

Chromebook Policy & Usage Handbook

POINCIANA ELEMENTARY SCHOOL



The policies, procedures and information within this document apply to all Chromebooks used at Poinciana Elementary School by students. This document also applies to any other devices considered by the Administration to fall under these policies.

TABLE OF CONTENTS

Personal Electronics and Devices (p.3)
Monroe County Acceptable Use Policy (p. 3-4)
Receiving Your Chromebook (p. 5)
Returning Your Chromebook (p. 5)
Equipment Repair and Replacement Fee (p.5)
Training (p. 5)

TAKING CARE OF YOUR CHROMEBOOK

General Precautions (p. 5-6)
Device Protection (p. 6)
Carrying Chromebooks (p. 6)
Screen Care (p. 6)

USING YOUR CHROMEBOOK

General Expectations (p. 6)
Not Bringing Chromebook to School (p. 6-7)
Chromebooks Being Repaired (p. 7)
Charging Chromebooks (p. 7)
Personalizing the Chromebook (p. 7)
Sound (p. 7)
Printing (p. 7)
Logging into a Chromebook (p. 7)
Managing and Saving Digital Work (p. 8)
Using Chromebook Outside of School (p. 8)

OPERATING SYSTEM AND SECURITY

Privacy (p. 8)
Monitoring Software (p. 8)
Updates (p. 8)
Virus Protection (p. 8)
Content Filter (p. 8)
Inspection (p. 8)

SOFTWARE ON CHROMEBOOKS

Originally Installed Software (p. 9)
Google Apps for Education (p. 9)
Additional Apps and Extensions (p. 9)

REPAIRING OR REPLACING YOUR CHROMEBOOK

Tech Support (p. 9)
Estimated Costs (p. 9)
Chromebook Technical Support (p. 9)

ACCEPTABLE USE AND DIGITAL CITIZENSHIP

Appropriate Uses and Digital Citizenship (p. 10)
Monroe County School District Internet Use, Safety, and Computer Use Policy (p. 10)
Compliance with the Law and Use of Computers/Internet (p. 10)
Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18) (p. 10)
Policy Violations (p. 11)
Acceptable Use (p. 11)
Privacy and Safety (p. 11)
Legal Propriety (p. 11)
Email (p.12)
Discipline (p. 12)

CHROMEBOOK POLICY & USAGE RECEIPT OF NOTIFICATION AND UNDERSTANDING (p. 13)

PERSONAL ELECTRONIC DEVICES

An electronic communication device (ECD) is any technology capable of sending or receiving messages using a network, such as a mobile phone, iPod, laptop, scanner, or video game system. All ECDs, whether owned by Monroe County School District, the student, or anyone else, are subject to the rules and regulations of Monroe County School District if they are on school property or using the MCSD network. (Refer to MCSD Acceptable Use Policy)

The use of cell phones and other personal electronic devices are permissible before and after school only. Use of these devices in the classroom and at other times during the school day is prohibited, unless for an educational purpose or use is approved by administration. Violation of this rule shall result in confiscation of the device. The confiscated device shall be held until the following day, or until such time that the parent or guardian can pick it up at their convenience. **If a student refuses to give up the cell phone or other electronic device to a staff member when a violation occurs, this constitutes insubordination.** If pictures are taken and used to intimidate, embarrass, or harass any person (staff, student, or otherwise) in the school, or used to produce a means to cheat in the classroom, consequences may range from confiscation of the phone to suspension and possible law enforcement contact if privacy issues are violated. The use of cell phones and/or electronic devices to take and/or produce visual documentation of a violation of the MCSD Code of Conduct may result in suspension or expulsion of the student(s) involved and police intervention. If cell phone usage becomes such that they are not being used in the manner prescribed or used unlawfully as stated in the previous two statements, they will be banned from the building altogether for the student who has violated the use.

Monroe County School District Acceptable Use Policy for Networked Communications

It is a general policy that Monroe County School District network facilities (i.e., computers, electronic mail, conferences, bulletin boards, databases, and access to the Internet), referred to as "the network telecommunications," are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the District School Board of Monroe County and Board Policy. The following guidelines have been established for all users of the network. Failure to follow these guidelines may result in the loss of access to the network or other disciplinary action.

Public Information

Electronic communications and documents should never be considered completely private. The District School Board of Monroe County is subject to Florida Statutes regarding public information access. As such, all electronic messages and documents are a matter of public record. Examples: all email, files and documents saved on district computers or networks.

Acceptable Uses of the Network/Internet/Email

- Participating in activities which support learning and teaching in Monroe County Schools.

- Participating in electronic conferences, bulletin boards, email, databases, and access to the Internet to support curriculum.

