Grant Community High School

Chromebook Handbook

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Vision for a Future Ready School

Back in 2016, Grant Community High School District 124 signed the Future Ready Schools Pledge. At that time, we committed to continuously create learner-centered environments as part of that pledge, which helps support our goal of the Bulldog Way to improve student achievement. Our vision as a Future Ready School is to develop students who are college, career, and life ready. Included as part of this vision and the Future Ready School pledge are the following:

- To provide rigorous academic content for all students to build life skills where curriculum, instruction, and assessment are tightly aligned with and designed to engage students in personalized, technology-empowered, deeper learning experiences.
- To empower students to lead and to take ownership over their growth and learning, which could include but is not limited to: digital learning communities, collaborative learning, better use of formative and self-assessments, and experiences that eliminate the confines of geography and time.
- To help families and students transition to anytime, anywhere learning where the school will create technology-enabled environments and maintain a laser focus on the effective educational use of technology.

Future Ready students are students who:

- learn anytime, anywhere.
- create meaningful projects and artifacts.
- collaborate with other learners and connect with experts without barriers.
- use feedback from peers and teachers for reflection and growth.
- learn seamlessly inside and outside of school.
- achieve mastery through perseverance.
- question, research, and solve problems that can have an impact beyond the classroom.
- think critically, create, and present their position to an authentic audience.
- respond thoughtfully, carefully, and respectfully to others, both in person and online.
- uncover and develop their own passions.
- cultivate empathy for others.
- act as productive, contributing (digital) citizens.
- understand that their work and actions are a reflection of them as an individual.

Use of Technology

All students will have access to Google Chromebooks for educational use in school and at home. This document provides students and their parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook, and information for being a good digital citizen.

Students and their parents/guardians are reminded that the use of district technology is a privilege. All access through any district-owned device, network or electronic communication device may be monitored by district administrators. Inappropriate use of district technology may result in disciplinary action which may include limited or banned computer and/or network use, disciplinary actions, removal from courses, loss of credit, receiving a failing grade, and/or legal action as stated in the Student Handbook.

Student expectations are detailed in District 124's [Authorization for Access to the District's Electronic Networks](#) and [Student Handbook](#). Parents/guardians and students are responsible for reviewing and signing District 124's Authorization for Access to the District's Electronic Networks and acknowledging expectations set forth in the Student Handbook.

Ownership of the Chromebook

Grant Community High School District 124 retains the sole right of possession of student-issued Chromebooks and those Chromebooks loaned to students during a repair. Grant Community High School District 124 lends the Chromebook to students for educational purposes. Additionally, Grant Community High School District 124 administration, faculty, and staff retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware. From here on the term *Chromebook* applies to both the original student-issued Chromebook or a loaner Chromebook.

Receiving Your Chromebook

Chromebook Possession

Once issued, students will keep Chromebooks for the duration of their enrollment at Grant. Student issued Chromebooks must be returned before Graduation or prior to withdrawal unless the student takes the option to purchase the Chromebook. This option is only available at the end of a student's senior year. New devices will only be issued in accordance with the device renewal cycle.

Student Chromebook Distribution

Each incoming freshman or new student will receive a Chromebook at Material Pick-up Day during the summer before their first day of enrollment. Students enrolling after the start of the school year will receive their Chromebooks during the Registration process. All students/parents/guardians are required to view Grant's Chromebook Orientation video and sign the Grant Community High School District 124 [Chromebook Agreement](#) before receiving a Chromebook. All Chromebooks will be labeled with an asset tag and a tracking barcode.

Parent/Guardian Orientation

As part of the annual re-enrollment process before a Chromebook is issued to their student, parent/guardian must electronically acknowledge the Chromebook Agreement every year.

Transfer/New Student Distribution

All transfers/new students must participate in a school orientation and pick up their Chromebooks after classes are assigned as part of the Registration process. Both students and their parents/guardians must sign the Grant Community High School District 124 Chromebook Agreement before a Chromebook is issued to the student.

Digital Citizenship

Responsibility for Electronic Data
The students are solely responsible for all content on their electronic devices. This includes, but is not limited to downloads, streamed content, apps and extensions on their Chromebooks. Students are responsible for backing up their data to protect from loss. Users of district technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications. Additionally, students are given no guarantees that data will be retained.

Operating System and Security
Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the District.

Updates
The Chromebook operating system updates itself automatically. Students should not manually update their Chromebooks.

