

Baker County Schools Device Handbook



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Chromebook Procedures, Policy, and Information Packet

The 21st century learner is the focus of the Baker County School Systems 1:1 Chromebook / iPad initiative. This focus requires the Baker County School System to provide an optimal education wherein students experience the seamless integration of technology into all aspects of their lives - both at home and at school. College and career readiness skills require students to increase the use of technology in their learning. The 1:1 Chromebook / iPad initiative provides students with a way to maximize their full potential while preparing them for college and the workplace.

This type of technology immersion does not diminish the role of the teacher, but merely transforms it. Learning is the result of interactions with students, educators, parents, and community members. The teacher turns from directing the learning in the classroom to facilitating the learning. Teaching and learning with the Chromebooks/ iPads will help integrate technology into the curriculum through all aspects of the student's education.

What is a Chromebook?

A Chromebook is a laptop device that operates on Google's Chrome Operating System. The Chromebook is primarily used to connect directly to the Internet. It is also designed to be used with Google applications such as Gmail, Google Calendar, Google Drive (a cloud based app), Google Classroom, Google Docs, Google Sheets, Google Slides, and Google Forms. Most of the applications and documents are housed in the cloud within Google Drive. It has a quick start-up time and a long battery life. All applications and use of the Chromebooks are managed by the Baker County School System.

Distribution of Chromebooks and/or iPads

Chromebooks and/or iPads will be distributed to students each year during the first week of school. For a new student to be able to check out a device, **both the student and parent must sign all parts of the BCS Device Agreement.** Returning students that have previously had a Chromebook and/or iPad in the Baker County School System must complete and submit the form indicating that the parents and student have read the updated version of the BCS Device Procedures, Policies, and Information Packet along with a new Student Usage Agreement form.

The Chromebook and/or iPads that students check out their first year at a school will be the device they continue to use until they leave the school or new Chromebooks/iPads are purchased.

Student Responsibilities - The use of the mobile computing device is a privilege as the Chromebook/iPad is still the property of the Baker County School System.

- **Chromebooks/iPads must be brought to school each day for use in all classes.**
- **Chromebooks/iPads must be charged and ready to use each day.**
- If the Chromebook/iPad is not brought to school or it is not charged, the student must check out a loaner Chromebook/iPad from the technology department before going to their first class. Students will receive a discipline infraction for each time this happens unless it is a Chromebook/iPad malfunction.
- The classroom teacher will advise students on device usage in each class. Chromebooks/iPads may or may not be used in every class every day. Students will respect teachers instructions on usage of the Chromebooks and iPads.
- Sound must be muted at all times unless the teacher states differently and/or headphones/earbuds are used. Students will supply their own set of earbuds to use at school.
- Students should NOT use the Chromebooks/iPads to charge their cell phones. This will cause battery issues. If a student is caught in the act, they can be held accountable for the cost of a new battery for the Chromebook/iPad.
- Students should NEVER share their Chromebook/iPad or charger with another student. The Chromebook/iPad and charger are the responsibility of the student who has it checked out.
- Chromebooks/iPads will not be used to take pictures or video unless the teacher has given you permission to do so.
- The device does not come with a mouse; however, if you wish to use one with the Chromebook/iPad, you may purchase one.
- Students must follow all Baker County Schools Acceptable Use Policies.

Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Spamming - sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet for financial or commercial gain or for any illegal activity
- Students are not allowed to give out personal information, for any reason, over the Internet unless directed by the teacher for educational purposes. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, email, etc.

- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the Baker County School Content Filter through a web proxy

Parent Responsibilities

- Accept responsibility for your student's use of the Chromebook/iPad, Internet, and email at home.
- Be aware and discuss legal and academic expectations regarding the use of the Internet and email at home.
- Assist your student with making sure the Chromebook/iPad is charged and ready for the next school day.
- Assist your student with making sure the Chromebook/iPad is brought to school each day.
- Supervise the storage of the Chromebook/iPad at home.

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.
- Plagiarism is a violation of the rules listed in the school's student handbook. 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 the discipline outlined in the Baker County Schools Student Code of Conduct. Violation of applicable state and/or federal laws will result in criminal prosecution or disciplinary actions by the school.

