



CLEARWATER R-1 SCHOOL DISTRICT
HOME OF THE CLEARWATER TIGERS

Clearwater Chromebook 1:1
Procedures and Information for Students and Parents

2018-2019

Table of Contents

| | |
|--|-----------|
| Goals | 3 |
| What is a Chromebook? | 3 |
| Chromebook Advantages | 3 |
| Chromebook Safety | 3 |
| Lightspeed Relay Content Filter and Classroom Management Software | 4 |
| Checking out a Chromebook | 4 |
| Home Use of Chromebooks | 4 |
| Returning Chromebooks | 5 |
| Student Responsibilities and Technology Fees | 5 |
| If Damaged (Asset Tags: both Chromebook and Charger) | 5 |
| If Lost (Charger) | 5 |
| If Stolen (Charger) | 6 |
| If Damaged (Charger) | 6 |
| If Lost (Device) | 6 |
| If Stolen (Device) | 6 |
| If Damaged (Device) | 6 |
| If Intentional Damage (repairable) | 7 |
| If Intentional Damage (not repairable) | 7 |
| Chromebook Care and Maintenance | 8 |
| Protecting your Chromebook | 8 |
| Cleaning your Chromebook | 8 |
| Powering your Chromebook | 8 |
| Protecting your Account | 9 |
| Other important reminders | 9 |
| The Webcam | 9 |
| Nine Themes of Digital Citizenship | 10 |
| 1. Digital Access | 10 |
| 2. Digital Commerce | 10 |
| 3. Digital Communication | 10 |
| 4. Digital Literacy | 11 |
| 5. Digital Etiquette | 11 |
| 6. Digital Law | 11 |

Clearwater Chromebook 1:1 Initiative

| | |
|---------------------------------------|-----------|
| 7. Digital Rights & Responsibilities | 12 |
| 8. Digital Health & Wellness | 12 |
| 9. Digital Security (self-protection) | 12 |
| The Commitment | 13 |
| I Will... | 13 |
| I Will Not... | 13 |
| Sources: | 14 |
| Parental Agreement | 15 |

Goals

- Enhance student learning opportunities and productivity by allowing them continuous access to online collaboration, research and organization tools.
- Prepare students for future learning and occupational environments by responsibly utilizing the latest technology to maximize productivity.
- Enhance teaching opportunities by allowing all teachers to utilize current digital tools.

What is a Chromebook?

A Chromebook is a very basic laptop that allows connection to WiFi in order to access the Internet. Unlike more familiar laptops that use the Windows operating system, Chromebooks use an entirely different operating system called ChromeOS. It is provided by Google. Students will use their existing, school-provided Google accounts to sign-in and use Google's services. These include: office productivity tools (Docs, Sheets, and Slides), Google Classroom, Drive cloud storage, email, and the Chrome internet browser. These devices are designed to be used with an internet connection, but will still have some usability if you do not have one.

Chromebook Advantages

- Chromebooks are small and light making them very portable. They will easily fit into any backpack.
- They are relatively low maintenance. There is no need for downloading or installing software. There is less need for technical support.
- They have good battery life. If fully charged, it should last all day.
- Seamless integration with Google services. All work instantly saves to the cloud Drive if online, and syncs when connected if not.
- Can become the student's textbook, lab book, literacy tool, research station, history archive, art canvas, video editor, and library access.

Chromebook Safety

- Built-In virus protection - always on, always up-to-date.
- Instant cloud syncing - no chance for data loss when online.
- CIPA Compliant Content Filtering protects students from inappropriate content.

Lightspeed Relay Content Filter and Classroom Management Software

- Allows total visibility and control of students browsing and usage
- Instant alerts on inappropriate activity and self-harm flags
- Full reporting capabilities
- Teachers can completely control their individual classrooms: view all activity on a single screen, lock all or individual screens, push a link to all or individual Chromebooks, mirror their screen to all Chromebooks, limit a class to a particular set of sites and documents.
- Full, CIPA compliant filtering by category, content and individual URL.

Checking out a Chromebook

- At enrollment/registration each year, after signing a Chromebook Agreement and paying any applicable fees, a Chromebook can be checked-out for the duration of the regular school year.
- District Chromebooks will be labeled as a District IT asset.
- The Chromebook and G Suite for Education Google Account is and shall remain the property of the Clearwater R-1 School District and may be subject to inspection at any time.
- The student should have NO expectation of privacy of materials found on a Chromebook, a school supplied service, or supported Google account.
- Chromebook and G Suite Account use is subject to the Technology Usage Agreement.
- Students must pay an annual, non-refundable Technology Usage fee of \$30 each year (or apply and be approved for an exemption) to allow home use of the Chromebook.
- All students must checkout a chromebook. Please contact your student's office to discuss any problems.

