



Rocky Hill Public Schools 1:1 Student Chromebook Procedures & Information

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Rocky Hill Public Schools Chromebook 1:1 Program

The Board of Education remains steadfast in its focus on continuously improving the quality of teaching and learning in Rocky Hill Public Schools. In the spring of 2015, the Board of Education approved a plan (which is commonly referred to as “the Chromebook initiative) to provide all students in grades 7 through 12 with individual Chromebooks as a key component of the district’s overall vision for instructional technology in the 21st Century. The distribution of Chromebooks to our 7th and 8th graders in September of 2015 was the first step in implementing the Chromebook initiative. In September 2016 the Chromebook initiative comes to fruition with all students in grades 7 through 12 having an individual Chromebook. Since then, the Chromebook 1:1 Initiative has expanded to grades 5 through 12!

The Rocky Hill Public Schools’ vision is for all students and staff to employ technology as a tool to access, analyze, present, and utilize information. To realize this vision, we are implementing a 1:1 Chromebook program to encourage students to engage in problem-based learning and help them to realize that teaching and learning can occur anytime, anyplace. The Chromebook 1:1 Program facilitates:

- Access to digital educational resources
- Availability beyond the school day
- Individualized learning
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Technology literacy skills
- College and career readiness

As with any educational endeavor, a strong partnership with families is essential to a successful experience. The purpose of the policies, procedures, and information herein is to communicate with parents the rights, responsibilities, etiquette, privacy, prohibitions, security, consequences and liability limitations of this initiative. During the year, additional rules regarding the use of Chromebooks may be added, and you will be notified of the change(s). Teachers may set additional requirements for technology use within their respective classrooms.

The Rocky Hill Public Schools reserves the right to make revisions to this document at any time.

1. RECEIVING/RETURNING YOUR CHROMEBOOK

1.1 Receiving Your Chromebook

Chromebooks will be distributed during the beginning of the school year and per a schedule set by the school. Parents & students must review and sign the district's Acceptable Use Policy and a Device Agreement for Chromebooks prior to receiving a Chromebook. Additionally, parents and students must enroll in the [Chromebook Protection Program](#).

1.2 Returning Your Chromebook

- Students in grades 7 and 8 are required to return their Chromebooks upon request for maintenance and other school purposes. Chromebooks are collected at the end of the school year and kept at the school during the summer for maintenance and inventory purposes.
- Students who withdraw, are expelled, or terminate enrollment in Rocky Hill Public Schools for any reason, must return their individual Chromebook on the date of termination or must pay the replacement cost of the Chromebook.
- Chromebooks and their power adapters must be returned to school in reasonable condition. If a student fails to return their Chromebook upon termination of enrollment, they will be subject to pay the full replacement cost.
- Rocky Hill Public Schools reserves the right to report failure to return the device to the Rocky Hill Police Department.

2. TAKING CARE OF YOUR CHROMEBOOK

If a student's Chromebook is broken or fails to work properly, he/she should contact the Rocky Hill Public Schools' IT Department by submitting a helpdesk ticket, using the student helpdesk. If a student's Chromebook is accidentally damaged, stolen or malfunctions, the student should notify the school within 24 hours of the incident. If the Chromebook is stolen, a police report will be required.

2.1 General Precautions

- 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
- Students should never carry their Chromebooks while the screen is open
- Chromebooks should be shut down before storing them in order to conserve battery life
- Chromebooks must never be left in an unlocked car or any unsupervised area
- Chromebooks must never be left in a car or any location where they could be subject to extreme heat or cold
- Students **should not cover the fans on Chromebooks**, as this can cause damage to the motherboard
- Students are **STRONGLY ENCOURAGED** to purchase a Chromebook cover or case to prevent damage

2.2 Screen Care

Chromebook screens can be damaged if subjected to rough treatment. They are particularly sensitive to damage from putting pressure and weight on the screen.