Content Filter on Chromebook/Security/Privacy

Chromebooks/iPads will be set up with safety content filters at school with the Baker County Content Filter in compliance with the Children's Internet Protection Act. Blocks are placed on the device for certain categories of web content. Baker County Schools utilizes GoGuardian and Bark, to specifically monitor student activity on Chromebooks/iPads and

inside the GSuite applications provided by the school system. Content filters are NOT 100% accurate. While the student is using the device away from school, parents should monitor their students online activity and usage outside of school. Parents can place filters on their personal WiFi if they choose. They can also download a Chrome extension that can set up blocks for the student.

Chromebooks/iPads can only be logged into by using a Baker Schools account. All students have been issued a Baker Schools account. If students do not remember their username and password from last year, they will need to go to their teachers to have their password changed.

Students should never leave their Chromebook/iPad unsupervised during the school day, at any after-school activities, or at home. The device should not be left in your vehicle unattended for any length of time.

Students should have NO expectations of confidentiality or privacy with respect to any usage of the Chromebook/iPad, regardless of whether that use is for school or personal purposes, other than as specifically provided by law.

Baker County School System may, without prior notice or consent, login to, supervise, access, view, monitor, and record use of a student's Chromebook/iPad at any time for any reason related to the operation of the school. By using the Chromebook/iPad, students agree to such access, monitoring, and recording of their use.

Teachers, school administrators, and the Baker County School Technology department may use monitoring software that allows them to view the screens and activity on the students' Chromebooks/iPads.

Honor Code

Students are expected to follow the Honor Code set forth by each school when using the Chromebooks/iPads in the classroom or outside of the classroom. The Honor Code can be found in the Student Handbook for each school.

How to Care for your Chromebook (including cleaning)

Students are responsible for the care and upkeep of their Chromebook/iPad. Below are a few guidelines to follow:

- Keep food and drinks away from the device. Students should never eat while working on the Chromebook/iPad. Damage can be incurred from food.
- Use care when opening and closing your Chromebook/iPad by grasping the center

of the lid/device.

- Avoid putting anything heavy on the Chromebook/iPad and make sure it is closed before putting it in your bag.
- Avoid leaving any school supplies such as pencils, pens, or papers inside the Chromebook/iPad when you close it.
- When plugging and unplugging the charger, be gentle and do not pull roughly on it.
- Do not stretch the charger across an area causing a tripping hazard as this could also cause the Chromebook/iPad to fall to the ground.
- Never leave the Chromebook/iPad unattended. You should keep it with you at all times.
- It is not recommended to place the Chromebook/iPad on the floor, in the seat of a desk, lay on your bed, etc where the device can be pushed off, sat on or stepped on.
- Do not allow the Chromebook/iPad to get wet.
- Keep the Chromebook/iPad out of extreme weather such as rain and temperature change.
- Do not leave the Chromebook/iPad in your vehicle.

Damage and Insurance

Chromebooks:

All Chromebooks come with a certain level of coverage when the device is deemed repairable. This will cover such damage as cracked screens, missing keys, internal damage, power surge, and warranty work again within the range of what is deemed repairable.

Students will be responsible for all damage done to the Chromebook that is non-repairable. The entire cost of the Chromebook (\$300) or the repair cost of the device will be due before the student will be issued another Chromebook. For those that cannot pay the entire amount will have the option of a payment plan as long as consistent payments are made. Some situations that are NOT covered are

- theft, burglary, or robbery of Chromebook
- accidental loss of Chromebook
- intentional loss or damage to the Chromebook/charger due to negligence
- illegal use or fraud of the Chromebooks
- dishonest acts including selling the Chromebook
- damage, corrosion, or rust due to liquids or foods coming in contact with the Chromebook
- damage due to changes in humidity or temperature
- insect or animal damage
- any other use the school system deems inappropriate

Students will not be charged for the first two incidents of damage done to the device during the school year. However, after the second incident, students will be charged a deductible fee according to the following scale.

- 1st incident - no fee
- 2nd incident - no fee
- 3rd incident - \$25
- 4th incident - \$50
- 5th incident - \$75
- 6th incident - \$100
- 7th incident - \$300 - complete cost of device

iPads:

All iPads come with a certain level of coverage when the device is deemed repairable. This will cover such damage as cracked screens, missing keys, internal damage, power surge, and warranty work again within the range of what is deemed repairable.

