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## **Chromebook Policy, Procedures, and Information Handbook Personalized Learning Initiative**

Greenville County School recognizes the importance of preparing students for 21<sup>st</sup> Century careers. The Personalized Learning Initiative, launched in August 2016, focuses on instruction that is:

- Paced to the learning needs of students
- Tailored to the learning preferences of students
- Customized to the interests of students

The Personalized Learning Initiative attempts to engage students in real-world, authentic learning that prepares students for their future in a world of digital technology and information. In order to accomplish our Personalized Learning Goals, every Ralph Chandler Middle School student will be given a Chromebook as the vehicle to power their learning.

### **About the Ralph Chandler Middle School Personalized Learning Program**

The policies, procedures, and information contained in this document apply to all Chromebooks used at Ralph Chandler Middle School as well as any other device the RCMS Administration determines fall under the umbrella of these policies and procedures. The RCMS Administration and Greenville County Schools reserve the right to alter, edit, and update this policy throughout the year. Students and Parents will be notified of these changes and updates as they happen and the school web page will be updated.

### **Taking Care of Your Assigned Chromebook**

Students are responsible for the general care of the Chromebook issued to them by the District. Students will receive a Chromebook that is specific to them (barcode scanned into their account similar to a textbook). Chromebooks that are broken or fail to work properly must be taken to the Media Center promptly.

Students are responsible for the Chromebook assigned to them and should never share their login or password information with anyone except with their caregiver. Therefore, students should not loan their Chromebook to other students or other family members. Ultimately, the student is responsible for the Chromebook assigned to them regardless of whether they were the individual in possession of the Chromebook at the time the damage occurred.

### **Chromebook Repairs**

The RCMS Administration understands that with any technology device, honest accidents can happen. The Chromebooks that have been purchased by Greenville County School District are covered by a parts and labor warranty.

This warranty covers the machines for hardware failures such as:

- Chromebook will not charge or will not turn on
- Chromebook's keyboard or touchpad is no longer working
- Issues with the operating system are not counted towards the student's repair allowance



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Students will also receive coverage for **one accidental damage**. Examples include the following:

- Liquid accidentally spilled on or in the Chromebook
- Damage from accidental drops, falls and other collisions
- Accidentally Damaged or broken LCD screen

#### **Procedure For Accidental Damage:**

- 1<sup>st</sup> Incident of Accidental Damage: Parent notified by Media Center through Backpack, Repair/Replace at no cost to student
- 2<sup>nd</sup> Incident (+) of Accidental Damage: Parent notified by Media Center through Backpack, parts for repair may be charged to the student's account at a cost determined by Greenville County School District's Educational Technology Services (ETS) department

#### **Intentional Damage**

***Note: RCMS reserves the right to revoke use of Chromebook for students at any time. Chromebooks damaged either intentionally or through negligence (or deliberately damaged by a family member or peer) may not fall under the accidental damage procedure listed above. Such repairs will be charged to the student at a cost determined by Greenville County School District's Educational Technology Services (ETS) department and may result in a disciplinary referral to school administration.***

#### **Lost/Stolen Chromebooks**

- Please note that students who leave their Chromebook unattended are being negligent. It is the student's responsibility to ensure the safety of their device at all times.
- Students should report missing Chromebooks to the Media Center promptly.
- Students who are unable to locate their missing Chromebooks are required to complete a [missing Chromebook form](#) which includes checking with each of the student's teachers, obtaining teachers' signatures and a parental or guardian signature verifying steps have been taken to retrieve or locate the device.
- Once the [missing Chromebook form](#) is completed and submitted, students will need to discuss possible Chromebook replacement options, and/or determine whether his or her parents need to declare the Chromebook lost.
- Students who lose their Chromebooks, or fail to report them as missing will owe a debt for the current replacement cost determined by ETS.
- Students will not be provided a replacement Chromebook until all the aforementioned steps have been taken.



