

Thousand Islands School District Chromebook Program

**Grades 6 - 12
2016-2017**

The mission of the 1-to-1 program in the Thousand Islands School district is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The District will integrate professional development for teachers and students to enhance classroom environments by implementing high-quality instruction, assessment and learning through the use of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

Device

Purpose

The Thousand Islands School District is supplying students with a Chromebook device. This device is property of the Thousand Islands School District. The supplied device will provide each student access to educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

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 1. **RECEIVING YOUR CHROMEBOOK:
District Owned/Issued Chromebooks**

Chromebooks will be distributed within the first month after the start of school each year to High School students. Middle School students will have Chromebooks slated for them in their classrooms. Parents/Guardians and students MUST sign and return the Chromebook Agreement document before the Chromebook can be issued to their child. This Chromebook Policy outlines the procedures and policies for student use and for students and families to protect the Chromebook investment for the Thousand Islands School District. Chromebooks will be collected at the end of each school year and students will be reissued the same Chromebook every year while they are still enrolled in the same building.

HELPFUL TIP:

It is important for students and families to write down serial numbers of their Chromebooks and store that information in a safe area. This will be useful in returning a Chromebook if it is lost or stolen.

2. RETURNING YOUR CHROMEBOOK:

All district owned Chromebooks must be returned following the guidelines in their respective school buildings.

- **Students leaving the District must return district owned Chromebooks to the office of their school.**
- Chromebooks will be collected during the last week of school in the student's homeroom for summer maintenance.
- Any Chromebook not returned at the end of the year or when the student is no longer enrolled will be considered stolen property and law enforcement agencies will be notified.
- Chromebooks will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear.

3. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be submitted to the library of their school to be sent to the Help Desk as soon as possible so that they can be taken care of properly. ***Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

3a: General Guidelines

- Chromebooks must have a Thousand Islands School District asset tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result.
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in a case or backpack while plugged in.

- Students should never carry their Chromebooks while the screen is open.

- Chromebooks must remain free of any permanent writing, or drawing.
- Vents CANNOT be covered.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.

3b: Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.

3c: Screen Care

Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Do not place the device near magnets or anything with high electric current.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent.

4. **USING YOUR CHROMEBOOK AT SCHOOL**

- **Chromebooks are intended for use at school each day.**
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their class teacher.

4a: Chromebooks Left at Home

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school. This should occur before the school day starts or on lunch time to reduce distractions during the school day.
- If unable to contact parents or guardian to bring the device to school, the student can request a loaner from the library for the day.
- Repeat violations of this policy could result in disciplinary action.

4b: Chromebooks Needing Repair

- Chromebooks needing repair will need to be given to Library staff to have it repaired. All repairs will be managed by District IT Staff.
- **Students and families should never attempt to fix a broken Chromebook nor should they have anyone else attempt to fix their Chromebook.**
- Loaner device may be issued to students when their Chromebook is in for repair.
- Students using loaner device will be responsible for any damages incurred while in their possession.
- Students will be required to reimburse the District if a loaner device is lost or stolen.

4c: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Students grades 6 through 8 will have a charged Chromebook available at school each day unless policies change and allow for students to take them home. If/when this occurs then the aforementioned charging procedures apply.

4d: Passwords and Background Images

- Take care to protect your password. Do not share your password.
- Password resets can be facilitated by staff. They will either reset it upon request or request to have it reset.
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, pictures or anything else deemed inappropriate by Thousand Islands staff will result in disciplinary actions.

4e: Audio Restrictions

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher but may not be provided by the Thousand Islands School District.

4f: Printing from your Chromebook

- In an effort to save on printing costs from paper to ink the District is encouraging digital transfer of information by sharing and email information, papers, etc. Printing is

available by saving websites/documents as PDF files to Google Drive then accessing a networked computer within the school building and printing.

4g: Account Access

- Students will only be able to login using their *@tivikings.org email account.
- Account login information can be supplied to a student by the staff.

5. **MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK**

- Google Apps for Education is a suite of products which includes gmail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets students create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.
- Prior to leaving the district, or graduating, students that want to save any work need to use Google Takeout to transfer any work to a personal gmail account. Please follow instructions.

6. **OPERATING SYSTEM ON YOUR CHROMEBOOK**

Chromebooks run a modified version of the Chrome browser. It connects to web resources, apps and extensions provided on the internet. It does not run Windows application software or Mac application software.