Students will be responsible for all damage done to the iPad that is non-repairable. The entire cost of the iPad (\$300) or the repair cost of the device will be due before the student will be issued another iPad. For those that cannot pay the entire amount will have the option of a payment plan as long as consistent payments are made. Some situations that are NOT covered are

- theft, burglary, or robbery of iPad
- accidental loss of iPad
- intentional loss or damage to the iPad/charger due to negligence
- illegal use or fraud of the iPads
- dishonest acts including selling the iPad
- damage, corrosion, or rust due to liquids or foods coming in contact with the iPad
- damage due to changes in humidity or temperature
- insect or animal damage
- any other use the school system deems inappropriate

Students will not be charged for the first two incidents of damage done to the device during the school year. However, after the second incident, students will be charged a deductible

fee according to the following scale.

- 1st incident - no fee
- 2nd incident - \$25
- 3rd incident - \$50
- 4th incident - \$75
- 5th incident - \$100
- 6th incident - \$300 - complete cost of device

Procedure for Device repairs or support

All repairs or support will be handled through the Technology Department. No repairs are to be made by the student, parent, or outside source. If this happens, this could result in the voiding of this Device agreement and the full payment of the Device, \$300, will be required.

Upon Devices being turned in for repair or support, a loaner Device will be given to the student for use until the student's Device is repaired and returned to the student. The student borrowing the loaner Device will be responsible for any damages or loss of the loaner Device just as with the original Device. The loaner Device will act as the original Device and will be subject to the original Device agreement. It can be taken home until the repairs are made to the student's Device. Students will be notified when their Device is ready for pickup after repairs. The loaner Device must be returned at the time the repaired Device is picked up.

Disciplinary Actions

Students are responsible for bringing their Chromebook/iPad to school each day fully charged and securing it daily. If the student fails to bring their Chromebook/iPad to school or it is not charged, the student will report to the technology department to check out a loaner Device to use for the day. The loaner Device must be returned to the technology department before leaving school or by 1st period/block the next school day - no exceptions. Disciplinary action may be taken for failure to comply. Students can receive disciplinary action for any of the following;

- Failure to bring Chromebook/iPad to school
- Failure to have Chromebook/iPad charged and ready for class
- Leaving device unsupervised
- Damage inflicted on Chromebook/iPad that doesn't warrant immediate administrative action
- Failure to return loaner device at the end of the day

1st offense: Warning

2nd offense: Warning

3rd offense: Lunch Detention

4th offense: Lunch Detention

5th offense and up: After School Detention and/or Administrative Action

Personalization of your Chromebook/iPad

The Chromebook/iPad that is checked out to each student will be labeled with an asset tag. This label is NOT to be removed or covered under any circumstance. Students may personalize their Chromebook/iPad; however, all personalization that is done **must be removable and not permanent**. A fee will be incurred if there is permanent damage due to the student's personalization of their device. The Chromebook/iPad must be returned in original condition at the end of the school year. The leaving class of each school will need to remove all personalization before the device is returned.

Returning the Chromebooks/iPads - End of Year, Withdrawn, or Expelled

Chromebooks/iPads and chargers will be returned to the technology department at the end of the school year. **If a student withdraws, or is expelled, the device must be returned before leaving.** If the device is not returned to the technology department, a police report will be filed and a lost/stolen fee will be charged to the student/parents of \$300 for the device plus \$45 for the charger. After 45 days of the device not being returned, Baker County School reserves the right to seek warrants for theft by conversion of government property.

Lost/Stolen Chromebooks/iPads

If the Chromebook/iPad is lost/stolen, a police report must be filed with the School Resource Officer immediately along with contacting the Technology Director. The Chromebook/iPad will be completely shut down through the technology department making it unusable by anyone and local businesses will be notified. The entire cost of the Chromebook/iPad will be charged to the parent/student. The cost of the Chromebook is \$300 and the charger is \$45. The cost of the iPad is \$300 and the charger is \$45.