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### General Policies and Expectations

- Chromebooks are intended for use at school each day. Students are responsible for bringing their fully charged Chromebook to all of their classes every day. The battery life of the Chromebook is 10.5 hours. Therefore, a fully charged Chromebook should have no issues with remaining charged throughout the school day—if it is properly charged overnight.
- Students will be issued a replacement Chromebook from the media center if theirs needs to be repaired. Replacement Chromebooks will not be issued for uncharged or forgotten Chromebooks. For lost or misplaced Chromebooks students should follow the process outlined in the Lost/Stolen section of this policy as outlined above.
- Students who do not have a Chromebook in class, or if their Chromebook is not charged; one of the following solutions may be provided by the teacher--- an alternate assignment may be assigned by paper; a classroom use Chromebook may be issued by the teacher to be used during only that period; students may be allowed to charge their Chromebook during class. Consecutive failure to bring a charged device to class may result in disciplinary action.
- Chromebooks are particularly sensitive to damage from excessive pressure on the screen. The Chromebook screen can be damaged if subjected to rough treatment. Protect the Chromebook screen by following the rules below:
  - Close the Chromebook screen before moving it and **NEVER pick up a Chromebook by its 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 poke the screen.
  - Be careful about placing books and other items against the Chromebook in your bookbag as it may be damaged.
  - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or flash drives).
  - Clean the screen with a soft, dry cloth or an anti-static cloth.
  - Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
  - No food or drink is allowed next to your Chromebook while it is in use.
  - To conserve battery life, Chromebooks should be completely shut down with the power button after use.
  - Chromebooks must remain free of any writing, drawing, stickers, or labels that are not placed there by RCMS Staff. Do not remove any barcode labels.
  - Chromebooks must never be left in an unlocked car or any unsupervised area.
  - Students are responsible for charging their Chromebook's battery before the start of each school day.



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## **Textbooks**

Chromebooks will offer students the option of not receiving a hard copy textbook for many of their classes. Teachers will communicate to students over the first few weeks of school about the availability of their textbooks via online services, if available.

## **Managing Files and Saving Your Google Docs on Google Drive**

Students will be logging into Ralph Chandler Middle School's Google Apps for Education domain and storing/saving files to their Google Drive. With each student's individual Google login, he or she can access their schoolwork from any computer that has Internet access. Students without home Wi-Fi will view a tutorial teaching them how to use Google Drive offline. [Visit this link: Working Offline](#)

## **Returning Your Chromebook**

Chromebooks and Chargers will be returned to the Media Center just before the end of the school year. The date all equipment is due will be published on the RCMS website. If a student transfers out of Ralph Chandler Middle School during the school year, the Chromebook and charger must be returned at that time to the Media Center along with other applicable items/textbooks/etc.

If a student's Chromebook and charger is not returned at the end of the school year or on transferring out of District, the equipment will be treated as lost/stolen, and a fine for a replacement Chromebook and/or charger will be placed on the student's account and law enforcement will be notified.

## **Internet Security**

Chromebooks are installed with District Proxy Software that directs all online usage through the Greenville County Schools District Technology filters.

- Students are responsible for utilizing the Chromebooks for educational purposes both at school and off campus, including their home.
- Internet Filters that are typically active inside of Ralph Chandler Middle School will still apply when the student is off campus using non-GCS Wifi.
- Please note these filters are not 100% full-proof and it is possible in rare situations that inappropriate websites could be accessed inside RCMS and at home.
- Students are ultimately responsible for all actions taken while on their Chromebook, both at school and outside of school. Parents are highly encouraged to ensure students are appropriately being monitored and supervised at home when using Chromebook. *Students should never let another person use their Chromebook.*
- All actions, web sites, keystrokes, etc. can ultimately be tracked and investigated by the Greenville County School technology division.



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### **Acceptable Use**

The Greenville School District is pleased to be able to offer access to the District computers, which provide the necessary programs required by classes. The District's network provides access to email, student data cloud storage, and the Internet.

These materials are provided to enhance educational goals and objectives. It is inappropriate for students to access materials that are not considered educational or to use provided hardware beyond its educational intent. For this reason, it is extremely important that District Acceptable Use policies be followed. Misbehavior could result in temporary or permanent loss of access to the Internet, email, or other technology privileges. Violations may result in disciplinary action up to and including suspension and/or expulsion. When applicable, law enforcement agencies may be involved.

