



***Bayport Blue Point
Union Free School
District***

***Chromebook
Handbook
2017-2018***

Bayport Blue Point School District Chromebook Handbook

Contents

Introduction	4
Procedures.....	4
<i>Distribution of Chromebooks</i>	4
<i>Chromebook Returns</i>	4
Care of the Chromebook.....	5
Protecting your Chromebook	5
<i>Storing your Chromebook</i>	6
<i>Leaving your Chromebook in Unsupervised Areas</i>	6
Use of Chromebook at School.....	6
<i>Charging the Battery</i>	6
<i>Screen Savers and Background Photos</i>	6
<i>Home Internet Access</i>	6
<i>Sound, Music, Games, or Programs</i>	7
<i>Network Connectivity</i>	7
<i>Inspection</i>	7
<i>Managing Files and Saving Work</i>	7
Repairing or Replacing your Chromebook.....	7
<i>School District Protection</i>	7
<i>Support and Repairs</i>	8
<i>Cost of Repairs</i>	8
Extensions/Apps on Chromebooks.....	9
<i>District installed extensions/apps</i>	9
<i>Additional Extensions/Apps</i>	9

<i>Circumventions of Managed Settings</i>	9
<i>Upgrades</i>	9
Summary of Responsibilities.....	9
<i>Parent/Guardian Responsibilities</i>	9
<i>Student Responsibilities</i>	10
<i>Activities Strictly Prohibited</i>	10
Chromebook School Program Agreement	11
Chromebook Loan and Use Agreement	12

Introduction

The Chromebook program in the Bayport Blue Point School District is designed to provide access to cutting edge tools appropriate for learners of varied interests and abilities.

Providing students with Chromebooks to use at home or in the classroom demonstrates our commitment to educating our students as 21st century learners and ensuring they become college and career ready. The use of the Chromebooks in a learning environment meaningfully integrates technology into the curriculum, providing students with extended opportunities to discover, create, learn, reflect, and communicate.

Procedures

While this handbook addresses the use of Chromebooks that are distributed to students to use both in and out of school, it also applies to the use of Chromebooks (and other devices) that will not leave school and will be permitted only for in-classroom use. Teachers may establish supplementary requirements in their own classrooms to ensure effective and safe utilization. Violation of any of the requirements set forth herein may subject a student to discipline pursuant to the Student Code of Conduct Policy (5300). The Chrome Depot, located in the HS Library, will be available to students for assistance with should malfunctions of the device arise.

Distribution of Chromebooks

- a. Students will be expected to attend an orientation session to receive their equipment. Each student will receive a Chromebook, protective case, and AC charger.
- b. Parents/guardians and students must sign and return the Chromebook Loan and Use Agreement before a Chromebook is issued to the student.
- c. Chromebooks will be labeled with a district asset tag; this will include the serial number, student name and original distribution date and will be documented on the signed Chromebook Loan and Use Agreement
- d. The Chromebook and district-issued email accounts are the property of the BBPUFSD and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
- e. Should you want your child to opt out of having a Chromebook to take home, you will need to submit a signed note to that effect to the BBPUFSD. Your child will pick up and return a Chromebook from the Chrome Depot in the HS Library each day for use during the school day. Students are responsible for following the Student Code of Conduct/Acceptable Use Policy (5300) and appropriate handling of the device during school.

Chromebook Returns

- a. Chromebooks and all accessories will be returned during the final week of school so they can be checked for serviceability and securely stored for the summer.
- b. If a student leaves the school district for any reason, his or her Chromebook must be returned by the last day of enrollment. If a student fails to return the Chromebook by

the end of the school year or by the last day of enrollment, the student will be responsible for the replacement cost. The student will be required to pay for the replacement of the Chromebook. Failure to return the Chromebook may also result in a theft report being filed with the Police Department.