6a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.

6b: Virus Protections & Additional Software

- Go Guardian software will be used for content protection on your Chromebook at all times.
- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there's no need to worry about lost homework.

6c: Procedures for Restoring your Chromebook

If your Chromebook needs technical support for the operating system then it needs to be submitted to the Library.

7. **ACCEPTABLE USE GUIDELINES**

7a: General Guidelines

- The District Acceptable Use Policy applies to all student use of Chromebook devices.
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Thousand Islands School District.
- Students are responsible for their ethical and educational use of the technology resources of the Thousand Islands School District.
- Access to the Thousand Islands School District technology resources is a privilege and not a right and can be revoked at any time.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Acceptable Use Policy, student handbook and other applicable school policies.
- It is prohibited to take and/or distribute photos/videos/images with the knowledge and consent of the subject.

7b: Privacy & Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Do not use your school email for personal email communication.
- Remember that storage is not guaranteed to be private or confidential as all chromebook equipment is the property of the Thousand Islands School District.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.

7c: Parent Responsibilities

Parents will be responsible for monitoring student's use of the Chromebook at home and away from school. Parents will be responsible for reviewing the TICSD Program Agreement with their child(ren)/student(s) and are asked to monitor their student's activities on the Internet on a regular basis. Remember, parents are responsible for overseeing their child's use of the Internet while at home.

7d: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

- Plagiarism is a violation of the student policy. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the New York Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the Thousand Islands School District.

7e: Google Account

Google accounts and access will be given to all students utilizing Chromebooks. This is a requirement that gives them access to sign into the device and participate in communication with peers and staff for educational use. Students under 13 ordinarily need parent permission to have gmail accounts, however COPPA allows the School District of Thousand Islands to act as the parent's' agent and approve the accounts on their behalf. To be COPPA (Children's Online Privacy Protection Act) compliant, we must provide an opt out process and have done that (see section 7e) so all students *will* have Google Apps accounts (including GMail) built into the private student domain.

7f: E-mail Electronic Communication

Google accounts and access will be given to all students utilizing Chromebooks. This is a requirement that gives them access to sign into the device and participate in communication with peers and staff for educational use. Always use appropriate and proper language in your communication.

- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at anytime.

7g: Consequences

- The student, in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

7h: At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care

section.

- Transport your chromebook in a case or protected backpack.
- School district-supplied filtering is active on each student account at all times.

8. PROTECTING & STORING YOUR CHROMEBOOK

8a: Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password
- MAC address of the chromebook

8b: Account Security

Students are required to use their tivikings.org domain user ID and password to protect their accounts and are required to keep that password confidential.

8c: Tips for Storing Your Chromebook

- When students are in school and are not using their Chromebook, they should store them in their locked locker, or secure bag
- Use of a case when not in use is encouraged to prevent damage
- Nothing should be placed on top of the Chromebook when stored in the locker.
- High School students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed for homework and charging purposes.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and to prevent temperature related issues.

8d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, locker rooms, library, unlocked classrooms, music rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.

Unsupervised Chromebooks will be confiscated by staff and taken to the Library in the building. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

9. REPAIRING/REPLACING YOUR CHROMEBOOK

Middle School Chromebooks that need repair should be submitted to the classroom teacher. The classroom teacher will then submit a HelpDesk ticket to have the chromebook repaired. High School students should submit Chromebooks that need repair, to their building Library Staff. Library Staff should be notified of any damage or issue to a student's Chromebook

9a: Vendor Warranty:

- The equipment vendor has a three year hardware warranty on the Chromebook.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- All vendor warranty claims will handled by Technology Staff.

9b: Chromebook Repair Costs

Chromebook repair costs are determined below. Students and student families will be responsible for all damages to their District issued chromebook. If a device is lost or stolen the student and student family will be responsible to replace the chromebook.

Required Replacement Charges

Replace Damaged Chromebook--\$ 279.00

Replacing Screen--\$ 95.00

Replacing Keyboard/touchpad--\$ 52.00

Replacing Power cord--\$ 60.00

Other replacement parts - 100% of cost to District

10. **CHROMEBOOK TECHNICAL SUPPORT**

Technical support is available as follows. If repair is necessary for a Middle School Chromebook, then the classroom teacher must submit a technology request for repair. If repair is necessary for a High School Chromebook, then a Library Staff member will submit a technology request for repair.

