Akron Central School District
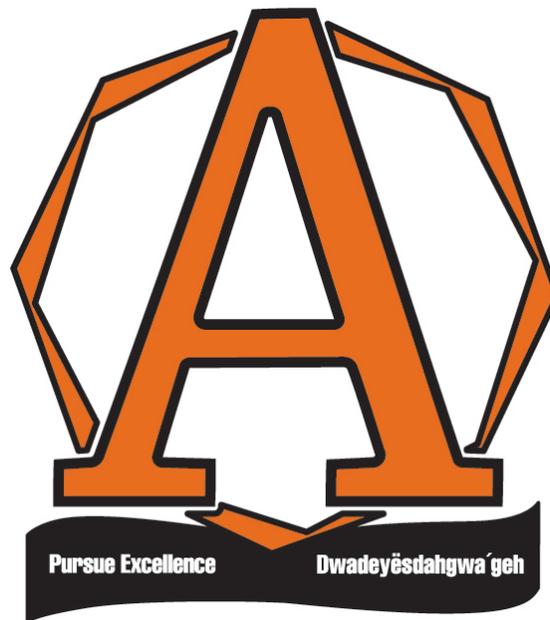
Chromebook Policy, Procedure, and Information Handbook

2017 – 2018

Akron Central School District

District Mission:
The mission of the Akron Central School District, a learning centered community dedicated to our students, is to ensure that each student realizes his or her unique potential and contributes positively to society.

Technology Vision:
The vision for the Akron Central School District technology program is to create a learning community incorporating the ISTE National Educational Technology Standards aligned with the New York State Common Core Standards for students, teachers and administrators, and to enhance and foster student success within a safe, legal and ethical environment.

The District is committed to facilitate the use of technology to develop student creativity, Digital Age learning experiences, communication and collaborative skills, digital work and learning environments, digital citizenship and respect, as well as leadership, professional growth and life-long learning.

Goals
1. Program and Curriculum
     Develop programs using technology to differentiate instruction, personalize teaching and learning, enhance collaboration across curriculum, and extend learning beyond the classroom to improve student mastery of 21st century skills and college and career readiness.

2. Professional Development
     Provide opportunities for teachers, staff and administrators to expand their knowledge and application of technology and its integration through professional development to meet the needs of all learners.

3. Communication
     Increase frequency and opportunity for communication among students, parents, teachers, staff, administration and the community via digital media to promote student success.

4. Digital Citizenship
     Develop technology infused curriculum, staff development, and community awareness resources to ensure that all users will have the skills needed for appropriate, responsible, legal, ethical and safe behavior.

5. Technology Resources
  Ensure maximal use of current

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1. **Liability**

   The parent/guardian/student is responsible for the cost to repair and/or replace, at the date/time of loss of the Chromebooks, the case, the charging cable, the charging block if the property is:

   a. Not returned
   b. Intentionally damaged
   c. Lost or damaged because of negligence
   d. Stolen, but not reported to school and/or police by the end of the next school day

2. **Chromebook Security**

   Content filtering is present on the school network. All school issued Chromebooks access the Internet through the Akron CSD filter (light speed) regardless of where the student is when they log on.

   Content filtering
   The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block objectionable sites.

3. **Personal Safety**

   a. Users should recognize that communicating over the Internet brings risks associated with the lack of face-to-face contact.
   b. Users should carefully safeguard their personal information and that of others.
   c. Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without parental and/or teacher permission.
   d. Students should never agree to meet someone they meet online in real life.
   e. If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel or a parent immediately.

4. Netiquette

    a. Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

    b. Users should recognize that with valuable content, there is also unverified, incorrect, and/or inappropriate content.

5. Cyber-Bullying

    a. The National Crime Prevention Council defines cyber-bullying as "When the Internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person."

    b. Cyber-bullying will not be tolerated and is strictly forbidden.

    c. The user should remember that digital activities are monitored and retained.

    d. Report cyber-bullying immediately to school personnel.

6. Akron CSD Acceptable Use Policy

This can be found in on the district webpage.

7. Daily Use and Care of the Chromebook

a. Never pile things on top of the Chromebook.
b. Keep the Chromebook in the district-issued case at all times.
c. Limit the number of items carried within a backpack with the Chromebook to limit the amount of pressure applied to the Chromebook screen.
d. Do not leave the Chromebook out in extreme heat or cold.
e. Do not leave the Chromebook in a vehicle or place it on top of a vehicle.
f. Keep food, drink, pets, etc. away from the Chromebook at all times.
g. Do not drop the Chromebook, as the screen is made of glass and will break.
h. Do not leave the Chromebook unattended at any time.
i. Do not alter the Chromebook in any manner that will change the district settings.
j. Do not remove the serial number or identification sticker on the Chromebook.
k. Do not lend your Chromebook to a classmate, friend, or family member.
l. Clean the Chromebook with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
m. Fully charge the Chromebook each night with the proper Chromebook A/C adapter.
n. Do not attempt to repair a damaged or malfunctioning Chromebook. All damaged and malfunctioning Chromebooks need to be taken to the technology department.
o. Do not upgrade the Chromebook operating system.
p. Do not remove or circumvent the management system installed on each Chromebook. This includes removing restrictions or "jail breaking" the device.
q. Avoid touching the screen with pens or pencils. Use an appropriate stylus or finger.
r. Students are responsible for the safety and security of their Chromebook.
s. Students are permitted to take the Chromebook home.