Care of the Chromebook

- a. Students are responsible for the general care of the Chromebook they have been issued by the BBPUFSD.
- b. Chromebooks that are broken or fail to work properly must be given to the Chrome Depot in the HS Library for an evaluation of the equipment. This may include Chrome operating system (OS), battery, wireless connectivity issues and/or application/extension launch failure, etc.
- c. Care must be taken to protect the screen as it is extremely sensitive to damage.
- d. Students are responsible for anything done while using their assigned Chromebook or their login.
- e. Chromebooks are the property of the BBPUFSD and all users will follow the procedures and the BBPUFSD Acceptable Use Policy (4526, 4526R and Student Code of Conduct 5300).
- f. Do not remove asset tag and serial number from Chromebook, if removed please visit Chrome Depot for new tags.
- g. Do not remove any screws or attempt any repairs or otherwise tamper with the device, **this will void the warranty and you will be charged for any damage.**

Protecting your Chromebook

All students must:

- Adhere to all Bayport Blue Point School District acceptable use, technology and district policies.
- Adhere to the Chromebook Handbook User Guide.
- Insert peripherals (headphones, power, USB, SD cards) carefully to prevent damage.
- Never leave the Chromebook in an unlocked locker, car or unsupervised area.
- Do not leave in extreme temperatures (hot or cold vehicles)
- Keep the Chromebook in its protective case at all times.
- Take good care of the screen of the Chromebook:
 - ✓ Use a clean, soft, dry or anti-static cloth to clean the screen, never use cleanser.
 - ✓ Don't lean on the top of the Chromebook.
 - ✓ Don't put any pressure on the Chromebook.
 - ✓ Don't place anything on the Chromebook that will press against the screen.
 - ✓ Take care not to knock the Chromebook against walls, floors, lockers or anything hard to avoid breaking the screen.
 - ✓ Do not eat or drink near Chromebook, keep fluids and food away.

Storing your Chromebook

- a. Store your Chromebook in your locker (if available) when not in use.
- b. Do not place anything on top of the Chromebook.
- c. The district encourages students to take their Chromebooks home every day after school, whether or not they are needed.
- d. Do not store your Chromebook in a vehicle.

Leaving your Chromebook in Unsupervised Areas

- a. Under no circumstances should Chromebooks be left in unsupervised areas such as athletic fields, the cafeteria, computer labs, locker rooms, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen.
- b. If a Chromebook is found in an unsupervised area, it will be taken to the main office.

Use of Chromebook at School

- a. For those students for whom Chromebooks are permitted to leave school, they must remember to bring them to school every day. Teachers will set up expectations for the use of the Chromebooks in their classrooms.
- b. If a student neglects to bring a Chromebook to class, assignments must be completed and expectations met as if they had their Chromebook in class.

Charging the Battery

- a. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Chromebook chargers should be left at home.
- b. In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.

Screen Savers and Background Photos

- a. Screensavers and background photos must be appropriately selected.
- b. Symbols, images and photos may not represent guns, weapons, alcohol, drugs, or gang-related symbols.
- c. Images may not be pornographic or contain inappropriate language.
- d. Please note that any data stored locally on a Chromebook device (not in Drive) will be automatically deleted as space becomes limited

Home Internet Access

- a. Students are permitted to connect to other wireless networks on their Chromebooks so they may use them at home. The district's technology policies must be followed at home and in all locations.

Sound, Music, Games, or Programs

- a. Sounds must be muted unless the teacher grants permission.
- b. A selection of extensions/apps will be installed by the district.
- c. Students who load extensions/apps from their own accounts must adhere to the expectations set forth in the acceptable use, technology and district policies.
- d. The district reserves the right to review a student's Chromebook at any time.
- e. **Students are encouraged to bring headphones/earbuds for sound during classwork**

Network Connectivity

- a. The Bayport-Blue Point School District will make every effort to keep the network functional at all times. However, no guarantees can be made and the District cannot be held responsible for lost or missing data.
- b. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

Inspection

- a. Chromebooks are the property of the Bayport-Blue Point UFSD
- b. Spot checks of Chromebooks will take place. Students may be required to provide their Chromebook to school district personnel for inspection.

