

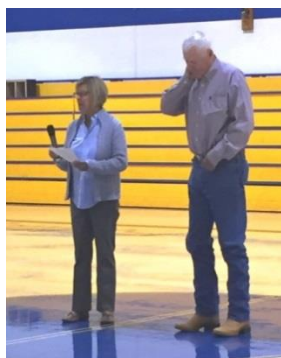


Fall River High School Jake Skuce Unique Spirit Project GOOGLE CHROMEBOOK

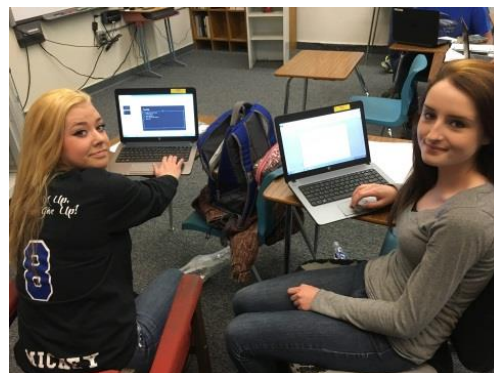
Procedures and Information

In the winter of 2015 Fall River High School was very pleased to announce the kick off of the *Jake Skuce Unique Spirit Project*. This program provided 1:1 technology for our students in the form of Chromebooks. This opportunity enabled and supported students and teachers to implement transformative uses of technology while enhancing student engagement with content and promoting the development of self-directed and lifelong learners.

Fall River High School strives to inspire students in an ever-changing world where technological advancements are happening at a rapid rate and commits to prepare students for whatever path they choose after high school.



Dave and Betsy Skuce



1. Receiving Your Chromebook: Students will receive their Chromebooks at the beginning of each school year. Students and parents must sign and return the **FRHS Chromebook Agreement** before students receive their device. Each student will be assigned the same Chromebook for the duration of his/her time at FRHS. Take good care of it!

Student Orientation

Students are being taught Digital Citizenship through the Common Sense curriculum during class instruction in their social studies courses. There are many parent resources on their website that are extremely helpful for parents to help their students navigate the many aspects of ever changing technology. See parent concerns and family guides at <https://www.common sense media.org/>. We are requesting that students and parents read this **Procedures and Information** packet along with the **Acceptable Use Agreement for Students** and the **General Care for Chromebooks**.

2. Returning Your Chromebook

a. End of Year

At the end of the school year, students will turn in their Chromebooks and cases. Failure to turn in a Chromebook will result in the student being charged the full \$400.00 replacement cost (Chromebook and charging cord) or individual fees for each missing component: \$55.00 for the case, \$25.00 for the pouch, and \$40.00 for the charging cord. Failure to pay the replacement cost to the school may result in filing a report of stolen property with the local law enforcement agency and/or a collection agency. This is a similar process that the district uses for textbooks and other school equipment.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from Fall River High School must turn in their Chromebooks and cases to the office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$400.00 replacement cost. Failure to pay the replacement cost may result in the District filing a report of stolen property with the local law enforcement agency and/or a collection agency. This is a similar process that the district uses for textbooks and other school equipment.

3. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons. If you are not able to afford headphones, please let us know.

4. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others.
- The Chromebook is to be used only by the student – not family or friends.

5. 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 temporarily on the Chromebook.
- Students should save frequently when working on digital media while working offline.
- The school will not be responsible for the loss of any student work.

6. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the **Acceptable Use Agreement for Students** and all other guidelines in this document wherever they use their Chromebooks or their FRJUSD logins.

7. Operating System and Security

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

a. Updates

- The Chromebook operating system, ChromeOS, will update automatically – **HOWEVER, student must do a complete shutdown (do not just close your Chromebook) at least once a week to make sure these updates remain current and keep the Chromebooks in full working order.**

b. Content Filter

The District utilizes Internet content filters that are in compliance with the federally mandated Children's Internet Protection Act (CIPA). The District provides filtering for all Chromebooks, regardless of physical location (in or out of school). Internet activity at school is protected and monitored by the district. If an educationally valuable site is blocked, students should contact their teachers or the office staff to request the site be unblocked by the District Technology Coordinator.

8. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms and more.
- All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their District managed Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. Common Costs for Parts or Replacement (subject to change)

The following are estimated costs of Chromebook parts and replacements:

Model: ACER R753T N5100 64/8

DESCRIPTION	COSTS
INDIVIDUAL REPLACEMENTS	
11.6" LCD WITH DIGITIZER AND BEZEL	\$250.00
PALMREST	\$35.00
KEYBOARD	\$30.00
USB-C AC ADAPTER	\$30.00
BATTERY CELL	\$70.00
LCD TOP COVER	\$35.00
BOTTOM CASE	\$30.00
TOUCH PAD	\$20.00
HINGE	\$20.00
USB BOARD	\$35.00
USB BOARD CABLE	\$10.00
SENSOR BOARD	\$20.00
CAMERA	\$30.00
SHELL CASE	\$35.00
FULL REPLACEMENT	
	\$495.00

10. Optional Insurance (To Cover Theft and Damage)

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
- The school has contracted with a third-party insurance agency to provide optional coverage. Information is available in the office of your student's school or on the school's website.

11. 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.