Other Useful Information

1 - Students will need earbuds to use with the Chromebooks/iPads.

2 - If students wish to use a mouse, students will need to purchase a USB/wireless mouse. Those will not be provided for students.

3 - Chromebook/iPad sleeves/protective covers are recommended to help protect the Chromebook/iPad and allow for easy identification. Protective sleeves may be purchased at several different places including Wal-Mart, Amazon, or Staples.

4 - Students will be able to download some Chrome Extensions and Apps to their school Google account. These extensions and apps will be useful in helping students with assignments, studying, and other things.

5 - Students will be able to access their school Google account from anywhere that has an Internet connection.

6 - Baker County Schools may provide some WiFi; however, it makes no guarantee that the network will be 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.

WiFi Access at home

Students will be able to access the Internet at home by using a wireless connection. The Chromebook/iPad is configured to use Baker County School Internet Content Filter. While Internet content filters are in place for the protection of Baker County Schools, no filter program provides 100% protection. Monitoring and supervision by teachers and parents are still very important.

Sources:

Tift County 1:1 Chromebook Program

Baker County Schools Student Computer/Device Acceptable Use Guidelines

The device and accessories issued to students are, and will remain, the property of Baker County Schools. The device is on loan to students and must be used in accordance with the guidelines specified in the BCS Device Packet and the Code of Student Conduct.

As the student, my signature indicates I have read or had explained to me the guidelines of use and care of the device and accessories. I accept responsibility for abiding by the guidelines and direction of my teacher(s). I will use the device and accessories for educational purposes. I understand the potential problems concerning inappropriate materials on the Internet and I will use good judgment in my online behavior. I further understand that any misuse of computer resources may require suspension or cancellation of my network access privileges. I understand that inappropriate conduct on the school-issued Chromebook/iPad will result in school discipline even if such conduct occurs off school grounds and outside of school hours. **I also understand I must bring the Chromebook/iPad to school everyday fully charged if school is attended face-to-face.**

Student Initials: _____

As parent/guardian, my signature indicates I have read, understand, and agree to the acceptable use guidelines. I give permission for my student to have access to the Chromebook/iPad and I, along with my student, accept responsibility for the care and protection of the unit and accessories. My child has permission to use school-based Internet resources. I understand the potential problems concerning inappropriate materials on the Internet. I have discussed with my child acceptable standards for online behavior. I agree to allow my child to take the school-issued Chromebook/iPad home if authorized by Baker County. I further agree that while at home the Chromebook/iPad will be used as an educational tool only. I understand that school guidelines for use of the device extend to any location where the school-owned device is operated, including my home. My child shall be held accountable for infractions of the school's Code of Conduct for any offenses involving the use of the Chromebook/iPad regardless of where the Chromebook/iPad is located when the infraction occurs.

Parent Initials: _____

I acknowledge that I have read and understand the Student Acceptable Use Policy. I agree to the guidelines and rules of the Student Acceptable Use Policy.

Parent Initials: _____

Student Initials: _____

Hold Harmless: In consideration for being allowed to use a Chromebook/iPad for the purpose of enhancing delivery of instruction through advanced technology, I **(parent/guardian please print)**, _____, hereby agree to waive and indemnify, defend, and hold harmless the Baker County School System and its employees from and against all claims, demands, suits, liabilities, damages, losses, and expenses resulting from or arising out of the use of the property described in this agreement, which causes bodily injury, illness, death, or other damage to persons or property.

Parent Initials: _____

Student Initials: _____

By signing below, you acknowledge that you have read and understand all aspects of this policy along with acknowledging this policy is in place at any time the student is enrolled in Baker County Schools.

Please print Student First & Last Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Name (Please print): _____

Parent/Guardian Signature: _____

Date: _____

Student Device Agreement

Student Name: _____ Date: _____

Device Type/Model _____ Asset tag #: _____

Parent Name: _____ Phone: _____

School: _____ Grade: _____

By signing below you accept responsibility for the Student Chromebook/iPad checked out to your student as noted by the asset tag listed above. You also agree to be held financially liable for the chromebook should anything happen to it as set forth in the Baker County Schools Chromebook Handbook.

Student signature _____ Date: _____

Parent Signature _____ Date: _____