- Do not lean on the top of the Chromebook when it is closed or opened
- Do not place anything in the case that will press against the cover
- Do not poke the screen
- Do not place anything on the keyboard before closing the lid (e.g. pens or pencils)
- Clean the screen with a soft, dry cloth or anti-static cloth

3. USING YOUR CHROMEBOOK AT SCHOOL

Although students may take their Chromebooks home (with an active insurance policy), Chromebooks are intended for use at school each day. Students are responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher(s).

3.1 Chromebooks Left at Home

- If a student does not bring his/her Chromebook to school, the student should notify his/her teacher.

3.2 Chromebook Support & Repairs

- Technical support is provided to all students at school during school hours. The Rocky Hill Public Schools' IT department will provide online resources to links for self-help and technical support outside of school hours. Such links and resources will be posted on the "Virtual Instructional Technology - Google Classroom" and the technology web site at www.rockyhillps.com.
- Loaner or replacement Chromebooks may be issued to students in the event that a Chromebook needs repair.

3.3 Charging Your Chromebook's Battery

- Chromebooks must be brought to school each day in a fully charged condition. The average life of a Chromebook battery is 8 hours. Students must charge their Chromebooks every night so they are prepared for the school day.
- There will be limited "Chromebook Charging Stations" available at school.

3.4 Personalizing Your Chromebook

- Inappropriate media may not be used as a screensaver.
- Students are free to purchase Chromebook shells, skins or cases from a retailer of their choice. The school will not be responsible for nor provide such accessories.
- Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students may add appropriate music, photos, and videos to their Chromebooks. Personalized media are subject to inspection and must follow the Rocky Hill Public Schools' Acceptable Use Policy.
- Students may add appropriate programs as instructed by their teachers.
- The school is not responsible for programs that students purchase on their own.

3.6 Home Internet Access

- Students are allowed to set up access to wireless networks on their Chromebooks.
- Instructions on Connecting to Your Wi-Fi Network can be found here: <http://goo.gl/Rr9e0Z> (also attached to this document)
- Although basic security and web filtering will be provided by the school and activated on student Chromebooks, Internet access at home or outside of school grounds is the responsibility of the parent/guardian to monitor their student's Internet behaviors.

4. MANAGING, SAVING, & PRINTING YOUR WORK

4.1 Saving work & removable storage devices

- Students shall save their files to the Google Cloud using Google Apps via their school Google account.
- Students may also backup their work using removable file storage. Removable memory sticks may be purchased at a local retailer. The school is not responsible for removable media and will not provide technical support in the event that there is a problem with the removable media.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

- Although Rocky Hill Public Schools makes every effort to keep their network up and running 100% of the

time, in the rare case that the network is down, the school will not be responsible for lost or missing data.

- Most of the Google Drive Apps can be used offline. Once a student reconnects to the Internet, the offline files will sync with the Google Drive Account. More information can be found here: <http://goo.gl/rIZhUr>

4.3 Printing Documents

- *Printing procedures will be updated on August 30, 2018.*

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

The software originally installed by Rocky Hill Public Schools must remain on the Chromebook in usable condition and be easily accessible at all times.

5.2 Additional Software

- Students are allowed to load school-approved apps and extensions from the Google Apps Store; however, students are solely responsible for any apps or extensions on their Chromebooks that have not been installed by a staff member of Rocky Hill Public Schools.
- Although students are allowed to download apps, students may be required to remove such apps in the event that the Chromebook requires storage (memory) space to download and install curriculum-related apps required for classroom instruction or requested by a teacher.

5.3 Expectation of Privacy

Students may be selected at random to provide their Chromebook for inspection and/or maintenance. The District reserves the right to monitor and document all Chromebook and Internet activity by students. Students have no expectation of privacy in the use of District Chromebooks, including email, stored files, and Internet activity either at school or away from school.

6. RESPONSIBLE USE

Rocky Hill Public Schools is pleased to offer devices that provide the necessary applications required for classroom instruction and curricula, including email, apps, student data storage, and the Internet. While this technology is provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its educational intent. For this reason, it is extremely important that rules are followed. Misbehavior could result in temporary or permanent loss of access to the Internet, email, or other technology privileges. Violations may result in disciplinary action up to and including suspension/expulsion of students. When applicable, law enforcement will be involved.