***Due of the nature of our ever evolving technology, all policies herein are subject to change.**

Acceptable Use Agreement for Students

Fall River High School is providing you Internet/Computer access as part of your education. The network is provided for students to conduct research, complete assignments, and communicate with others. The following is an Acceptable Use Agreement that covers six conditions or facets of being a **Digital Citizen**. Please **read** and **sign** this agreement so that you can enjoy this privilege.

1. **Respect Yourself:** I promise to show respect for myself through my actions. I will select online names that are appropriate and not use false identities. 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.
2. **Protect Yourself:** I promise to 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. I will use my access for educational use and not for any profitmaking or unlawful activities. I will not visit sites that are degrading, pornographic, racist or inappropriate.
3. **Respect Others:** I promise to show respect for others and their equipment. I will not use electronic mediums to bully, harass or stalk other people. I will show respect for other people by not using/altering their passwords/accounts. I will not abuse my access rights and I will not enter other people's private spaces or areas. I will only use computers or networks that I've been given permission to access. I am responsible for the appropriateness of the material I send/post.
4. **Protect Others:** I promise to protect others by reporting abuse, not forwarding inappropriate materials, images, or communication, including spam/junk mail. I will protect the private information of others (Ex. Email and Skype addresses, contact details, cell numbers).
5. **Respect Intellectual/Physical property:** I promise to not plagiarize the work of others, suitably citing any and all use of websites, books, media, etc. I will validate information. I will use and abide by the *Fair Use* rules (don't use more than your fair share of bandwidth) especially with regard to audio/video/image files and will request permission to use the materials of others. I will use the school's computers, software, and other technology equipment with care and encourage others to do the same.
6. **Protect Intellectual Property:** I promise to 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.

By agreeing to this acceptable use policy, I promise to always act in a manner that is respectful to myself and others, to act appropriately in a moral and ethical manner. I agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these rules will have

consequences. I understand school administrators will deem what is inappropriate use, take appropriate action, and determine consequences. Consequences may include restriction of computer/network access, suspension/expulsion, reimbursement for damage/loss of property, and legal action.

Digital Citizenship (Website and Social Media Guidelines)

- 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 and FRJUSD's academic honesty policy to copy and paste other's thoughts.
- 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 or another trusted adult right away.

General Care for 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 correctly must be taken to the school office as soon as possible so that they can be taken care of properly. School owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. It is the student's responsibility to keep their Chromebook in a secure location. **Students should never leave their Chromebooks unattended except locked in their hallway locker.**

- Do not have any food or drinks near the Chromebook.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Cords, cables, and removable storage devices must be inserted and removed carefully into the Chromebook.
- Chromebooks do not like when you touch their screen. In fact, they might react negatively by blurring or cracking themselves if you touch their screen too hard with any object. This includes your finger, a pen, a pencil or any other item.
- Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall.
- While the Chromebook cases are sturdy, drops from heights can damage the outside of the Chromebook.
- Avoid placing or dropping heavy objects on the top of the Chromebook.
- Chromebooks do not like excessive heat or cold. They should not be exposed to over 100 degrees or under 32 degrees. Do NOT put your Chromebook under a blanket, on the dashboard of your car, etc.
- Do not block air flow when device is on. While your Chromebook does not get overly hot as a traditional laptop might, it does need to breathe.
- Chromebooks have been labeled with an inventory tag. **Do not remove the tag.** Students **may** be charged up to the full replacement cost of a Chromebook for turning in a Chromebook without an FRJUSD identification tag.
- Damage, loss, or theft must be reported to the office immediately. A loaner Chromebook will be issued for students to use while the issue is being resolved.
- The District will repair or replace non-functioning equipment resulting from normal use. All other breakages will be the student's responsibility to pay.

Carrying Chromebooks

- Keep your Chromebook in the case provided to you **at all times**. Even when the Chromebook is in your backpack, it should be inside the case provided.
- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving. Do not carry your Chromebook while the screen is open.
- Unplug your Chromebook when it is not charging.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- If carrying your Chromebook in your backpack, avoid sharp objects in your backpack around your Chromebook, and avoid throwing your backpack or leaving it in places where it can be accidentally kicked.

Screen Display and Care

- Inappropriate media (i.e. things you would not be able to wear on a t-shirt at school) may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- 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 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. pens, pencils, or disks)

A/C Power Adapter

- The port on the power adapter is fragile – insert and remove with care every time.
- Do not carry your Chromebook around with the power adapter plugged in.
- When not in use, wrap your Chromebooks power adapter up so the cords don't become tangled/knotted.
- Leave the power adapter you are issued at home. There will be a charging cart available in the office if it needs a charge.

Charging and Bringing Your Chromebook to School

- The Chromebooks hold a charge for 6-8 hours.
- Make sure to plug your Chromebook in each night so that it is fully charged for the morning. If your Chromebook is not charged for use in the classroom, you will receive an "unprepared for class" which carries the same consequence as a tardy.
- If you forget to bring your Chromebook to school, there will be a consequence of an "unprepared for class" and you will be allowed to use a replacement Chromebook if one is available.

Keeping Your Chromebook Clean

- Never use any product containing any alcohol, ammonia, or other strong solvent to clean your Chromebook.
- **Do NOT spray or wipe** your Chromebook with any Windex/household cleaner/water and/or cleaning cloth/wipes.
- Clean your Chromebook keys and screen with a lightly moistened soft cloth or bring your Chromebook to the office to have it cleaned with a computer cleaning solution. There will also be cleaning supplies available in each classroom.