



*Colonial Heights High School
Chromebook
Guidelines, Procedures, and Information
Parent and Student Handbook*

Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The mission of the 1:1 Chromebook program in the Colonial Heights Public Schools is to help propel our personalized learning initiatives and establish the foundation for a seamless program that supports individualized instruction in our classrooms. It supports anytime access to online resources for learning by providing portable devices for all Colonial Heights eleventh and twelfth grade students and eleventh grade English students at Colonial Heights High School. This ensures that students can access what they need from wherever they are – every classroom and public area, anywhere there is an internet connection in the school environment.

The focus of the Chromebook program at Colonial Heights Public Schools is to provide tools and resources for the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all Chromebooks and other technology-able devices used in Colonial Heights Public Schools considered by the Administration to come under this policy.

***Teachers/schools may set additional requirements for use in their classroom.**

1. GENERAL INFORMATION

1.1 Privacy and Ownership

- CHPS maintains ownership of all school-issued devices. Students have no guarantee of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications.
- Students have no guarantees that data will be retained or destroyed.
- From time to time, administrators may review the information stored on a student's Chromebook.
- Reasons for Chromebook review may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of the Student Code of Conduct or the Acceptable Use Policy when using the Chromebook.
- CHPS maintains control over electronic mail. Student electronic mail will be monitored and archived.

1.2 Receiving Your Chromebook

- Chromebooks are issued to individual students and should not be shared with anyone else.
- Chromebooks will be distributed to students at the beginning of the school year or semester. Colonial Heights Public Schools will provide an orientation either in person or online for parents. Parents will be required to read and sign the CHHS Chromebook Agreement.
- The school will maintain a log of all Chromebooks including: Chromebook serial number, asset tag code, name and ID number of the student assigned to the device.
- **Parents & students must sign and return the Chromebook Computer Agreement and Acceptable Use Policy before a Chromebook can be issued to their child.**

1.3 Chromebook Check-in

- Students will have to turn in their Chromebooks before the end of the school year or semester.
- If a student transfers out of the Colonial Heights Public School district during the school year, the Chromebook, Chromebook charger, Chromebook case, and any other peripheral devices/tools provided will be returned at that time.
- If a student fails to return the Chromebook, charger, case, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment at Colonial Heights Public Schools, that student will be fined for the items.

1.4 Damage and Loss

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact administration immediately.
- Any technical issue with the device must be brought to the attention of technology support staff immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any repairs that are not due to misuse or damage will be covered without cost. The student may be responsible for repair costs due to intentional damage.
- Failure to properly care for the Chromebook, may result in the student losing the privilege of being permitted to take the device home. Improper care of the Chromebook may also result in disciplinary action.
- All reports will be investigated and addressed on a case by case basis.
- If a student has a damaged Chromebook, he or she will receive a replacement Chromebook to use from the Computer Support Specialist.

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that is issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school's technology office for an evaluation of the equipment.

2.1 General Precautions

- The Chromebook is school property and all users will adhere to the Colonial Heights Public Schools Acceptable Use Policy for technology and to the Chromebook Handbook.
- Only use a clean, soft cloth to clean the screen; no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and Chromebook cases must remain free of any writing, drawing, stickers, or labels that are not the property of the Colonial Heights Public Schools.
- Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Chromebooks are very sensitive to extreme heat and extreme cold; therefore, leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
- Keep the Chromebook in its case when not in use.

2.2 Carrying Chromebooks

The protective cases provided with Chromebooks have sufficient padding to protect the Chromebook from normal wear and tear and provide a suitable means for carrying the device within the school.

2.3 Screen Care

- The Chromebook screens can be damaged if subjected to rough treatment. The screens are extremely sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.

3. USING YOUR CHROMEBOOK FOR SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible for taking their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Saving to the Chromebook

- Students will save work to their Google accounts.

3.2 Chromebooks Left at Home

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.
- An administrator will address students who repeatedly leave their Chromebooks at home.

3.3 Charging Your Chromebook's Battery

- Students are responsible for bringing their Chromebook fully charged each day.

3.4 Photo Library/Screensavers/Background photos

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo. Students who have inappropriate media on their devices will be subject to disciplinary action.
- The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purposes should be saved to the device. All other photos/videos should not be taken or stored.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Only music/sound files that are obtained legally for educational purposes are allowed.
- The Chromebook's primary role is for instructional purposes.

