

# **Chromebook Guidelines and Expectations for Students**

Berry Middle School

# **PART ONE**

Background Information

# What is the Engaged Learning Initiative?

- The world is changing - we are preparing you for jobs that don't exist yet.
- The E.L.I. uses technology to help you learn real-world processes, thinking skills, and problem-solving skills.
- Technology will be seamlessly integrated into your classes - expect to use these devices in most of your classes.
- Use will vary on the teacher's learning objectives for you.

# What are our goals for you?

- ❖ Based on National Educational Technology Standards (NETS)
  1. Be creative and innovative
  2. Communicate and collaborate
  3. Be able to research and be fluent in information seeking
  4. Increase critical thinking, problem-solving, and decision-making skills
  5. Apply digital citizenship to your life
  6. Be able to apply these skills to other types of technologies as they develop

# Why did we choose a Chromebook?

- Full keyboard, big screen, USB ports - can use it to PRODUCE rather than just view
- Easy to use - long battery life - connects instantly.
- Low maintenance - no software updates or viruses like a laptop
- Uses GoogleApps
- Safe online storage, but also can work offline and store on device if needed

# What about Digital Citizenship?

- You must view yourself as a digital citizen.
- You are expecting to constantly put into practice good decision-making online.
- We commit to consistently model and teach good digital citizenship to you.
- If you use good digital citizenship, you will benefit greatly from this initiative.
- If you do not use good digital citizenship, your privileges will be suspended or revoked.

# The E.L.I. can be a GREAT thing!

- You will be able to create, produce, explore, collaborate, problem-solve, communicate, and research.....
- The world is changing, and education needs to change with it.
- You have the opportunity this year to learn in ways you never have before.
- And, we have the opportunity to teach you in ways we never have before.
- We are learning along with you.

# But, the E.L.I. is NOT the only thing....

- We will still read books and check out books.
- We will still write using pencils and pens.
- We will still have pencil and paper quizzes and tests.
- We will still keep notebooks, binders, folders, etc.
- We will still talk to one another face to face, have constructive dialogues in class.
- We will still create art with our hands, and express ourselves in ways WITHOUT the use of technology.



# Our Goal....

To create “critical thinkers,”

“problem-solvers”

and “life-long learners.”

# PART TWO

Receiving and Using the Chromebook

# Using GoogleApps

- You must have parent permission to have a Hoover Google account.
- You will use ONLY the Hoover Google account on your Chromebook.
- You can create docs, presentations, spreadsheets and more.
- Every click, site, email, file, and internet search can be monitored by HCS tech staff.
- We have the ability to view your entire digital footprint remotely.
- You will be held accountable for the decisions you make with our Hoover Google account.

# Receiving the Chromebook

- You will receive one ONLY if you have in your hand a CASE and a PERMISSION FORM.
- There is a 10 question quiz on this handbook, and you must earn a 100.
- There will be no exceptions.
- You can rent a case from the school or go out and buy one on your own.
- Each Chromebook is inventoried to you like a textbook.

# Responsibility of the Chromebook

- The Chromebook does not belong to you.
- The Chromebook is property of HCS.
- Separate your personal use from your educational use - this is an educational tool.
- We can ask for it back at anytime.
- If it is damaged or lost, no matter the circumstances, your parents are responsible for the bill.
- Chromebook = \$250
- Charger cord = \$30
- Case (optional) = \$20
- We will ask for these items back at the end of the school year.

# Chromebook Inventory

- The device is inventoried to you.
- DO NOT LET ANYONE ELSE USE OR TOUCH YOUR CHROMEBOOK.
- You are responsible if they break it.
- Each one is etched with an inventory number and it is inventoried to you.
- We will have a way to label each Chromebook with student name on the outside from year to year.

# Chromebook Care

- Always keep it in the case when not in use.
- Carefully consider where you store your device when not using it.
- Always carry Chromebook in a case.
- Chromebooks must come to school fully charged.
- Keep food or drink away from your device.
- Don't try to clean the screen with anything but a soft lint-free cloth - no cleaners.
- Do not drop, slide, or press on the Chromebook.

# Chromebook Care (cont'd)

- All devices and cases must stay free from stickers or drawings.
- Keep out of extreme cold or heat.
- Do not tamper with inventory numbers or tags.
- You can use personalized backgrounds and settings - if it is not appropriate for school, you will lose your privileges and have school discipline.
- Chromebooks are not allowed out in locker rooms, cafeteria, or gyms.



# Chromebook Care (cont'd)

- Do not let anyone else borrow or touch the Chromebook assigned to you.
- Carefully removed cords, USB, etc.
- If something happens to it, it's on you.
- If it breaks, do not attempt to fix it yourself.
- If it stops working, let your teacher know immediately.
- If it is lost or stolen, let your teacher know immediately.

