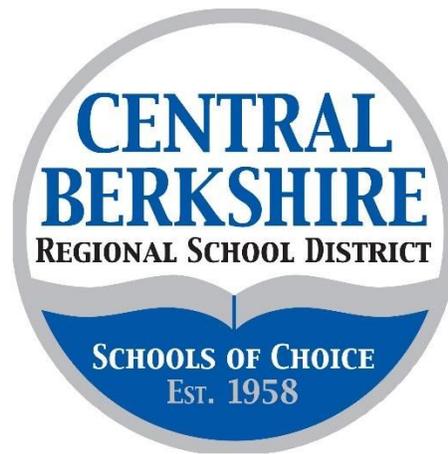


Parent/Student Handbook Procedures and Information

2018-2019



Wahconah Regional High School 1:1 Chromebook Initiative

CBRSD believes that learning is a collaborative process among students, educators, parents, and the community. We provide a variety of learning experiences and integrate 21st Century teaching and learning tools across the curriculum. CBRSD works to provide students and staff with powerful digital tools that can be used to engage, instruct and excite. In addition, CBRSD assists students in becoming responsible citizens able to meet the demands of a diverse and ever changing world.

Use of Technology

All students in grades 9 -12 will be given a District provided Google Chromebook for educational use in school and at home, after signing the Terms of Agreement form. This document provides students and their parents/guardians with information about the general use of technology, “ownership” of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. Additionally, the last page is a Chromebook Agreement form for parents to complete.

Students and their parents/guardians are reminded that use of school technology is a privilege and not a right and that everything done on any school owned computer, network or electronic communication device may be monitored by school authorities. Inappropriate use of school technology will result in loss of privileges and/or disciplinary action which may include, but is not limited to, loss of computer privileges, removal from class, loss of credit, failing grade, suspension or expulsion, and/or legal action as stated in the student handbook.

To understand the technology use expectations students and their parents/guardians are responsible for reviewing the WRHS Responsible Use Guidelines.

Ownership

CBRSD retains sole right of possession of the Chromebook. CBRSD lends the Chromebook to the students primarily for educational purposes. CBRSD administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add or delete installed software or hardware. Students should not share their Chromebook with another student or leave the Chromebook unattended.

Receiving Your Chromebook

Parent/Guardian Orientation

All parents/guardians are required to attend an orientation or meet with school personnel and sign the WRHS Chromebook Agreement before a Chromebook will be issued to their student. A form of identification will be required before the distribution of a Chromebook.

Rights and Responsibilities

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the CBRSD technology staff. Users of school 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 applications and are given no guarantees that data will be retained or destroyed.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school.

Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

Content Filter

The school utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on and off campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

Software

Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and
- All work is stored in the cloud.

Chrome Web Apps and Extensions

- Students are not allowed to install Chrome web apps and extensions from the Chrome Web Store..
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

Chromebook Identification

Records

- The school will maintain a log of all Chromebooks including: Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

Users

- Each student will be assigned the same Chromebook for the duration of his/her time at WRHS.

Repairing/Replacing Your Chromebook

Estimated Costs:

Repairs will be estimated on a case-by-case basis at current replacement costs. Accidental damage may be covered by the District. The student, parent, or guardian may be responsible for necessary repairs due to negligence.

Repair Procedures:

Chromebooks that need to be repaired are to be given to the Library Media Specialist, who will generate a help desk ticket. You will be notified when the device has been repaired or replaced. You will also be notified if there are additional costs associated with the repair or replacement. Loaner Chromebooks will be available for daily checkout.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff reserve the right to monitor activity on student Chromebooks via the Google Administrator Dashboard and teacher observation.

Educational Use

School-issued Chromebooks are for educational purposes and students are to adhere to the Student Responsible Use Guidelines and all of the corresponding administrative procedures at all times.