Home Use of Chromebooks

- Students whose parents/guardians pay the technology lease fee of \$30/yr with a maximum of \$45/yr per family, will be allowed to take the Chromebook home for educational use.
- In cases of theft or vandalism, a police report must be filed to accompany the claim.
- Lost or stolen Chromebooks will become subject to the Clearwater R-1 location tracking methods including, but not limited to, tracking through the Google Admin Console, Lightspeed Relay location tracking, remote activation of the webcam and microphone for the purpose of identifying locations and individuals.

Clearwater Chromebook 1:1 Initiative

- Chromebook use will still be filtered and monitored while at home but with some changes from how it is done at school:
 - Social Media (Facebook, Instagram, etc), Youtube, music streaming will be allowed unless a parent/guardian requests in writing that it be blocked or the student is found to be using these sites inappropriately.
- The Technology Usage fee covers all manufacturer defect claims, (1) minor, accidental repair claim (broken screen, damaged charger, or accidental drop damage) but not intentional damage or lost devices and/or chargers.

Returning Chromebooks

- Chromebooks and accessories belonging to the Clearwater R-1 School District will be returned during the final week of school at designated times. They will be checked for damage and verified functional before being stored securely for the summer. The technology lease fee does NOT include summer use. They will remain at school during the summer break.
- Missing or damaged Chromebooks will become subject to the Student Responsibilities and Technology Fees section of this document.
- Students withdrawing or transferring out of Clearwater R-1 School District must turn in their Chromebook and accessories to the Office on their last day of attendance. Failure to do so may result in the student being charged the full replacement cost and may result in legal actions being taken.

Student Responsibilities and Technology Fees

In order to ensure all students have access to a functional and working device, we have developed a system in order to track lost or damaged devices (laptops and chargers) that come into the Technology Department. Each Chromebook and charger is labeled with something known as an asset tag to assist in uniquely identifying the devices. The following guidelines have been implemented to not only encourage student responsibility, but also to reduce the number of lost devices.

All students have been provided with a protective case. Keep the case on the chromebook at all times. Any damage that occurs with the case off of the chromebook is considered intentional damage.

Clearwater Chromebook 1:1 Initiative

- If Damaged (Asset Tags: both Chromebook and Charger)
 - If Accidental Damage - Bring your device to the Library and a new asset tag label will be provided; or if not immediately available, the issue will be reported and resolved within a reasonable amount of time.
 - If repeat damage occurs, privileges may be revoked.
 - If completely removed, student may be subjected to disciplinary action.
- If Lost (Charger)
 - Bring your device to the Library for charging in the first 24 hours.
 - A letter will be sent home informing parents of a \$15 replacement fee.
 - Student will be issued a new charger after 24 hours and a fee will be assessed to their account.
- If Stolen (Charger)
 - After notifying the Technology Office of stolen charger, you will be provided the IT number, model, etc. required for the police report (if outside City Limits, contact the Wayne County Sheriff's Department).
 - Bring your device to the Library for charging until police report is filed.
 - Once a copy of report is received by school, student will be issued a new charger with no fee assessed.
- If Damaged (Charger)
 - If Hardware Issue – Student will be issued a new charger right away with no fee assessed.
 - If Accidental Damage
 - First Incident – Student will be issued a new charger right away with no fee assessed.
 - Second Incident – Student will be issued a new charger right away and a fee assessed to their account. A letter will be sent home informing parents of a \$10 fee.
 - Third Incident – Student will be issued a new charger after 24 hours and a \$15 fee assessed to their account. Charging may be done during the initial 24 hour period in the Library.
 - Additional incidents may result in disciplinary actions, loss of privileges, or additional fees up to \$25.
- If Lost (Device)
 - Student will be issued a temporary loaner from the Library for a 24 hour period.
 - Parents will be called informing them of a \$200 replacement fee.
 - Student will be issued a new device after 24 hours and a fee assessed to their account.

Clearwater Chromebook 1:1 Initiative

➤ If Stolen (Device)

- After notifying the Technology Department of stolen device, you will be provided the serial number, model, etc. required for the police report. If stolen outside of city limits, file a report with the Wayne County Sheriff's Department.
- Student will be issued a temporary loaner from the Library for up to 5-days.
- Once a copy of the Police Report is received by the school, the student will be issued a new device with no fee assessed.