### **Use of Technology Resources**

The use of the Greenville County School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Greenville County School District is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in the Greenville County School District. This policy is provided to make all users aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district's technology resources may be denied, and the appropriate disciplinary action shall be applied. The Ralph Chandler Middle School's [Code of Conduct](#) shall be applied to all student infractions.

### **User Terms and Conditions**

The use of Ralph Chandler Middle School's technology resources is subject to the following terms and conditions: The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of Ralph Chandler Middle School, the District, along with State and Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the online activities of the end users in the school environment.

User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.

### **Cyberbullying**

Our definition of [Cyberbullying](#) includes all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk other students. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of Cyberbullying. All forms of Cyberbullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.



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Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of the administration. School administrators shall fully investigate all reports of Cyberbullying.

In situations in which Cyberbullying originated from a non-school computer, but has been brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the education process so that it markedly interrupts or severely impedes the day to day operation of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

NOTE: Disciplinary action may include, but is not limited to, the loss of computer privileges, suspension or expulsion for verified perpetrators of Cyberbullying. Discipline for Cyberbullying will be handled on a case by case basis. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law enforcement officials.

### **Student Responsibilities**

- Using computers in a responsible and ethical manner
- Obeying general school rules concerning behavior and communication that apply to computer use
- Using all technology resources in an appropriate manner so as to not damage school equipment
- Use of any information obtained via Ralph Chandler Middle School's designated Internet System is at your own risk. Ralph Chandler Middle School specifically denies any responsibility for the accuracy or quality of information obtained through its services and links to external websites (not maintained by the school system) do not constitute an endorsement by Greenville County Schools of any external website or the information, products or services listed. Furthermore, the school system does not have editorial control of the information posted at external locations and bears no responsibility for their content, legality or accuracy. Links provided are consistent with the policies of our school system website at the time the link was added. Please note that content on an external link may change over time.



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**School Site Responsibilities**

- Provide Internet and email access to its students.
- Provide filtering of inappropriate Internet materials.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

**Protecting and Storing Your Chromebook**

We strongly recommend that each student purchase a Chromebook case to protect their Chromebook.

**Chromebook Identification**

The Chromebook and charger barcode labels on the bottom of the device will be scanned into our computer system when being issued to the student. At the end of the school year, the equipment will be scanned back in as returned. It is important not to remove the equipment labels and barcodes.

**Password Protection**

Students who have difficulty with [logging in/password access](#) should first request a teacher to reset their password in the [Backpack](#). Students are also able to execute password self-recovery through [Backpack](#) under the student tab on the RCMS Homepage. Students with continued difficulty logging in should see the Media Center. Students should not share their passwords with anyone.

**Storing Your Chromebook**

When students are not using their Chromebooks, they should be stored safely. Nothing should be placed on top of the Chromebook. Students are to take their Chromebooks home every day after school to charge regardless of whether or not they are needed at home. Chromebooks should not be stored in vehicles.

**Chromebooks Left in Unsupervised Areas**

Under no circumstances should Chromebooks be left in unsupervised areas. Any computer left in these areas is in danger of being stolen and will be the responsibility of the student assigned that device.

**Consequences for Violations of the Student Chromebook Policy**

Level I Offenses	Level II Offenses	Level III Offenses
Level I offenses are less serious, and consequences begin with a student verbal warning. These offenses may occur either on school grounds or as the student	Level II offenses are more serious, and consequences begin with administrative disciplinary action. These offenses may occur either on school grounds or as the student uses the	Level III offenses are most serious, and consequences begin with administrative disciplinary action and may include involvement of law enforcement. These offenses may occur either



