Oconomowoc Area School District
1:1 Chromebook Policy Handbook

Oconomowoc Area School District supplies all 4th-12th grade students with a Chromebook device. This device is the property of the Oconomowoc Area School District. The Chromebook will allow students access to G Suite for Education, Skyward, educational web-based tools, as well as many other useful websites. The Chromebook device is an educational tool that is not intended for gaming, social networking or high-end computing.

OASD Instructional Technology Vision

At OASD, we believe in empowering a community of learners and leaders in which students and staff utilize technology to leverage teaching and learning. The mission of the 1:1 Chromebook Initiative is to create a collaborative learning environment for all students. This environment supports engagement with content and promotes self-directed exploration and inquiry among students. Students will be transformed from consumers of information to creators of content and insights.

Table of Contents

ACCEPTABLE USE

Guidelines

- Access to the Oconomowoc Area School District technology resources is a privilege and not a right. Each student will be required to comply with the District's Acceptable Use Policy.
- Students will have access to all available forms of electronic media and communication which support education, research and the educational goals and objectives of the Oconomowoc Area School District.
- Students are responsible for their ethical and educational use of the technology resources of the Oconomowoc Area School District.
- 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.
- Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued application and are given no guarantees that data will be retained.
- 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 student handbook and other applicable school policies.

Privacy and Safety

- Students are not to reveal their full name, phone number, home address, social security number, credit card numbers, password or respective information of others.
- Students should remember that storage is not guaranteed to be private or confidential as all Chromebook devices and accessories are the property of the Oconomowoc Area School District.
- If students inadvertently accesses a website that contains obscene, pornographic or otherwise offensive material, they must exit the site immediately and notify a staff member.

Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If students are unsure, they should 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.

Email Electronic Communication

- Always use appropriate and proper language in electronic communication.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- Email & communications sent/received should be related to educational needs.
- Email & communications are subject to inspection by the school at any time.

DIGITAL CITIZENSHIP

Students must follow the six conditions of being a good digital citizen:

- Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
- 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. I will protect passwords, accounts and resources.
- Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
- Protect Others. I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist or inappropriate.
- Respect Intellectual Property. I will request permission to use resources. I will

suitably cite any and 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.

- Protect Intellectual Property. I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

WEBSITE GUIDELINES

- Think before you act because your virtual actions are real and permanent.

- Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.

- Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.

- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.

- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to cite your sources.

- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.

- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

- Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.

- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

CHROMEBOOK INSURANCE

- OASD offers optional Accidental Damage Insurance for student-issued Chromebooks for$25.00 per academic year.
- The plan covers the cost of accidental damage (as determined by the district) to a student's Chromebook.
- Families who purchase this insurance will have the Chromebook repaired/replaced at no additional cost should accidental damage occur during the student's use.
- Please see the [OASD Chromebook Insurance Program Flyer](#) for additional information.

RECEIVING AND RETURNING CHROMEBOOKS

Distribution

- Chromebooks will be distributed to OHS students during OHS registration. All other students will receive their Chromebook within the first two weeks of school.
- Parents/Guardians and students MUST complete the District's device acceptance process during Online Registration before the Chromebook can be issued.

Collection

- Students leaving the District must return district owned Chromebooks to the Library. A fee will be added to your Skyward account for any Chromebooks not returned.
- Students will be notified when their Chromebook is due and all returns will be handled in the library at the end of that term.
- Students MUST return the exact Chromebook AND ac adapter that was issued to them. Families MAY NOT purchase their own AC Adapter to replace a lost/stolen item. All replacements MUST go through OASD.

TAKING CARE OF CHROMEBOOKS

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 taken to the Library 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.***

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.*
- Students **may not** add writing, drawing, or stickers to their chromebook.
- Vents **CANNOT** be covered.
- Chromebooks must have a Oconomowoc Area School District Asset tag on them at all times and this tag must not be removed or altered in any way. A fee will be added if our asset tags are removed.
- Chromebooks should never be left in a car or exposed to extreme temperatures for long periods of time.
- Chromebooks should never be left unattended in any unsupervised area.
- Students are responsible for bringing a fully charged Chromebook to school each day for class use.

Screen Care

- **The 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. papers, pens, pencils, hands/fingers, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy may result in disciplinary action.

Identifying and Storing your Chromebook

- 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
- Chromebooks are the responsibility of the student. This device is to be used for the duration of the lease term while enrolled in OASD. *Take good care of it!*
- When students are not using their Chromebook, they should store them in their locker.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.