➤ If Damaged (Device)

- If Hardware Issue – Student will be issued a new device right away with no fee assessed
- If Accidental Damage
 - If First Incident – Student will be issued a new device right away with no fee assessed.
 - If Second Incident
 - Student will be issued a temporary loaner from the Library for a 24 hour period.
 - A letter will be sent home informing parents of the following fees:
 - Screen - \$30
 - Keyboard - \$15
 - Other - \$40
 - Student will be issued a new device (if not repaired) after 24 hours and a fee assessed to their account.
 - If Third Incident
 - Student will be issued a temporary loaner from the Library for a 24 hour period.
 - Parents will be called informing parents of the following fees:
 - Screen - \$45
 - Keyboard - \$30
 - Other - \$50
 - Student will be issued a new device after 24 hours and a fee assessed to their account
 - Fourth Incident and Above
 - Student will be issued a temporary loaner from the Library for a 24 hour period.
 - Parents will be called informing parents of the following fees:
 - Screen - \$50
 - Keyboard - \$45
 - Other - \$60
 - Student will be issued a device after 24 hours and a fee assessed to their account

➤ If Intentional Damage (repairable)

- Student will be issued a temporary loaner from the Library for a 24 hour period.

Clearwater Chromebook 1:1 Initiative

- Parents will be called informing parents of the following fees:
 - Screen - \$50
 - Keyboard - \$45
 - Other - \$60
- Student will be issued a new device after 24 hours and a fee assessed to their account. Disciplinary actions may be taken.
- **If Intentional Damage (not repairable)**
 - Student will be issued a temporary loaner from the Library for a 24 hour period.
 - Parents will be called informing parents of the following fees:
 - New Device - \$200
 - Disciplinary actions may be taken.

If a student has forgotten their laptop or charger, they may come to the Library for a one-day loaner, or leave their device in the Library for charging. This will be viewed the same as if a student has forgotten their book, pencil or paper. It is essential that students come to class each day prepared with their fully charged Chromebook.

Chromebook Care and Maintenance

Having a Chromebook is a privilege at Clearwater R-1 High School. It is a tool that will not only help you in your classes, but it will teach you skills that are necessary in most jobs today. The school is entitled to the Chromebooks and we expect every student to take good care of them. Here are some tips that will help keep the Chromebooks in tip top shape.

Protecting your Chromebook

- Chromebooks are not allowed in the Lunch Room or Gymnasiums. They are to be stored in your hallway locker during these times.
- Do not add any stickers or any other decorative items that would alter the appearance of the Chromebook from when you received it.
- Do not tamper with asset tags labels that are present on the Chromebooks.
- Do not leave Chromebook in a hot vehicle; if you absolutely must, then do the best you can to keep it in the shade and out of direct sunlight.
- Use both hands when opening the Chromebooks.
- Do not hold or lift the Chromebook by the screen or corners of the device.
- Always close the Chromebook before walking with it--remember, it has an 8-second startup.
- Be careful in the hallways - do not carry it open or attempt to use it while walking.
- Running in the hallways is prohibited--keep in mind that all students are now carrying Chromebooks.

Clearwater Chromebook 1:1 Initiative

- Never pack your Chromebook with other materials. Keep it separate from textbooks and other heavy objects that could potentially damage the screen.
- Keep food and drink away from your Chromebook--they are not allowed in the Cafeteria.
- Treat your Chromebook as a valuable material--do not leave it lying around.

Cleaning your Chromebook

- Do not use any chemicals or other liquids to clean your Chromebook.
- Use microfiber cloth to wipe down the screen.

Powering your Chromebook

- Chromebooks are required to be fully charged when you arrive at school each day.
- When charging, be sure to place the Chromebook in an area that will prevent people from tripping from the power cord. This could injure the person and/or damage the Chromebook.
- Determine a consistent place to charge your Chromebook at home.

Protecting your Account

- Anytime you leave your Chromebook on your desk, close the lid so that no one can access your documents.
- Do not share your Chromebook with anyone unless your teacher asks you to do so--In that case, be sure to sign out before you hand your Chromebook to the other student!
- Do not share your password with anyone!

Other important reminders

- Anything you do on the Internet (on any device) is visible to someone--the Internet Service Provider, the company whose service you are using, others who can access your computer, etc.
- Pictures, music, etc., on your Chromebook should be appropriate for school--just like the pictures inside your locker or on your binder or music that might be played in a classroom at school.
- If your Chromebook is lost or destroyed, the cost to replace it during the 2017-2018 school year is \$200!

The Webcam

- The Chromebook is equipped with an integrated webcam that can be used to take pictures or stream and record videos.