Technology Staff members will provide:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs

Library Staff can provide (High School Only):

- Charging of a chromebook, if deemed necessary and acceptable

- Loaning of a device
- Submission repair

11. **CHROMEBOOK FAQ's**

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable track pad, all-day battery life, light weight, and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of Thousand Islands School District's Technology Department will maintain devices through our Google Apps for Education account. As such, the school can pre-install web- applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB storage, mice and keyboards (see [supported file systems](#))
- SIM cards
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones

Q. Can the Chromebook be used anywhere at anytime?

A. Yes, as long as you have a WiFi signal to access the web. Chrome offers the ability through Apps so users can work in an "offline" mode if WiFi is unavailable.

Q. Will our Chromebook have 4G?

A. No. The district Chromebooks will not have 4G broadband.

Q. Do Chromebooks come with Internet Filtering Software?

A. No. Chromebooks do not come with internet filtering software. However, the School District of Thousand Islands is providing onsite and offsite filtering using the District’s web filter over wifi and routing outside the District.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. Battery life?

A. Chromebooks have a rated battery life of 7 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

Thousand Islands Schools
Student/Parent Chromebook Responsibilities

Tip: Write down your serial number for your device and keep it, if needed

Parent Responsibilities	Student Responsibilities
<p>Your student has been issued a Chromebook computer to improve and personalize learning opportunities for his/her education. It is required that these responsibilities are followed to ensure the safe, efficient, and ethical operation of this device. “I” refers to parent.</p> <ul style="list-style-type: none"> ● I will supervise my student’s use of the Chromebook at home. ● I will report to the school any problems with the Chromebook and will not 	<p>Your Chromebook is an important learning tool and is for educational purposes only. In order to take your Chromebook home each day, you are required to accept the following responsibilities. “I” refers to student.</p> <ul style="list-style-type: none"> ● When using the Chromebook at home, at school, and anywhere else, I will follow the policies of the District and abide by all local, state and federal laws. ● I will treat the Chromebook with care.

<p>attempt to repair the Chromebook.</p> <ul style="list-style-type: none"> ● I will make sure my student charges the Chromebook battery nightly. ● I will make sure my student brings the Chromebook to school each day. ● I understand that if my student comes to school without the Chromebook, I may be called to bring it to school. ● I agree to make sure that the Chromebook is returned to the school when requested and upon my student's withdrawal from the District. ● I am financially responsible for any physical damage to the Chromebook. 	<ul style="list-style-type: none"> ● The Chromebook is my responsibility and will stay in my possession at all times. ● I will bring the Chromebook to school every day. ● I will not modify software on the Chromebook. ● I will keep all accounts and passwords assigned to me secure and will not share these with any other students. ● I will recharge the Chromebook battery each day. ● I will return the Chromebook when requested and upon my withdrawal from the District. ● I am financially responsible for any physical damage to the Chromebook.
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Thousand Islands School District Chromebook Program Agreement

Student Agreement

I have read, understand and agree to abide by the terms of the foregoing Chromebook Policy. Should I commit any violation or in any way misuse my Chromebook, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me. I understand that I am to treat this chromebook no different than any other District owned piece of equipment. I will not alter it, make changes to it, or use it in a manner that is not aligned with the District Chromebook Policy. If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in effect and I agree to abide by this Policy.

Student (print clearly) _____ Date _____

Student(signature) _____

Parent or Guardian Agreement

As the parent or legal guardian of the above minor, I have read, understand and agree that my

child or ward shall comply with the terms of the Thousand Islands School District's Chromebook Policy. I understand that the Chromebooks are a privilege and can be revoked if misused. I understand that if the chromebook is damaged, lost, or stolen that my child or myself will be responsible to reimburse the District for the cost of the repair or replacement. I am signing this Policy and agree to indemnify and hold harmless the School, and the School District that provides a device to my child or ward, against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her chromebook or violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her Chromebook if and when such access is not in the School setting. I hereby give permission for my child or ward to use a Chromebook authorized by the School District and agree to the above terms and Policy.

Parent or Guardian (print clearly) _____ Date ____

Parent or Guardian (signature) _____