8. Email for Students

All students will receive an individual Gmail account. They can sign use their assigned password. With these Gmail accounts students will have access to student apps for education, which include productivity and management tools such as Gmail, Google drive, Google calendar, and much more.

All Chromebooks will be set up with that school email account so students can quickly and easily send messages and schoolwork to teachers. Please note that this is a closed email community. Only individuals with email accounts issued by Akron CSD can receive or send emails.

The effective use of email will:

a. Develop 21st Century Communication Skills.
b. Allow students to develop positive professional relationships with peers and staff.
c. Assist in collaboration skills required in careers and higher education settings.

Guidelines and Reminders

a. School email accounts should be used for educational use only.
b. Students should only have their school email account set up on their Chromebook. *No other personal email accounts should be set up on the Chromebook.*
c. All communication from students to teachers must be on school issued account. Personal accounts are not an acceptable means of communication with teachers.
d. Email submissions at school are subject to inspection by teachers and/or administrators if deemed necessary.
e. All email and contents are property of Akron Central School District.
f. Only the authorized user for the account should access, send, and/or receive emails for the account.
g. Passwords should be protected and never shared with other students.

9. Camera

Each student Chromebook is equipped with a digital camera feature. The camera will allow students to utilize a 21st century tool to develop 21st century learning skills.

Examples of use:

a. Recording and/or taking pictures for project-based learning assessments.
b. Assisting in ensuring accurate notes are taken in class.
c. Submitting work digitally.

Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. Any violation will result in discipline measures.

10. Games

a. Students may not play games on the Chromebook during school hours unless they are given permission by the teacher AND the game supports education.
b. The content of any games played at home must be school appropriate.
c. Students must have parent permission to play games outside of school hours.

11. Students Files and Storage

All students should store their files using Google drive. Google drive should be set up using the student's Akron CSD Gmail account and password.

12. Printing

a. Printing will be allowed from Chromebooks on certain printers.
b. Students will be able to save to a USB to print anywhere.

13. Chromebook Background

Any picture used as the background for a school issued Chromebook must be school appropriate and align with the Acceptable UseGuidelines.

14. Plagiarism

a.   Plagiarism will be handled according to the school discipline policy on plagiarism.

b.   Users are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.

c.   Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.

d.   Research conducted via the Internet should be appropriately cited, giving credit to the original authors.

e.   Users are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.

15. **Behaviors and Discipline Related to Student Chromebook Use**

Technology Related Behavior Violations	Equivalent "traditional" Classroom Violations
Failure to bring Chromebook to school	Coming to class unprepared
Missing cover	Not having required supplies
Email, texting, skyping, internet surfing, etc.	Passing notes, reading magazines, games, etc.
Damaging, defacing, placing stickers, etc. to the Chromebook	Vandalism/property damage
Using account belonging to another student or staff member	Breaking into someone else's locker/classroom
Accessing inappropriate material	Bringing inappropriate content to school
Cyber-bullying	Bullying/Harassment

Using profanity, obscenity, racist terms	Inappropriate language, harassment
Sending/Forwarding assignment to another student to use as their own and/or copy	Cheating, copying assignment, plagiarism
Violations unique to the 1:1 Project	
Not having Chromebook fully charged	
Attempts to defeat or bypass the district's internet filter and/or security settings	
Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity	
Unauthorized downloading/installing of apps	

Progressive Discipline

The discipline process with the 1:1 Project will be progressive in nature. Low-level, first time infractions will receive smaller consequences than infractions that are repetitive or more serious in nature.

16. Power Management

a. Users are responsible to recharge the Chromebook's battery so it is fully charged by the start of the next school day.
b. Users with no battery life may bring the Chromebook to the Technology Department for charging.
c. Students are granted 2 "free" charges per marking period. On the 3rd or subsequent charge the student will be assigned a detention.

17. Damaged and Lost Chromebooks

a. The Chromebook assigned to the student becomes the student/parent financial responsibility.
b. Users will report any damaged or lost Chromebook to their teacher then to the Technology Department.
c. Users will bring the damaged Chromebook to the Technology Department.
d. Technology staff and a technical support team will be able to do minor troubleshooting.
e. The chart below outlines parent's financial responsibility.

Incident Details

Incident	Parental Fiscal Responsibility
Damaged, lost or stolen Chromebook	$ 100
Incident	Parental Fiscal Responsibility
Lost or damaged charger	$20
Lost or damaged case	$20

18. Replaced Chromebook

a. When a Chromebook is damaged and needs to be replaced, the following steps must be adhered to:

b. The Chromebook will be brought to the Technology Department so that the damages can be recorded.

c. The corresponding fee will be paid to the main office in either cash or check form. All checks should be made out to Akron Central School District.

d. Upon receipt of the funds the Chromebook will be ordered. A student may be without a personal Chromebook for a few days.

e. Before the Chromebook can be given to the student, both the parent and student must sign new forms reflecting the replacement Chromebooks serial number. Please note without both signatures, even if the required payment is made, the Chromebook will not be distributed