6.1 Parent/Guardian Responsibilities

- Talk to your student about digital citizenship and the standards they should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Be an active participant in your student's digital life. Have them show you what sites they are navigating, which apps they use, and what they are working on.
- The following resources will assist you in promoting positive conversations between you and your student regarding digital citizenship.
 - NetSmartz: <http://www.netsmartz.org/Parents>
 - Common Sense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>
 - Think Before You Link: <http://goo.gl/1c7J8D>
 - Tips from Parents at Google: <http://goo.gl/P3PJIN>
 - StaySafeOnline: <https://www.staysafeonline.org/>

6.2 School Responsibilities

- Provide Internet and email access to students.
- Provide Internet filtering on the devices. No filtering system will block 100% of material that may be

deemed inappropriate. In some instances, what an individual may deem appropriate may be blocked incorrectly, and in other instances what an individual may deem inappropriate may not be blocked.

- Provide network and/or cloud data storage areas. Rocky Hill Public Schools reserves the right to review, monitor, and restrict information stored on or transmitted via owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and assure student compliance of the Acceptable Use Policy.

6.3 Student Responsibilities

- Use computers in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment.
- Assist Rocky Hill Public Schools to protect devices and network by informing a teacher about any security problems they may encounter.
- Monitor all activity on their account(s).
- Log off their device after they are done working to protect their accounts and files. If a student does not log off, any email or Internet activity under their name will be considered their responsibility.
- Inform a teacher, if he/she should receive email containing inappropriate or abusive language or if the subject matter is questionable.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Unauthorized use of chat rooms.
- Visiting sites selling term papers, book reports and other forms of student work.
- Internet/Computer Games that are not educational in nature and that are not part of classwork.
- Spamming and/or sending mass or inappropriate emails.
- Gaining unauthorized access to other users' accounts, files, and/or data.
- Password sharing.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Giving out personal information except in an instructional context and with permission from the District.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism of District equipment including computer use that intentionally degrades the security or performance of the District network.
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or bully recipients.

6.5 Legal Propriety

- 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/guardian.
- Plagiarism is a violation of Rocky Hill Public Schools. 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 disciplinary action.

6.6 Cyberbullying

- Cyberbullying is defined as all forms of harassment over the Internet or any form of electronic communications, including cell phones. Students will refrain from using communication devices or school property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyberbullying. All forms of cyberbullying are unacceptable and viewed as a violation and the District's Acceptable Use Policy and procedures. Administration shall fully investigate all reports of cyberbullying.
- Students must adhere and comply to the Rocky Hill Public Schools' Cyberbullying Policy.
- For more information about cyberbullying, visit <http://goo.gl/KIXYgd>.

7. PROTECTING & STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the District. Chromebooks can be identified in the following ways:

- Record of serial number
- Individual user account name
- Asset Tags: All Chromebooks will be labeled with a district Asset Tag. Asset Tags are not to be modified or tampered with in any way. Students may be charged up to the full replacement cost of a Chromebook for tampering with an Asset Tag or turning in a Chromebook without one.
- The student may purchase his or her own Chromebook cover or “skin” to further personally identify the Chromebook.

7.2 Password Protection

Students are expected to use their account username and password and keep that password confidential.

7.3 Storing Your Chromebook

When students are not using their Chromebook, it should be stored in a safe place. Nothing should be placed on top of the Chromebook when stored in a school locker. Students are encouraged to take their Chromebooks home each day after school, regardless of whether or not they are needed.

7.4 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include:

- School grounds and cafeteria, computer labs, locker rooms, unlocked classrooms, and hallways. Any computer left in these areas is in danger of being stolen.
- If this becomes a pervasive issue, additional consequences may be applied.
- Chromebooks may be left unattended for up to 2 hours at a designated “Chromebook Charging Station”.