Clearwater Chromebook 1:1 Initiative

- This is intended strictly for educational use only.
- This function can and will be taken away from anyone found to be misusing it.
- It is illegal for school personnel to remotely view a Chromebooks webcam except in the case of a stolen/missing device or as directed by lawful order from a law enforcement official.
- It is the express policy of the Clearwater R-1 School District to never remotely activate the webcam of a student Chromebook device except in the specific case of a lost or stolen device or lawful order from a law enforcement official.
- All instances of webcam remote activation are logged permanently in the Google Admin Console.
- That said, if you would like to cover the webcam, please contact the IT department for acceptable means of doing this without damaging the device. DO NOT use markers, glue or unapproved stickers.

Nine Themes of Digital Citizenship

Digital citizenship can be defined as the norms of appropriate, responsible behavior with regard to technology use.

1. Digital Access

Full electronic participation in society.

Technology users need to be aware that not everyone has the same opportunities when it comes to technology. Working toward equal digital rights and supporting electronic access is the starting point of Digital Citizenship. Digital exclusion makes it difficult to grow as a society increasingly using these tools. Helping to provide and expand access to technology should be goal of all digital citizens. Users need to keep in mind that there are some that may have limited access, so other resources may need to be provided. To become productive citizens, we need to be committed to make sure that no one is denied digital access.

2. Digital Commerce

Electronic buying and selling of goods.

Technology users need to understand that a large share of market economy is being done electronically. Legitimate and legal exchanges are occurring, but the buyer or seller needs to be aware of the issues associated with it. The mainstream availability of Internet purchases of toys, clothing, cars, food, etc. has become commonplace to many users. At the same time, an equal amount of goods and services which are in conflict with the laws or morals of some countries are surfacing (which might include activities such as illegal downloading, pornography, and gambling). Users need to learn about how to be effective consumers in a new digital economy.

3. Digital Communication

Electronic exchange of information.

One of the significant changes within the digital revolution is a person's ability to communicate with other people. In the 19th century, forms of communication were limited. In the 21st century, communication options have exploded to offer a wide variety of choices (e.g., e-mail, cellular phones, instant messaging). The expanding digital communication options have changed everything because people are able to keep in constant communication with anyone else. Now everyone has the opportunity to communicate and collaborate with anyone from anywhere and anytime. Unfortunately, many users have not been taught how to make appropriate decisions when faced with so many different digital communication options.

4. Digital Literacy

Process of teaching and learning about technology and the use of technology.

While schools have made great progress in the area of technology infusion, much remains to be done. A renewed focus must be made on what technologies must be taught as well as how it should be used. New technologies are finding their way into the workplace that are not being used in schools (e.g., Videoconferencing, online sharing spaces such as wikis). In addition, workers in many different occupations need immediate information (just-in-time information). This process requires sophisticated searching and processing skills (i.e., information literacy). Learners must be taught how to learn in a digital society. In other words, learners must be taught to learn anything, anytime, anywhere. Business, military, and medicine are excellent examples of how technology is being used differently in the 21st century. As new technologies emerge, learners need to learn how to use that technology quickly and appropriately. Digital Citizenship involves educating people in a new way— these individuals need a high degree of information literacy skills.

5. Digital Etiquette

Electronic standards of conduct or procedure.

Technology users often see this area as one of the most pressing problems when dealing with Digital Citizenship. We recognize inappropriate behavior when we see it, but before people use technology they do not learn digital etiquette (i.e., appropriate conduct). Many people feel uncomfortable talking to others about their digital etiquette. Often rules and regulations are created or the technology is simply banned to stop inappropriate use. It is not enough to create rules and policy, we must teach everyone to become responsible digital citizens in this new society.

6. Digital Law

Electronic responsibility for actions and deeds.

Digital law deals with the ethics of technology within a society. Unethical use manifests itself in form of theft and/or crime. Ethical use manifests itself in the form of abiding by the laws of society. Users need to understand that stealing or causing damage to other people's work, identity, or property online is a crime. There are certain rules of society that users need to be aware in a ethical society. These laws apply to anyone who works or plays online. Hacking into others information, downloading illegal music, plagiarizing, creating destructive worms, viruses or creating Trojan Horses, sending spam, or stealing anyone's identify or property is unethical.

7. Digital Rights & Responsibilities

Those freedoms extended to everyone in a digital world.

Just as in the American Constitution where there is a Bill of Rights, there is a basic set of rights extended to every digital citizen. Digital citizens have the right to privacy, free speech, etc. Basic digital rights must be addressed, discussed, and understood in the digital world. With these rights also come responsibilities as well. Users must help define how the technology is to be used in an appropriate manner. In a digital society these two areas must work together for everyone to be productive.