Unacceptable Uses of the Network/Internet/Email

- Using impolite, abusive, or objectionable language or sending and displaying offensive or obscene messages or pictures. Sexual harassment, discrimination of any sort referencing age, sex, gender, religion, race or inference to drugs, guns or violence will not be tolerated.
- Using the network in ways that violate federal, state, or local laws, including use of network resources to commit forgery, or to create a forged instrument
- Access by minors to inappropriate matter on the Internet and World Wide Web, including disclosure of personal information when using electronic mail, chat rooms, and other forms of direct electronic communications
- Activities which cause congestion of the network or otherwise interfere with the work of others (i.e. chain letters, jokes, multimedia greeting cards, and email backgrounds, enhancements and stationery)
- Using the networked communications for commercial purposes or financial gain
- Sending, receiving or copying copyrighted materials without permission of the author
- Avoiding security and/or proper login procedures
- Unauthorized access to another's resources, programs, or data
- Unauthorized disclosure, use and dissemination of personal information regarding minors
- Vandalizing networked resources, including the uploading or creation of computer viruses
- Falsifying one's identity to others while using the network
- Installation of unauthorized software on networked computers

Receiving Your Chromebook

1. Parent/Guardian and Student Agreement Policy

All parents/guardians and students are required to sign the Poinciana Elementary School Chromebook Policy Agreement.

2. Distribution

Students will receive their Chromebooks and related peripherals. Students and parents must sign the PES Student Chromebook Receipt acknowledging they have received their Chromebook.

3. Transfer/New Student Distribution

All transfers/new students will be able to pick up their Chromebook from the Poinciana Elementary School Media Center. Both students and their parents/guardians must sign the Poinciana Elementary School Chromebook Agreement acknowledging that they received a Chromebook.

4. Protective Cover

All students are required to have a protective cover on their chromebook.

Returning Your Chromebook

1. 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 \$300.00 replacement cost.

2. Transferring/Withdrawing Students

Students who transfer out of or withdraw from Poinciana Elementary School must turn in their Chromebooks 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 Monroe County School District may be subject to collections protocol.

Equipment Repair and Replacement Fee

Students and Parents assume all liability for replacement and repair cost of the student Chromebook. The current district policies and protocols related to student textbooks will apply to the chromebooks as well. Please see the Repairing and Replacement Your Chromebook section of this document for possible fees.

Training

Students will receive training during the regular school day to address care and usage of the Chromebook as well as usage of Google Apps (keysstudents.net account). This training will also include Digital Citizenship training 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 turned to the teacher. If a loaner Chromebook is available, one will be issued to the student until their Chromebook can be repaired or replaced.

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 and ejected properly.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks that go home should not be used or stored near pets.
- 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.
- Chromebooks should not be placed on the floor or under student desks or left unattended.
- Students should take precautions to transport their Chromebooks in a safe manner from class to class.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

Device Protection

- Each student will purchase a protective hard cover for his/her Chromebook that should be attached to the Chromebook at all times.
- Although the covers are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and to protect his/her device.
- **Protective sleeves are also available online for Chromebooks and may be purchased separately by students or parents to add additional protection to their Chromebooks for transportation and storage while not in use.**
- Chromebooks must be stored in a secure location when not in the student's possession. Secure locations include: a functioning student locker, PE locker.
- Chromebooks CANNOT be left inside or outside of a teacher's classroom without the teacher's permission.
- Chromebooks MUST NOT be left unattended to in the Cafeteria, Gymnasium, Media Center or any other location on campus.

Carrying Chromebooks

- Always transport Chromebooks with care with the Poinciana Elementary School issued protective hard cover securely attached. Failure to do so may result in disciplinary action.
- Never lift/carry Chromebooks by the screen.
- Never carry Chromebooks with the screen open unless directed to do so by a teacher.

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.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (pens, pencils, disks, etc.).
- Only clean the screen with a soft, **dry** microfiber cloth or anti-static cloth.

Using Your Chromebook

Students are expected to bring a fully charged Chromebook to school/class every day and bring their Chromebooks to all classes.

- Students are responsible for insuring their chromebook is plugged into their assigned charging cart properly at the end of every school day. A fully charged chromebook will last the entire school day if appropriate protocol is followed.
- Students that arrive to school late or leave school early must make arrangements with their teacher to pick up/turn in their Chromebook.

If a student does not bring his/her Chromebook to school/class fully charged.

- A student may stop by room 146 (Mrs. Winters) and check out a loaner until their chromebook is charged, if a loaner is available.
- 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 available for use at school and will send reports to administration for students who have 3 or more occurrences during the school year.
- These excessive occurrences may result in parent contact and or loss of privileges.
- The students that obtain a loaner will be responsible for returning the borrowed device to Mrs. Winters in room 146 before 2:30 pm.
- If a loaner is not turned in by 2:30 pm, a report will be filed with the student's teacher and the school administrator will work on retrieving the loaner. Students will not be dismissed until the loaner is returned.

