected materials. I will suitably 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.
6. **Be Resourceful**. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Nebraska City Public Schools Internet Use, Safety, and Computer Use Policy

Nebraska City Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment

on the district network. The administration reserves the right to refuse access to the Internet by Nebraska City Public Schools to anyone when it deems it necessary in the public interest.

Compliance with the Law and Use of Computers / Internet

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy. Students at Nebraska City Public Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", cyber-bullying, and other topics as are relevant in encouraging digital citizenship. A copy of the scope and sequence or other outline of the Digital Citizenship Curriculum may be found in the district Curriculum Office and each school media center.

Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)

Minors or adults shall:

1. Not access material that is obscene, pornography, harmful to minors, or otherwise inappropriate for education.
2. Not use Nebraska City Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Not engage in any illegal activities on the Internet.
4. Only use forms of direct electronic communications for the purposes related to education within the context of a Nebraska City Public Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Nebraska City Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Nebraska City Public Schools.
6. Minors shall not disclose personal identification information on the Internet.

Policy Violations

Any violation of this policy may result in the loss of access to the Internet by the student/adult involved.

Additional disciplinary action may be determined in accordance with existing policies of the Nebraska City Public Schools, including applicable State and Federal laws.

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Acceptable Use Policy Signature form available from your local building administrator or media specialist.

Acceptable Use

- We believe that access to the Internet is an important educational resource for our students.

- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
 - As a safety precaution, full names or addresses are not to be revealed online.
 - Computer and network resources have been provided for educational purposes -game-playing and commercial uses are prohibited.
 - Sharing of individual accounts is prohibited.
 - Electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
 - Chain letters and inter-relay chat are misuses of the system.
 - Vandalism or "hacking" of any kind is prohibited.
 - The security of the system and the rights of other users are to be respected at all times.
- Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Nebraska City Public Schools and/or civil authorities.
 - Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user.
- By using the computers or network system, participants agree to indemnify and hold Nebraska City Public Schools harmless from any claims or damages arising from such use. Nebraska City Public School District makes no warranties for the information or the services provided.

Privacy and Safety

- Do not go into any chat rooms other than those set up and monitored by your teacher.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the media specialist or the Director of Technology, Media Specialist or other staff member if you are in compliance with the law.
- Plagiarism is a violation of the Nebraska City Public Schools code of conduct. 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.

Communication Services (Email, chat, etc)

- Students in need of services for academic reasons will only be allowed access with administrative approval. Access to communication systems will be determined on educational need of service. Approval will be determined by the administration of Nebraska City Public Schools. All academic services are monitored by the Nebraska City Public Schools Technology Department and all correspondence sent or received through this system are archived and subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Entering chat rooms during class is strictly prohibited without instructions from the teacher and administration.
- All forms of correspondence is subject to inspection at any time by school administration.

Discipline Consequences

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or the Nebraska City Public School's Acceptable Use Policy will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Nebraska City Public Schools Technology Department to ensure appropriate use. The Nebraska City Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

CHROMEBOOK POLICY & USAGE RECEIPT OF NOTIFICATION AND UNDERSTANDING

The Nebraska City Public Schools Chromebook Policy and Usage Handbook is available on the NCPS website at www.nebcityps.org and is located under the Chromebooks link. The Nebraska City Public Schools Student Acceptable Use Policy (AUP) is on the backside of this document for your review. Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Nebraska City Public Schools Policy regarding the use of computers and the Internet in the Nebraska City Public Schools. Your signature also states that you authorize Nebraska City Public Schools to create and utilize “cloud services” accounts that will be under the control of Nebraska City Public Schools, but which reside elsewhere on the Internet. (Certain cloud services require parental permission for students regardless of the level of control over the account granted to NCPS.) Additionally, as part of the 1:1 Chromebook initiative at Nebraska City Public Schools, the Nebraska City Public Schools is recommending the purchase of accidental damage Protection Plan prior to the deployment of the Chromebook to your child. Nebraska City Public Schools will be the sole provider of this Protection Plan. Under this Protection Plan agreement, the Chromebooks are protected against accidental damage or loss due to an act of nature. The Nebraska City Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct. This Protection Plan policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Nebraska City Public Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Please check one of the following options:

- I accept and will abide by the Nebraska City Public Schools Chromebook Policy & Usage Handbook. **Additionally, I would like to purchase the Protection Plan through the Nebraska City Public Schools in the amount of \$25. I understand that my student will be able to take the device home. This is only available for 8th grade students who take their CBs home.**
- I accept and will abide by the Nebraska City Public Schools Chromebook Policy & Usage Handbook. **I DO NOT wish to purchase Protection Plan through the Nebraska City Public Schools and**

understand that I am responsible for 100% of all damages. I understand that my student will not be able to take this device home.

I do not accept the Nebraska City Public Schools Chromebook Policy & Usage Handbook. I understand by not accepting the Chromebook Policy & Usage Handbook no device will be issued to student.

Printed Student Name **Grade**

Student Signature **Date**

Parent/Guardian Signature (REQUIRED) **Date**

Intended Use

The device checked out to me is to be used in support of school related activities. **The device must accompany me at school every day school is in session.** Use of the device checked out by a teacher may include student use, and the device is configured with network connections to allow students to log in with their own accounts. Any software installed on the computer must be licensed by the district. The license agreement of installed “free” software must allow it to be free for educational organizations, not personal use.

I recognize that, as part of my handbook acceptance form, I have already agreed to comply with the school Internet Use and Safety Policy (5400.10) and Electronic Communication Devices Policy (4139.1/5400.13). Incidental personal use (occasional personal email or web surfing) is allowable at times when it does not interfere with school duties. At no time may the computer be used in a political campaign or for profit activity, including checking an email account related to other employment.

Nebraska City Public Schools Technology Student Acceptable Use Policy (AUP)

Nebraska City Public Schools Internet Use, Safety, and Computer Use Policy

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Compliance with Law and Use of Computers / Internet

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher’s rights, license agreements, acts of terrorism, assault, threats, and student right of privacy. Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18) Minors or adults shall:

- Not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for education.
- Not use Nebraska City Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system’s security.
- Not engage in any illegal activities on the Internet.

- Only use electronic mail, chat rooms, and other forms of direct electronic communications for the purposes related to education within the context of a Nebraska City Public Schools related assignment or activity.
- Not attempt to override or bypass any protection measure that has been put in place by Nebraska City Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Nebraska City Public Schools.

Minors shall not disclose personal identification information on the Internet.

Policy Violations

Any violation of the policy may result in the loss of access to the Internet by the student / adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Nebraska City Public Schools, including applicable State and Federal laws. Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Acceptable Use Policy Signature Form available from your building administrator or media specialist.