USING THE CHROMEBOOKS

School Use

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, and schedules may be accessed using the Chromebook.
- Students are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks should be locked in school lockers when not in use.

Home Use

- The use of Chromebooks at home for educational purposes is encouraged.
- Chromebook care at home is as important as in school.
- Transport chromebooks with care (in a protected sleeve).
- School district Internet filtering will be provided for the Chromebooks when used outside of school district buildings.

Chromebook Left at Home

- If students leave their Chromebook at home, they may be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student may have the opportunity to use a loaner Chromebook. Individual schools determine if they have enough inventory to issue a loaner Chromebook. Please check with your school library to determine if a loaner is available for the day.

Managing and Saving Work

- G Suite for Education (GSFE) is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. GSFE 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 and their Chromebook, students can access documents and files anywhere, at any time.
- Prior to leaving the district, or graduating, students who want to save any work from their district Google account, need to use Google Takeout to transfer the work to a flash drive or personal gmail account.

Updating the Chromebook's Operating System

- Students should check for updates on their Chromebook monthly.
- To check for updates, students should go to *SETTINGS* and click on *ABOUT CHROME OS.* Then click on *CHECK FOR AND APPLY UPDATES.* Once your Chromebook updates, restart your Chromebook.
- Restart your Chromebook often!!

CHROMEBOOK TECHNICAL SUPPORT

Chrome Depot in the Library

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of repairs
- Distribution of loaner Chromebooks
- <u>ALL DAMAGE must be promptly reported to Library Staff to ensure timely repair and return of damaged device.</u>

Damaged Chromebooks

- Please report all Chromebook problems to the Library.
- If you purchased the optional **accidental** insurance, your Chromebook will be repaired at no cost to you. (If damage is determined to be intentional, you will be charged for the damage.)

- If you did not purchase the optional insurance, you will be charged for the damage to the Chromebook.
- A loaner Chromebook may be issued to you if available.

Lost/Stolen Chromebook

- You must report lost or stolen Chromebook to the Chrome Depot in the library.
- OASD will make every attempt to assist with locating the lost/stolen Chromebook.
- If the Chromebook cannot be located, a fee of $250 will be added to the student's account. Lost/Stolen devices are not covered under insurance.
- If a student is issued a loaner Chromebook and that is lost/stolen, a fee of $250 will be added to the student's account.

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, field house, locker rooms, library, unlocked classrooms, hallways.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.**

PROBATIONARY STUDENTS

- If a student violates any part of this handbook agreement, the student's account could be suspended or restricted.
- Probationary students could be required to turn in their Chromebooks to the library at the end of each day for a specified period of time determined by building Administration. The library will secure the equipment during the evening, and the student will be allowed to check it back out on a daily basis.
- Probationary status may be assigned by building Administration to any student who has violated the Acceptable Use Policy.

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 trackpad, all-day battery life, lightweight 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 Oconomowoc Area School District's Technology Dept. will maintain devices through our G Suite 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. Can the Chromebook be used anywhere at anytime?
A. Yes, as long as you have a WiFi signal to access the web.

Q. Do Chromebooks come with Internet Filtering Software?
A. Yes. OASD uses multiple layers of filtering while at school and at home on all district owned devices based on website categories and reputations. Categories like adult, dating, violence, and uncategorized websites are blocked using several services and appliances whenever a student is using a district owned device or on our wireless network.

Q. Can my student opt-out of receiving a district Chromebook?
A. Yes. Parents may choose not to accept a district-issued Chromebook. However, students are then required to bring a laptop or a Chromebook each day to school to do the work comparable to students who are using the district-issued device. Curriculum

resources, instructional strategies, and peer collaboration are accessed through a digital framework establishing the need for a device for use at school. Cell phones and tablets are not considered acceptable replacements for the district-issued Chromebook. All students will be required to use district devices at times such as required online state or district assessments.

Q. Are the Chromebooks covered under a manufacturer's warranty?
A. Yes. All Chromebooks are covered by the manufacturer's warranty for malfunction due to manufacturing or non-performance issues. The warranty does not cover damage that is determined (by the District) to be accidental, intentional, or the result of negligent use or treatment; nor does it cover outright loss or destruction of the Chromebook, power cord, battery, or sleeve.

**Adapted from the Sheboygan Area School District Website