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.
- Chromebooks on loan to students having their devices repaired may **NOT** be taken home.
- The Media Center staff will contact students when their devices are repaired and available to be picked up.

Charging Chromebooks

- Students must start the school day with a fully charged Chromebook.
- Students must follow all power saving protocol taught to them during training.
- Students must charge their Chromebooks at the end of every school day by returning them to their assigned charging station.
- Students that choose to take Chromebooks home should make sure they are charged every night.
- Students must take care when connecting and disconnecting their device into their assigned charging station cart in the building that are available to students. Misuse of this equipment may result in a loss of privileges and or a disciplinary action.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Monroe County Public Schools. Spot checks for compliance will be done by administration, teachers, learning coaches, and technology support staff at any time.

Chromebook covers purchased by students should also be kept neat and Poinciana Elementary School Logo must be visible at all times.

Students may add appropriate music, photos, and videos to their Chromebooks that are approved by or directed by the classroom teacher to be used for educational purposes. Personalized media are subject to inspection and must follow the Monroe County Schools acceptable use policy.

Sound

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

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.
- Students that have compatible printers at home may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn>. Teachers will direct students on their individual expectations/protocol for printed work.

Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued Google Apps for Education (@keysstudents.net) account.
- Students should never share their account passwords with others. In the event of a compromised account the Monroe County Schools IT Department reserves the right to disable your account.

Managing and Using Digital Work

- Students will use the Google Apps for Education suite to document, manage, and share student work, activities and correspondences.

Using Your Chromebook/Google education account Outside of School

- Students are encouraged to use their Chromebooks at home and other locations outside of school once they are allowed to go home.
- Google Apps for Education accounts can be accessed on the web using any device by accessing <https://drive.google.com/drive/my-drive> from your chrome browser.
- A WiFi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Monroe County Schools Use of Technology Policy, Administrative Procedures, Acceptable Use Agreement, and all other guidelines in this document wherever they use their Chromebooks/Google accounts at school or at home.

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.

No Expectation of Privacy

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, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

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

Student Chromebooks are subject to inspection at anytime. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school on their Chromebooks.

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 (Keysstudents.net Account)

- 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.

Additional Apps and Extensions

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

Repairing or Replacing Your Chromebook

Tech Support

All Chromebooks in need of repair must be brought to Room 146 (Mrs. Winters) as soon as possible. Any Chromebook hardware or software issues must be reported to your homeroom teacher as soon as possible so a Help Desk request can be submitted.

Estimated Costs *(subject to change)*

The following are estimated costs of Chromebook parts and replacements:

- Screen - \$100.00
- Keyboard/touchpad - \$50.00
- Power cord - \$25.00
- Full Replacement Cost (Chromebook and Charger,) - \$300.00

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

Chromebook Technical Support

The IT department 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 0
- 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.

Students will only sign up for and work within applications that are assigned and approved by their teachers and the Monroe County School District. Students must **ALWAYS** use their Monroe County Schools keysstudents.net account when logging into their chromebooks.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** 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. **Protect Yourself.** 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. **Respect Others.** 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. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property.** 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. **Protect Intellectual Property.** 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.

Monroe County Schools Internet Use, Safety, and Computer Use Policy

Monroe County 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.

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 will ongoing instruction in Internet Safety.

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 Monroe County 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 electronic mail, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Monroe County Public Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Monroe County Public Schools to block and/or filter access to Internet Sites that are not in accordance with district policies.
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 Monroe County 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 Parents received when they registered their child.

Acceptable Use

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

Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- 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 Director of Media Services or the Director of Technology if you are in compliance with the law.
- Plagiarism is a violation of the Monroe County 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.

Email

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by Monroe County Public Schools. This email system is monitored by the MCSD IT Department and all messages 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.
- No private chatting during class is allowed without permission.
- Email 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 Monroe County 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 MCSD IT Department to ensure appropriate use. The Monroe County Public Schools District cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

Parents and Students, please sign and return the Poinciana Elementary Chromebook Policy & Usage Receipt of Notification and Understanding document on the next page. Once received students will have full access to the chromebooks and the Google Education Suite.

POINCIANA ELEMENTARY SCHOOL CHROMEBOOK POLICY & USAGE RECEIPT OF NOTIFICATION AND UNDERSTANDING

Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements and policies of the Your school School Chromebook Policy and Usage Handbook.

Print Full Name Here

Grade

Student Signature

Date

Print Parent Full Name

Relationship

Parent/Guardian Signature (REQUIRED)

Date

Students must return signed forms to their homeroom teachers in order to check out their chromebooks for the 2015-2016 school year.

Students/Parents should keep the Chromebook Policy and Usage Handbook document for future reference.

The document can also be accessed online on Poinciana’s school page.