8. Digital Health & Wellness

Physical and psychological well-being in a digital technology world.

Eye safety, repetitive stress syndrome, and sound ergonomic practices are issues that need to be addressed in a new technological world. Beyond the physical issues are those of the psychological issues that are becoming more prevalent such as Internet addiction. Users need to be taught that there are inherent dangers of technology. Digital Citizenship includes a culture where technology users are taught how to protect themselves through education and training.

9. Digital Security (self-protection)

Electronic precautions to guarantee safety.

In any society, there are individuals who steal, deface, or disrupt other people. The same is true for the digital community. It is not enough to trust other members in the community for our own

safety. In our own homes, we put locks on our doors and fire alarms in our houses to provide some level of protection. The same must be true for the digital security. We need to have virus protection, backups of data, and surge control of our equipment. As responsible citizens, we must protect our information from outside forces that might cause disruption or harm.

<Source: <http://www.digitalcitizenship.net/nine-elements.html>>

The Commitment

I Will...

- ★ Show respect for myself through my actions.
- ★ Show respect to others.
- ★ Select online names that are appropriate.
- ★ Be mindful of sharing Personally Identifiable Information (PII).
- ★ Carefully consider the personal information about my life, experiences, or relationships that I post.
- ★ Act with integrity.
- ★ Report any attacks or inappropriate behavior directed at me while online.
- ★ Protect passwords, accounts, and resources.
- ★ Protect others by reporting abuse and not forwarding inappropriate materials or communications.
- ★ Avoid unacceptable materials or conversations.
- ★ Request permission to use copyrighted or otherwise protected materials.
- ★ Cite all use of websites, books, media, etc.
- ★ Acknowledge all primary sources.
- ★ Validate information.
- ★ Do my best to think critically and distinguish factual stories, satire, and fake stories.
- ★ Use and abide by the fair use rules.
- ★ Request to use the software and media other produce.
- ★ Purchase, license, and register all software or use available free and open source alternatives rather than pirating software.

I Will Not...

- ★ Be Obscene.
- ★ Publish personal details or schedules of my activities.
- ★ Post information, images, and other media online that will put me or other students at risk.
- ★ Use electronic mediums to antagonize, bully, harass, or stalk people.

Clearwater Chromebook 1:1 Initiative

- ★ Visit sites that are degrading to others, pornographic, racist, or inappropriate.
- ★ Enter other people's private spaces or areas.
- ★ Use or distribute music and other media in a manner that violates their copyright or licenses.
- ★ Spread and share misinformation as truth.

Sources:

(2016). Chromebook 1:1 Handbook [Handout]. Van Buren R-1 School District, 202 College St, Van Buren, MO.

(2016). Chromebook procedures and information for students and parents [Handout]. Central R-3 School District, 200 High Street, Park Hills, MO.

Educational Technology. (n.d.). Retrieved December 11, 2017, from <https://sites.google.com/a/fenton100.org/fenton-one-to-one/home>

Nine Elements. (n.d.). Retrieved December 11, 2017, from <http://www.digitalcitizenship.net/nine-elements.html>

Clearwater Chromebook 1:1 Initiative

Parental Agreement

I have read and agree to the policies set forth in the “Chromebook 1:1 - Procedures and Information for Students and Parents” document.

By paying the Technology Fee, you will gain the privilege of the use of a district owned chromebook device for your student at school and home for the duration of the school year. This fee covers any initial incidents of accidental damage. The Clearwater R-1 Technology Director, Principals, and Superintendent will make the final decision on whether damage is considered accidental. Parents will be accountable for all damage occurring by direct intention or willful neglect.

Examples of intentional damage/neglect include (but are not limited to):

- Any damage while case is removed
- throwing, punching/hitting,
- disassembly,
- animal/pet chewing,
- stickers/markers,
- keyboard key removal,
- stepping/sitting on.

The Clearwater R-1 School District cannot guarantee the privacy, security or confidentiality of any information sent or received via electronic mail belonging to my child. Network administrators can review my child’s email, file folders, and communications to maintain system integrity and insure that they are using the system responsibly.

I agree:

- To accept the use of a District Owned chromebook for my enrolled student.
- That the device was in good repair and working order at the time of checkout.
- To be held accountable for all provisions of the “Chromebook 1:1 - Procedures and Information for Students and Parents” document.
- To promptly notify the Principal of any concerns I may have.
- To monitor my students use and care of the device at home.

Student(s) Name: _____

Parent or Guardian Signature: _____ Date: _____