7.5 Chromebooks Left in Supervised Areas for Charging

Charging stations are located in the common area of each pod. Students may leave their Chromebook attached to the station for charging. Students must sign in to charge and sign out when they remove their Chromebook from the charging station. Students may charge for up to 2 hours, but may not leave their Chromebook at a charging station overnight or after school.

8. REPAIRING OR REPLACING YOUR CHROMEBOOK

8.1 Warranty

Each student’s assigned Chromebook comes with a 4 year warranty for the hardware. All hardware and operating issues must be reported to the student’s teacher. The school’s IT department will be responsible for administering Chromebook repairs and may assign the student a “Loaner Chromebook” to use while the student’s Chromebook is being repaired.

8.2 Chromebook Protection Program

Students in grades 7 through 12 may take their assigned Chromebook home and off school grounds ONLY after the student’s Chromebook has enrolled in the [Chromebook Protection Program](#). There is an annual nominal fee for the program which must be paid for at the start of every school year. There is a deadline for payment that will be set annually. A separate Insurance Information Flyer will be provided annually with details.

8.3 Policy Renewal & Replacement Costs

The student must enroll annually in the Chromebook Protection Program. Each year, the school will provide the student and parents/guardians with details, information and requirements for the annual renewal. If the student is not enrolled in the program, the student may be asked to return the Chromebook to school and will not be permitted to take the Chromebook off of school grounds until after the insurance policy is renewed. If there is a

lapse in policy coverage and damage or theft occurs to the Chromebook, the student's parent/guardian will be responsible for the cost of repairing or replacing the Chromebook. Costs are listed below.

Replacement Chromebook	\$200
Replacement Screen	\$100
Replacement Keyboard	\$75
Replacement Battery	\$50
Replacement Charger	\$25
Replacement Asset Tag	\$5

8.4 Coverage. Please refer to the annual Chromebook Protection Program for coverage information. Lost adapters, chargers and cases are not covered.

8.5 Claim Procedures

- Report any incidents directly to your school's designated Chromebook contact.
- Incidents MUST be reported within 24 hours so claims may be filed promptly in order for the insurance policy coverage to apply. If a student fails to report such claims, the student may be charged for the cost of the damage or replacement of the Chromebook.
- All claims will be filed directly by the Rocky Hill Public School's IT Department.
- A replacement will be issued to the student immediately if they have previously enrolled in the Chromebook Program. However, for district-paid insurance policies and/or for a student with multiple claims, students may need to pay the appropriate amount for damage before receiving a loaner or replacement.
- In cases of theft or disappearance, a police report must accompany the claim before a replacement Chromebook can be issued. The police report must also directly cite the theft or disappearance and the circumstances surrounding the situation.

8.6 Exclusions

Rocky Hill Public Schools reserves the right to charge the student the entire replacement cost if student negligence is determined to be the cause of the damage. Negligence could include, but is not limited to:

- Not informing the school immediately of the damage to the device.
- Inappropriate electrical use by using an inappropriate charger.
- Dishonest, fraudulent, or criminal acts.
- Theft not accompanied by a police report.
- In the event that there are repeated accidents of a similar nature, the District may view this as a situation whereby the student did not exercise proper care and/or reasonable precautions, and therefore, the insurance program is not applicable.

9. USE OF TECHNOLOGY RESOURCES

9.1 Regulations

The use of Rocky Hill Public Schools resources is a privilege, not a right. The privilege of using technology resources provided by Rocky Hill Public Schools is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in Rocky Hill Public Schools. These procedures are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in these procedures, privileges may be terminated, access to district technology resources may be denied, and the appropriate disciplinary action will be taken.

9.2 User Terms and Conditions

The use of Rocky Hill Public Schools technology resources is subject to the following terms and conditions:

- The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of Rocky Hill Public Schools along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to

inappropriate materials and shall monitor online activities of end users in the school environment.