Using Your Chromebook at School

Students are expected to bring their assigned Chromebook to each class every day unless specifically advised not to do so by their teacher. Students will be required to charge their Chromebooks daily at home. Students can provide a USB or wireless mouse if preferred and earbuds as needed.

Backgrounds and Theme

Inappropriate media may not be used as Chromebook backgrounds or themes. Images or graphics that violate district policy are not allowed. The presence of such media will result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones/earbuds may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- If students are using non CBRSD issued devices, they will not have access to cloud printing in the school. Students with CBRSD issued Chromebooks will have access to cloud printing in school. However, we encourage all students to print from home as there will be limited printer availability at school.
- Students should never share their account passwords with others.

Managing and Saving Your Digital Work with a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook hard drive or a flash drive.
- Flash drives can only be used to store school related/approved information

- Students should always remember to save frequently when working on digital media. Not all Google tools/apps automatically update.
- The school will not be responsible for the loss of any student work.

Using Your Chrome Account Outside of School

Your Chrome Account is accessible from any computer. Homework will often be tied to the student's Google Drive account and will need to be accessed at home. Students who do not have access to the internet will have accommodations made for them. Students are bound by the CBRSD Responsible Use Guidelines, Administrative Procedures, and all other guidelines in this document wherever they use their Chrome Accounts. Students will be required to return their assigned Chromebook once they graduate or leave WRHS.

Chromebook Care

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook, power supply and case they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so that they can be taken care of. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker.

General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Students will take proper care of the Chromebook case. No writing on or tearing of covers.

Carrying Chromebooks

- Always transport Chromebooks with care and with the screen closed.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- Always place Chromebooks in the case when moving from classroom to classroom.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Tags

- All Chromebooks will be labeled with a CBRSD tag.
- Tags may not be modified or tampered with in any way.

Chromebooks left unattended

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the library. Multiple offenses will result in disciplinary action.

Digital Citizenship

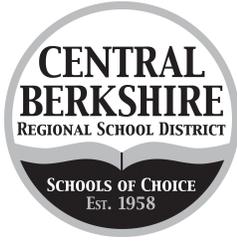
Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **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 while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas. I will not take pictures or videos of students or staff without their prior consent.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite 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.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Responsible Use Guidelines.



CENTRAL BERKSHIRE REGIONAL SCHOOL DISTRICT

WAHCONAH REGIONAL HIGH SCHOOL

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Principal
arobb@cbrsd.org

WRHS CHROMEBOOK AGREEMENT FORM

CBRSD is pleased to provide each Wahconah Regional High School student with a Chromebook computer and a charger for use at school and at home. Since Chromebooks play an important role in the daily educational process, it is important to establish procedures and guidelines for appropriate use. Please read the following carefully. The form must be returned, signed by both students and parent/guardians, before students can take the Chromebook home.

THE STUDENT AGREES TO:

- Know where the Chromebook is at all times
- Take good care of the Chromebook in all locations. Avoid extremes of temperature, and keep it away from food and liquids.
- Report any damage or loss, whatever the cause, to the school as soon as possible.
- Bring the Chromebook to school each day, fully charged.
- Use the Chromebook for educational purposes.
- Not to share passwords, or lend the Chromebook to anyone, including family members
- Follow the RESPONSIBLE USE POLICY at home and school.

PARENTS/GUARDIANS AGREE TO:

- Ensure their child understands and practices appropriate care of the Chromebook.
- Ensure that any damage or loss is reported to the school immediately.
- Reinforce the basic rules of internet safety and support the school in monitoring appropriate use of the Chromebook.
- Ensure the Responsible Use Policy is followed

Parent/Guardians and Students understand that because Chromebooks are the property of CBRSD, appropriate District staff may read or look at any item on District Chromebooks, monitor student profiles, review computer activity logs, and check Internet history to ensure compliance with the Responsible Use Policy.

Student Name (Please Print): _____

Student Signature: _____

Signature of Parent Guardian: _____

Date: _____