Virus Protection
Chromebooks are protected by providing multiple layers of protection against viruses and malware that is installed and managed by the District. Students are not allowed to utilize additional virus protection. If student Chromebooks contract a virus or experience other abnormal operations, they should report it to a technology staff member at the TSI Room.

Software/Applications
Select software, bookmarks, and applications will be pushed out to all student Chromebooks. These are managed by the district technology team. These include the following:
- Google Apps for Education
    - Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools.
    - All work is stored on the Google Platform.
- Chrome Web Apps and Extensions
- Schoology

Students are responsible for the content they create on their Chromebooks. Inappropriate material will result in disciplinary action.

Students are not allowed to purchase/install apps for personal use.

No Expectation of Privacy

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

Monitoring Software

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

Managing and Saving Your Digital Work with a Chromebook

The majority of student work will be stored in students' Google Drive, so it can be accessed from any computer with an Internet connection and most mobile Internet devices. The school will not be responsible for the loss of any student work. Students are encouraged to maintain multiple copies of their work on different storage solutions.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally-obtained media is against the Authorization for Access to the District's Electronic Networks.

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 filtered (in accordance with the District AUP) by the District. If a website is blocked at school, then it will also be blocked when a student is out of school. The Chrome

browser is also filtered and browsing history is recorded when you are logged in with your grantbulldogs.org account on any device (ie: Chromebook, home computer, tablet, etc.). If an educationally-appropriate website is blocked, students should contact their classroom teacher to request to have the site be unblocked.

The Internet content filter does not monitor student use outside of school hours. Parents/guardians are responsible for monitoring any internet activity beyond school hours.

District Content Monitoring During School Hours

In addition to filtering the District provided Chromebooks, the District also provides a level of monitoring of flagged web activity during normal school hours. Alert notifications of flagged activity will be sent to the district personnel about potentially inappropriate or questionable web activities throughout the school day. The monitoring will be active during normal hours of operation and will not be available when students leave campus or outside of school hours.

Parental Monitoring Outside of School Hours

The district will provide filtering software on Chromebooks at all times. However, when utilizing Chromebooks outside of the school day, students and parents bear sole responsibility for exercising appropriate internet guidelines and for abiding by state and federal laws and regulations. The district will not monitor student usage of the Chromebook outside of the school day. The student's use of the district issued Chromebook at home and outside of school continues to be subject to the terms and conditions contained in the Chromebook Handbook.

Recommendations for Additional Filtering Options Outside of the District

If students/parents/guardians want to set additional controls to help manage what sites and information students have access to on the Internet while at home, resources are available. Comcast Xfinity Parental Controls and OpenDNS filtering for Home (Free) are examples of recommended filter options.

Chromebook Usage Expectations

Use of Personal Device Instead of the District-Issued Chromebook

Students are not allowed to use personal devices in lieu of district-issued Chromebooks. The district recognizes that some students already own laptops or other devices at home. Chromebooks will be a key instructional tool for our students, just like a textbook or a calculator. Just as we require all students to purchase the same textbook for a course, the same principle applies for a 1:1 learning device. Use of a standard District 124 issued device allows the district to monitor student use at school, manage and configure the devices effectively, and push out applications that students will use for coursework.

Using Your Chromebook at School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. If a Chromebook is left at home or brought to school without a charge, students are responsible for obtaining a loaner Chromebook before the school day begins from the TSI Room (Room 135). Teachers are not required to allow students to leave an academic class to get a loaner Chromebook. Chromebooks should not be shared between students, and students should only use their assigned device.

Charging Chromebooks

Chromebooks must be brought to school each day with a full charge.   Students should charge their Chromebooks at home every evening. An uncharged Chromebook is in violation of this agreement and may be treated as a discipline issue as per administration's discretion. Please reference the Chromebook Discipline Policy in the Appendix for these procedures.

Chromebooks must be charged using only district provided chargers. Replacement chargers can be purchased at the bookstore.

Some charging options are available during the day for students if they are not in class or do not need the Chromebook. These options include charging towers located in the building and charging locations in the library, Senior Café, and Commons. More information will be provided at the beginning of the school year about these locations.

Chromebooks Left Unattended

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, bathrooms, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the TSI Room.

Sound

Sound must be muted at all times unless permission is obtained from a teacher. Headphones may be used for instructional purposes as directed by classroom teachers. Students are issued headphones, and students are expected to have headphones to use on a daily basis. Students can use their own personal set of headphones. Headphones can also be purchased at the school Bookstore.