Managing Files and Saving Work

There are several ways to manage files on the Chromebook:

- a. The Google Suite of applications gives the students the ability to open and share within the districts Google domain so that students and teachers can collaborate on course-related assignments through their school-supplied g.bbbschools.org account. Students may save work to their Google Drive accounts via the Chromebook.
- b. Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only. It is also important to note that Chromebooks will NOT be backed up by the district in cases of resetting or re-imaging.
- c. It is the student's responsibility to save work and ensure it is not lost due to mechanical failure or deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work in a timely fashion.

Repairing or Replacing your Chromebook

School District Protection

- a. The Bayport-Blue Point School District has extended warranties for Chromebooks to cover repairs in the event of accidental damages.
- b. Parents will be required to pay the replacement cost should the Chromebook be damaged beyond repair, stolen or lost.
- c. In addition, the district has found an insurance provider, Worth Ave. Group that will work with our school, and our parents to provide affordable insurance coverage on

District issued Chromebooks. The Worth Ave. Group will protect Chromebooks against accidental damage, vandalism and other non-manufacture related issues. For additional information on Worth Ave. Group insurance please visit our website under resources or go directly to www.worthavegroup.com/gpo/bbpschools.

Support and Repairs

- a. If at any point during the school year there is damage, loss, or theft of a Chromebook the student must report the event to the Chrome Depot and fill out appropriate paperwork.
- b. Any technical issue with the device must be brought to the attention of or technology support staff, or brought to the BBP Chrome Depot, immediately. The Chromebook Depot is located at the HS Library Circulation desk. This includes, but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, and etc.
- c. Any hardware/software repairs that are not due to misuse or intentional damage will be covered under the device protection plan; however any intentional damage to the device will incur a cost.
- d. Support and Repairs will be determined by the Chrome Depot or as the circumstances may warrant in the discretion of the Bayport-Blue Point UFSD and its administrators.
- e. If a technical issue can't be resolved quickly, the Chrome Depot will take the device for repair.
- f. Loaners may be available and will be offered by the Chromebook Depot on a first come first serve basis.

Cost of Repairs

Accidental Damage –

- a. A report must be made immediately to the Chrome Depot. The device and case must be returned to the school so that a new or spare device may be issued.

Intentional Damage -

- a. A report must be made immediately to the Chrome Depot.
- b. The device must be returned to the school so that it can be repaired.
- c. Deliberate damage will be referred to the principal.
- d. Any and all appropriate discipline for damage to school property or as otherwise may be appropriate and as set forth in applicable existing or future School Board policies or school building policies.

Loss –

- a. A report must be made immediately to the Chrome Depot.
- b. Cost for a lost Chromebook is \$413.84 (or a higher amount depending on cost at time of loss)

Theft –

- a. A report must be made immediately to the Chrome Depot.
- b. The student will be given a form to complete and a copy will be submitted to the Principal and the Business Office.
- c. If a police report has not been filed, one will be filed with the SCPD.
- d. Parents/guardians must provide full replacement cost to the district unless additional insurance was purchased.

Power Cord –

- a. A report must be made immediately to the Chrome Depot.
- b. Cost for a lost power cord is \$40 (or a higher amount depending on cost at time of loss)

Protective Case –

- a. A report must be made immediately to the Chrome Depot.
- b. Cost for a lost or damaged case is \$25 (or a higher amount depending on cost at item of claim)

Extensions/Apps on Chromebooks

District installed extensions/apps

- a. The district will manage district-installed extensions/apps on all student Chromebooks.

Additional Extensions/Apps

- a. Students will be permitted to download extensions/apps of their choosing, provided they adhere to the district's Computer Use Policy (4526).
- b. Students are encouraged to download free extensions only.
- c. **The downloading of extensions for a fee is the responsibility of the student and his or her parent/guardian.**

Circumventions of Managed Settings

- a. Student Chromebooks are managed by the District to protect their security and settings. Students may not circumvent any District management settings through software restoration or jailbreaking.
- b. Such acts will result in the confiscation of the Chromebook and disciplinary action.

Upgrades

- a. Upgrades to Chromebooks are available from time to time. Students may be required to check in their Chromebooks for periodic updates.