3.6 Home Internet Access

- 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.
- Students may also connect to public WIFI hotspots. A list of recommended hotspots will be provided by the Office of Technology and Learning.

3.7 Personal Accounts

- Students should not access their personal accounts using their Chromebook.
- Students should not add a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Students should not log in under their personal Google accounts to download purchased apps for themselves or other students.

4. CHROMEBOOK APPLICATIONS AND EXTENSIONS

4.1 Originally Installed Applications and Extensions

- The extensions/apps originally installed Colonial Heights Public Schools must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time, the school may add applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

4.2 Additional Applications and Extensions

- Students are responsible for the content on their Chromebooks. Apps and other media must be appropriate per CHPS Acceptable Use Policy and Student Code of Conduct. Students will be asked to remove apps and media if deemed inappropriate. These apps/extensions will be available upon logging into the device using the official school approved email address.
- Any attempt to “jailbreak” or access “developer mode” on the Chromebook or change the configuration will result in an immediate disciplinary action.
- Any application in violation of the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebook.

4.3 Application and Extension Updates

- Updated versions of licensed software/apps may become available from time to time. Students may be required to check in their Chromebooks for periodic updates.
- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically.

5. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

Chromebooks are an educational tool that students have the privilege of using at school and at home. Chromebooks strictly for educational use, and violating the Student Standards of Conduct, the Acceptable Computer System Use, or the conditions of this handbook could result in disciplinary action.

5.1 Parent/Guardian Responsibilities

- Please talk to your child about values and the standards that your child should follow for Internet use.
- Become an active participant by encouraging your child/children to show you how they are using his or her Chromebook in school.
- Ensure that siblings and other family members are not using the device for personal use.
- The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette:

NetSmartz:

<http://www.netsmartz.org/Parents>

CommonSense Media:

<http://www.commonsensemedia.org/blog/digitalcitizenship>

5.2 School Responsibilities are to:

- Provide Internet connectivity and access to online course materials.
- Provide Internet filtering as outlined by *The Code of Virginia*.
- Colonial Heights Public Schools reserves the right to review, monitor, and restrict information stored on or transmitted Colonial Heights Public Schools owned equipment and to investigate inappropriate use of resources.
- Provide support to CHPS teachers and staff so that they are prepared to facilitate student success and to ensure compliance with the Acceptable Use Policy.

5.3 Students are responsible for:

- Using computers/devices in a responsible and ethical manner consistent with the educational objectives for Colonial Heights High School.
- Abiding by the Standards of Student Conduct. Prohibited conduct includes but is not limited to:
 - Engaging in disruptive conduct
 - Using profane or abusive language
 - Making threats toward any other person
 - Harassing or bullying others
 - Willfully damaging school property
 - Defying school personnel
 - Cheating or plagiarizing
- Abiding by the Acceptable Computer System Use Policy. Prohibited actions include but is not limited to:
 - Violating copyright laws
 - Circumventing the Internet content filtering system
 - Following CHPS regulations related to the security of the Chromebook and user account and password
 - Posting material created by another without his or her consent
 - Submitting, posting, publishing, or displaying obscene, profane, threatening, illegal, or inappropriate material
 - Vandalizing the computer system by destroying data, spreading data, or other means
 - Making unauthorized changes to the Chromebook
- Returning their Chromebook at the end of each school year.

6. DIGITAL CITIZENSHIP

School issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times. 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.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will correctly cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will abide by copyright guidelines.

Chromebook Agreement

Before receipt of the Chromebook, please complete and return the attached Chromebook User Agreement. With the completion of this document, the student and their parent/guardian agree to follow and accept:

- CHPS Acceptable Use Policy
- This Chromebook Handbook's guidelines, procedures, and instructions
- Chromebook, software and issued peripherals are owned by Colonial Heights Public Schools
- This Chromebook Handbook may be updated, changed, and modified at the discretion or Colonial Heights Public Schools. Advanced notice will be provided if any changes are to occur that affect the students.

Please sign and return the following document to school personnel.

Colonial Heights High School Chromebook Student/Parent User Agreement

Signing indicates you have read and understand the Chromebook Handbook policies.

Student Name:	_____	Grade:	_____
Student Signature:	_____	Student ID:*	_____
Parent Name:	_____		
Parent Signature:	_____	Date:	_____

*The Student ID, if not known, will be completed by school personnel.