# Using the Chromebook at School

- You will likely use it several times each day.
- Keep it off in between uses - powers up in 8 seconds.
- Your team will set your guidelines for management and team procedures for use.
- Always follow teacher instructions regarding use of Chromebooks at school.
- Internet is highly filtered at school - do not attempt to bypass this filter.
- If you continue to bring an uncharged device to school, you will lose the right to use it.

# Using the Chromebook Outside of School

- Wifi ready - can connect to any wifi network.
- Since the device belongs to HCS, all monitoring of the device is still intact.
- All acceptable use rules that apply inside school also apply outside of school.
- Can work offline - you can still type docs and create work even if you don't have wifi at home.
- You are responsible for what happens to this device outside of school.
- Remember - GoogleApps can be accessed from your home computer too.

# Chromebook Insurance

- Parents have the option to purchase Chromebook insurance.
- These and all Chromebook details are found at [www.hcse.li.com](http://www.hcse.li.com)

# **PART THREE**

Acceptable Use Information

# What does “Acceptable Use” mean?

- Using the privileges you have been given in a responsible and ethical manner.
- HCS has outlined an acceptable use policy.
- Each student must accept the AUP before they can even touch a HCS computer.
- Failure to adhere to these guidelines mean your privileges will be suspended or revoked.

# What is considered Acceptable Use?

- Using this device for educational purposes, very very limited personal use.
- Any use that furthers your education.
- Keeping your account information private - never share accounts or passwords.
- Creating docs, presentations, spreadsheets, or otherwise for school.
- Conducting research for school.
- Collaborating with other students using GoogleApps.
- Collaborating with your teachers online.

# What is UNacceptable use?

- Breaking state and federal copyright laws.
- Using a personal Google account on your Chromebook.
- Sending, receiving, transmitting, uploading, or downloading explicit, profane, offensive, or obscene images.
- Cheating
- Messaging services other than through GoogleApps for educational purposes.
- Any type of gaming apps or sites.



# What is UNacceptable use? (cont'd)

- Changing Chromebook settings (with the exception of GoogleApps settings)
- Downloading unauthorized apps.
- Using this device or HCS network for financial gain.
- Giving out personal or identifiable information over the Internet
- Cyber-harassment or bullying
- Vandalism, either physically or to the hardware or software
- Bypassing the HCS network

# Use of Personal Devices

- Phones are to be off and in lockers. Period.
- Personal devices from home are allowed in place of a Chromebook.
- Only LARGE screen devices are allowed (iPad, Chromebook, Kindle, Nook, etc.)
- Smaller screen devices are not allowed (iPod, iPod touch, phones, etc.).
- HCS accepts no responsibility for these devices.
- You must have your parents' permission.
- Teacher must give you permission to use these devices.
- When connected to the HCS network, you are under the HCS acceptable use agreement we just talked about.

# Consequences for Improper Use

Privileges suspended or revoked.

Device revoked.

Appropriate disciplinary consequences.

# Expectation of Privacy

- This device does not belong to you.
- We are letting you borrow it for the year.
- These Google accounts do not belong to you.
- We are letting you borrow it.
- You have no expectation of privacy in your email, Chromebook, Drive, Google searches, or otherwise.
- Anytime you use the HCS network, even on a personal device, AUP applies.

# PART FOUR

What do we do from here?

# **STEP ONE: Talk to your parents or guardians.**

- Talk to your parents or guardians about what they feel is the best for you and your family values.
- Talk to them about what you have learned at school in this presentation.
- Talk to them about how you plan to use it at school, and how you would use it at home.
- Talk to them about what they expect of your use of the device at home (what are the **RULES** for use at home?).

## **STEP TWO: Get a case.**

- Two options:
  - Rent a case from the school for \$10 per year. A very limited number of cases to rent school-wide.
  - Buy a Chromebook case on your own.
- **YOU MUST HAVE A CASE TO GET A DEVICE.**

## **STEP THREE: Get parents or guardians to sign your permission form online.**

- Your parents need to go online, read the agreement, and sign the permission form in order for you to receive your Chromebook.
- Form is found at the end of the handbook at [www.hcseli.com](http://www.hcseli.com)



## **STEP FOUR: Take and pass the E.L.I. quiz.**

- You must take and earn a 100 on the E.L.I. quiz in order to receive a Chromebook.
- The quiz will be based off of this presentation.
- The quiz will be 10 questions using paper and pencil.
- If at first you don't make it, you can take it again until you earn a 100.

# **STEP FIVE: Receive and begin using your Chromebook.**

- Many of you already have your Chromebook from last year.
- Chromebooks will be passed out to everyone else on August 26, during the day.
- If you don't take care of steps 1-4 as outlined, you will not receive a Chromebook.

# REMEMBER.....

- This presentation is based off of the “HCS Chromebook Handbook,” found on our website and in hard copy form in our main office.
- We want you to be able to create, produce, explore, collaborate, problem-solve, communicate, and research.
- With opportunity comes great responsibility.
- This a powerful tool with great potential for learning.
- We know that each home is different
- Please let us know if you have any concerns, questions, or comments specific to your situation at home.

# QUESTIONS?

Please ask.