Printing

Students are encouraged to digitally publish and share their work with their teachers and peers when appropriate. Students may print documents from the Chromebook to the printer in the Library.

Logging into a Chromebook

Students will log into their Chromebooks using their school-issued login and password. Logins and passwords are obtained during the distribution process.

<u>Student Login</u>

Student Email example: 12345@stu.grantbulldogs.org

Student Profile Password: Nine-digit state identification number

Students should never share their account passwords with others unless requested by an administrator.

Authorized Users

The school Chromebook is assigned to the individual student and is for their use only. Students should not allow others to use his or her device. Students should not use any Chromebook that has not been assigned to him or her.

Storing Chromebooks at Extracurricular Events

Students are responsible for securely storing their Chromebook during extracurricular events.

Out of School Use

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by Grant Community High School's Authorization for Access to the District's Electronic Networks and all other guidelines in this document wherever they use their Chromebooks.

Maintenance and Care

Identification/Asset Tags and Barcodes

All tags may not be modified or tampered with in any way. Students may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag or barcode. If an asset tag or barcode is coming off, the Chromebook should immediately be brought to the Technology Service Desk.

Technology Service Internship (TSI)

The Technology Service Internship is the student-run help desk located in the Green Hallway between the Commons and the Senior Cafeteria. This is where all technology-related issues are directed. Student interns are the first point of contact for repairs and Chromebook loaners. Interns are supported by classroom teachers and building technology staff and are the central location for technology needs. TSI is located in Room 135 and can be contacted by emailing at tsi@grantbulldogs.org .

Replacement

Students will be responsible for the cost to replace their Chromebook if it is lost or stolen as per the Estimated Parts/Repair Costs in the Appendix.

Chromebook Repairs

All student technology needs and repairs should be directed to the TSI Room. School-issued loaner Chromebooks are issued to students when they leave their school-issued Chromebook for repair with the Technology Service Desk. Any costs for repairs beyond normal everyday usage will be charged per the Estimated Parts/Repair Costs in the Appendix.

Chromebook Care

Students are responsible for the general care of their school-issued Chromebook. Chromebooks that are broken or fail to work properly must be reported to the Technology Service Desk immediately. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except when stored in their locker.

General Precautions

No food or drink should be next to Chromebooks. Cords, cables, and removable storage devices must be inserted carefully into Chromebooks. Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard. Heavy objects should never be placed on top of Chromebooks.

Carrying Chromebooks

Always transport Chromebooks with care and with the screen closed. Never lift Chromebooks by the screen. The consistent use of Chromebook cases is expected.

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, heat, and light. 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 (e.g. pens, pencils, phones) before closing the lid. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Warranty and Insurance

The District will repair or replace damaged equipment resulting from normal use and accidents. Normal use and accidents are determined by the Technology Service Desk, and if necessary, the Dean's Office. Damages beyond normal everyday usage or ones caused by abuse or neglect will be the responsibility of the student to pay and will be placed on student obligations. In case of theft, vandalism, or other criminal acts, a report must be made to the Dean's Office. A police report may need to be filed with the local police department, and a copy of the report may need to be submitted to the Deans.

Returning Your Chromebook

End of Senior Year
At the end of students' Senior year, after the conclusion of Senior Final Exams, the student will turn in the Chromebooks and charger. If graduating seniors wish to purchase their own District issued Chromebook, they can choose to pay the Graduating Senior Chromebook Price which can be found in the Senior Letter you will receive from the Technology Department in April and May of your senior year.

Failure to turn in a Chromebook will result in the student being charged the Graduating Senior Chromebook Price cost. Prior to leaving the District, students who want a copy of their existing work within the G Suite for Education environment will need to use the Google Takeout feature to transfer their material to a personal Google account.

Transferring/Withdrawing Students
Students that transfer out of or withdraw from Grant Community High School must turn in their Chromebooks and chargers to the TSI Room on their last day of attendance. Failure to turn in the Chromebook and charger will result in the student being charged the full replacement cost. Unpaid student fees will result in the transcripts being withheld.

Appendix

Student Handbook

Authorization for Access to the District's Electronic Networks

Chromebook Agreement

Chromebook Discipline Policy

2023-2024 Estimated Parts Costs **(subject to change)**

Senior Technology Letter