- User accounts are considered property of the school district. Network administrators may review district computers to maintain system integrity and to ensure users are using the system responsibly. Students should not expect that anything stored on district computers or networks will be private.
- The district reserves the right to utilize Google's Location Services in order to provide the location of a lost or stolen Chromebook.

9.3 Chromebook Violations

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Unauthorized use of chat rooms
- Visiting sites selling term papers, book reports and other forms of student work
- Internet/Computer Games that are not educational in nature and that are not part of classwork
- Downloading and executing files, unless authorized as part of curriculum
- Spamming and/or sending mass or inappropriate emails
- Gaining unauthorized access to other users' accounts, files, and/or data
- Password sharing
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity
- Giving out personal information except in an instructional context and with permission of the district
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism of district equipment including computer use that degrades security or performance of the district network

9.4 Computer Network Violations

- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewalls) as a system administrator
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources
- Creating, uploading, or transmitting computer viruses and other malware
- Attempting to defeat or circumvent computer or network security, including web filters

9.5 Violation Consequences

Infractions of any conditions included in this packet *may* result in the following consequences and are handled on a case by case basis.

- *Violation 1 Student will **lose Chromebook privileges for the remainder of the day** and will have to pick up his/her Chromebook in the office and attend a training on Proper Chromebook Care and Use.
- *Violation 2 Student will have to turn in his/her Chromebook to the office. **The parent/guardian will be responsible for picking up the Chromebook and attending the Chromebook Care and Use training.**
- *Violation 3 Student will have to turn his/her Chromebook in to the main office **for the remainder of the school year**. A Chromebook will be made available for student use during the school day.



*Additional disciplinary consequences may vary depending on the severity of the offense including referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

Rocky Hill Public Schools
Google Apps Use at Home
Connecting to Your Wi-Fi Network

CONNECTING TO Wi-Fi

While outside of Rocky Hill Public Schools, your Chromebook can connect to a wireless network (commonly known as Wi-Fi networks) in order to access the Internet.


First, turn on Wi-Fi

In the lower right corner of your screen, check the network Wi-Fi icon . If you see the network Wi-Fi signal off icon , click it to turn Wi-Fi on. Your Chromebook will detect nearby networks.

Then, connect to a Wi-Fi network


Connect to an Open Network

Open networks don't have a lock on them and don't require the use of a password. To connect to an open network:


1. In the lower right corner of your screen, click the network Wi-Fi icon .
2. Choose an open network to connect to.

Note: When you log in to an open network, your information may be visible to other people on that network.

Connect to a Network that Requires a Password

Secure networks are marked with the Wi-Fi lock icon  and require additional information before you can connect (Router Name and Password can usually be found somewhere on the Wireless Router itself).

To log in to a secure network:

1. In the lower right corner of your screen, click the network Wi-Fi icon .
2. Click the secure network you would like to connect to. A box will open.
3. Enter the password for that network. When prompted, choose "WPA," then select either WPA-1 or WPA2-Personal security. The WPA-2 setting offers more security than WPA-1. WEP isn't recommended.

MANAGE NETWORKS

If you have multiple networks saved on your Chromebook, you can specify which wireless network your device should connect to by default and manage other network options on the Settings page.

Automatically connect to a network

If there are multiple available wireless networks in your area, you can choose to automatically connect to a specific one.

1. If you have not already, sign in to your Chromebook.
2. Click the status area in the lower-right corner, where your account picture appears.
3. Select **Settings**.
4. In the "Internet connection" section, click the "Wireless network" menu. Make sure you are connected to the network in question.
5. Select **Network options**.
6. Select the "Automatically connect to this network" checkbox.
7. Click **Close**.

It's not possible to specify an order of connection preference among multiple wireless networks.

Tip: Your Chromebook automatically connects to wired local area networks whenever possible. If a wired network is not available, it will try to connect to secure wireless networks that have been saved to the device before trying unsecured wireless networks. Mobile data is only used when no other networks are available.

More information can also be found here: <http://goo.gl/V6SXeB>

If a Chromebook is not connecting to Wifi, then have the student log out. Then Shutdown and then Power back on.