Summary of Responsibilities

Parent/Guardian Responsibilities

Discuss with your children the values and standards they should follow on the use of the Internet

- In the event that a school-issued Chromebook is lost, stolen, or broken through user error or neglect, it will be the responsibility of the student and parent to pay the deductible to cover the replacement of the school-issued Chromebook.

Student Responsibilities

Use the Chromebook in a responsible and ethical manner

- Obey school rules and adhere to the Bayport-Blue Point School District policies regarding the use of technology available on the district's website.
- Use all technology resources in an appropriate manner so as to not damage school equipment
- Contact an administrator about any security problems they may encounter
- Monitor all activity on their accounts
- Turn off and secure their Chromebook when not in use

Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading inappropriate extensions/apps
- Gaining access to other students' accounts, files, and/or data
- Vandalism
- Bypassing the district filter when on school campus
- Use or possession of hacking software
- Cyberbullying

Any users who have repeated or severe infractions of the district's Computer Use policies, will be subject to disciplinary action as stated in the Code of Conduct and other district policies.

Nothing contained herein shall interfere with or in any way take away from the district's acceptable use policy for technology or any other policies. They remain in effect and govern the use of this technology as well.

Chromebook School Program Agreement

Dear Parent or Guardian,

We are excited that your student will be using a Chromebook as a part of the High School's program. We know that as a parent or guardian, you want the best learning environment for your student—one that makes learning personal for each student and allows for creativity, collaboration, and critical thinking.

Please read this agreement carefully as it contains important information and instructions.

Google Account for Students

As part of this program, your student will have a district provided Google account, an account with Google that provides easy access to school materials, like documents and textbooks. A Google account also gives student's access to the G-Suite, so they can access, collaborate and complete school assignments.

Creating a Google Account

The district will provide students with a Google account specific to the district. The account format will continue to follow the district's existing domain layout (**the students have been using this format**) firstname.lastname@g.bbbschools.org)

All new logins will be issued with a default password and should be changed upon first login. The district has the ability to change passwords when needed.

Parental Responsibilities

Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully. If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their Internet provider for details and support.

Getting started

Once your student has his/her Google log in information, he or she can begin using the Chromebook. It is important that all students know their Google account so they are prepared with all the right materials for the classroom.

Please note that the Bayport Blue Point School District has already created your child's Google Account.

Chromebook Loan and Use Agreement

Bayport Blue Point Public School District Chromebook Loan and Use Agreement

Device: Chromebook AssetTag #: _____ Serial #: _____

Disclaimer:

The Bayport Blue Point School District makes no warranties of any kind, whether expressed or implied, for accuracy or quality of information obtained through the Internet. Use any information obtained via the Internet at your own discretion.

Regardless of the circumstances, the Bayport Blue Point School District shall not be responsible for any loss of student data, assignments or other information.

We have read and agree to the terms specified in the Bayport Blue Point School District's Chromebook Acceptable Use Policy.

Student:

I have read, understand, and will abide by the terms and conditions for Chromebook and Internet usage. I further understand that any violation of the regulations in that document may result in loss of all Chromebook privileges. Should I commit any violation, my Chromebook and Internet privileges may be revoked and school disciplinary action and/or other appropriate actions may be taken.

User's Name (print) _____ Date _____

User's Signature _____ Date _____

Parent/Guardian:

As the parent or guardian of this student, I have read the Terms and Conditions of Chromebook Loan. I understand that the Bayport Blue Point School District has taken precautions to limit access to inappropriate and unauthorized materials, but I also recognize that it is impossible to exclude every occurrence of this material. The Bayport Blue Point School District may not be held liable for any inappropriate or unauthorized materials accessed or acquired by the student. Further, I accept full responsibility for supervision for my child when the Chromebook is used at home. It is suggested that parents monitor the sites that students visit. I understand and acknowledge that I am financially responsible for any damage to or loss of Bayport Blue Point School District property.

Parent/Guardian Name (print) _____ Date _____

Parent/Guardian Signature _____ Date _____