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<p>uses the district-owned device at other locations.</p>	<p>district-owned device at other locations.</p>	<p>on school grounds or as the student uses the district-owned device at other locations.</p>
<p><b>Examples of Level I Offenses include but are not limited to the following:</b></p> <ul style="list-style-type: none"> <li>● Sharing passwords</li> <li>● Defacing computers (e.g., stickers, markers, etc.)</li> <li>● General mishandling of the device during class time</li> <li>● Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music) without permission and/or during class time</li> <li>● Accessing chat rooms, bulletin boards, or blogs without teacher/administrative permission</li> <li>● Consecutive Failure to Bring Device to Class</li> <li>● Other items as deemed by school administration</li> </ul>	<p><b>Examples of Level II Offenses include but are not limited to the following:</b></p> <ul style="list-style-type: none"> <li>● Downloading, posting, or distributing material that: <ul style="list-style-type: none"> <li>● Is harmful or prejudicial to others (e.g., defamatory, libelous, bullying, or harassing)</li> <li>● Is illegal (e.g., copyrighted materials)</li> <li>● Constitutes gambling</li> <li>● Intentionally destroying hardware or software</li> <li>● Engaging in any illegal activity</li> <li>● Harming or destroying another user's data</li> <li>● Other items as deemed by school administrators</li> </ul> </li> </ul>	<p><b>Examples of Level III Offenses include but are not limited to the following:</b></p> <ul style="list-style-type: none"> <li>● Downloading, posting, or distributing material that: <ul style="list-style-type: none"> <li>○ Is pornographic, obscene, or sexually explicit, or profane (e.g. photos and music)</li> <li>○ Communicating a threat to harm oneself or other</li> <li>○ Refers to weapons, alcohol, drugs, guns or gangs</li> <li>○ Engaging in theft</li> <li>○ Engaging in any illegal activity</li> </ul> </li> <li>● Other items as deemed by school administrators</li> </ul>
<p><b>Violations of these policies may result in one of the following but not limited to these disciplinary actions:</b></p>		
<p><b>Teacher actions for Level I offenses:</b></p> <ul style="list-style-type: none"> <li>● 1st offense - Verbal warning to student</li> <li>● 2nd offense - Contact with parent</li> </ul>	<p><b>Administrative actions for Level II offenses may include but are not limited to the following:</b></p> <ul style="list-style-type: none"> <li>● Removal of unauthorized files and folders</li> <li>● Financial Restitution</li> </ul>	<p><b>Administrative actions for Level III offenses may include but are not limited to the following:</b></p> <ul style="list-style-type: none"> <li>● Removal of unauthorized files and folders</li> <li>● Notification of Law</li> </ul>



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<ul style="list-style-type: none"> <li>• 3rd offense - Teacher-assigned detention</li> <li>• 4th offense- Referral to administration</li> </ul> <p>Level I offenses may also require:</p> <ul style="list-style-type: none"> <li>• Financial Restitution</li> <li>• Removal of unauthorized files and folders</li> <li>• Restriction of District-Issued Chromebook Use Privileges</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Notification of Law Enforcement</li> <li>• Temporary or Permanent Suspension of Chromebook Use Privileges</li> <li>• Recommendation for expulsion</li> </ul> <p>Level II offenses may also require:</p> <ul style="list-style-type: none"> <li>• Financial Restitution</li> <li>• Removal of unauthorized files and folders</li> <li>• Restriction of District-Issued Chromebook Use Privileges</li> </ul>	<p>Enforcement</p> <ul style="list-style-type: none"> <li>• Suspension</li> <li>• Notification of Law Enforcement</li> <li>• Temporary or Permanent Suspension of Chromebook Use Privileges</li> <li>• Recommendation for expulsion</li> </ul> <p>Level III offenses may also require:</p> <ul style="list-style-type: none"> <li>• Financial Restitution</li> <li>• Removal of unauthorized files and folders</li> <li>• Restriction of District-Issued Chromebook Use Privileges</li> </ul>
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If a violation of the Student Chromebook and Acceptable Use Policy violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed.\*If a student’s District-Issued Chromebook privileges are restricted this means that for the period of the restriction, the student may only use his/her Chromebook while at school and under teacher supervision or not at all. This could result in a negative impact on the student's grade and ability to complete work at school.



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## Ralph Chandler Middle School's Acceptable Use Agreement

Please read the following forms and policies, and then complete the signature page at the back of the packet. Retain this page for your information. For all questions pertaining to this information please direct all inquiries to Jeff Jenkins, [jjenkins@greenville.k12.sc.us](mailto:jjenkins@greenville.k12.sc.us). [Digital copy of Ralph Chandler's Chromebook Handbook](#) [Digital copy of Ralph Chandler Student Handbook](#)

### Responsible Use Procedures

Greenville County School District encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with the policy and regulations that have been established for technology use in the district. The district's Acceptable Use Policy (Board Policy and Administrative Rule EFE) is available on the district website, <http://www.greenville.k12.sc.us>, in the Board of Trustees section.

#### Students must:

1. Respect and protect their privacy and the privacy of others by doing the following:
  - a. Use only assigned accounts and keep passwords secret as well as keeping personal information such as name, address, phone number, etc., offline.
  - b. Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices.
  - b. Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
3. Respect and protect the copyrighted/intellectual property of others.
  - a. Cite all sources appropriately and follow all copyright laws, using communication devices appropriately to assure academic integrity.
4. Respect and practice the principles of community.
  - a. Communicate only in ways that are kind, responsible, respectful and lawful.
  - b. Use electronic communication devices for schoolwork, school-related email and projects only.
  - c. Report threatening or offensive materials to a teacher or administrator.
5. Respect the property of Greenville County Schools.
  - a. Do not loan the Chromebook to friends or family members.
  - b. Do not disassemble the Chromebook. Do not adhere stickers to either cover or device. Doing so will result in the student being assessed for a replacement device.
  - c. Do not leave the Chromebook in an unsecured location or near water or food.

### Chromebook Damages

Chromebook warranty covers one accidental damage repair per school year. Damages include but are not limited to drops, screen breaks, missing keys, and normal wear and tear. Issues with the operating system are not counted towards the student's repair allowance. Damages caused by intentional misuse, neglect, or abuse are not covered under the warranty and will result in a fine as listed in the schedule below. Damages not covered by the warranty will be assessed on a case by case basis.

### Lost or Stolen Chromebooks

Lost and/or stolen Chromebooks must be reported to the media center within 48 hours of the device going missing. The student is responsible for filing the appropriate paperwork (missing Chromebook form, police report) with the media center. Replacement fees will be assessed on a case by case basis based on the fee schedule listed below. Failure to follow these procedures will result in the full replacement cost of the chromebook being assessed to the student.

### Chromebook Replacement/Repair Fees

Charger replacement cost \$31.00. Chromebook repair or replacement costs are determined by Greenville County School District's Educational Technology Services (ETS) department. The school will notify you once the repair or replacement cost has been assessed.



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## Technology Agreement Signature Page

### Responsible Use Procedures

*I have read and agree to abide by the Greenville County School District Responsible Use Procedures. I understand I will receive a Chromebook through Ralph Chandler Middle School and understand that the Chromebook is the sole property of Greenville County Schools and Ralph Chandler Middle School.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Consequences for Violations to the Student Chromebook Policy

*I will follow the policies outlined in the Chromebook Handbook and the Use of Technology Resources Policy while at school, as well as outside the school day. I have read and agree to the terms outlined in the Consequences for Violating the Student Chromebook Policy found in the Chromebook handbook.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please read each statement below and sign at the bottom of the form.*

- I will take care of my Chromebook.
- I **WILL NOT** intentionally damage another student's Chromebook and may be held financially responsible if damages occur.
- I will never leave the Chromebook unattended.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- **I will keep food and beverages away from my Chromebook since they may cause damage to the device.**
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will use my Chromebook in ways that are appropriate and educational.
- **I will not place decorations (such as stickers, markers, gum wrappers, etc.) on the Chromebook or case.**
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Greenville County Schools.
- I will notify the media center, immediately in the event of damage, loss, or theft.
- **I will be responsible for all damage or loss caused by neglect or abuse.**
- I agree to return the Chromebook and power cords in good working condition.
- **I will not remove the bar code sticker.**
- **I will not pick my Chromebook up by the screen, which adds pressure to the hinges.**
- **I will not place anything on the keyboard before closing the lid (e.g. pens, pencils, or flash drives).**

I have read and understand the Chromebook Agreement as well as each of the above statements and understand that violation of any of these statements will be subject to the consequences described in the handbook.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_



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