

RJ Grey Junior High School

1:1 Chromebook HANDBOOK



Acton-Boxborough Regional School District
Acton, Massachusetts

Dear RJ Grey Community,

This handbook is intended to provide families with a general overview of how our 1:1 Chromebook model is designed and familiarize you with the guidelines and expectations regarding our 1:1 program.

Chromebooks travel with the student between home and school. This helps to ensure that all students have an appropriate and consistent level of access to technology at school and at home. A *school-owned* Chromebook will be assigned to each student for the duration of the school year. While students do not "own" the Chromebooks, we expect them to treat and care for their Chromebooks in an appropriate manner. Students will receive a Chromebook and a charger. **Families may be subject to a surcharge of up to \$250 for damage, loss, or misuse of district-issued technology devices such as iPads or Chromebooks.** As such, we will be emphasizing routines that assist with the safety and care of the Chromebooks.

It is important that all students and families familiarize themselves with the guidelines and expectations that are included in this Handbook. The Handbook is a complement to Acton-Boxborough's [Empowered Digital Use Student Contract](#) which is posted on the RJ Grey website's Technology page.

We are excited to continue our 1:1 Chromebook program for the upcoming school year, and are confident that it will enhance your child's learning at the Junior High School.

Thank you,
Jim Marcotte

Our Vision for Empowered Digital Learning

With access to Chromebooks, RJ Grey students can be empowered to take their learning to deeper levels while developing essential skills that will prepare them for success in the 21st century. Research and experience have shown us that equitable access to digital devices can better allow teachers to provide differentiated learning opportunities, promote inquiry-based instruction, and allow students to engage in collaborative, real-world experiences. Students will also have hands-on opportunities to practice important digital citizenship skills, including assessment of online resources, effective, appropriate, and ethical online communication, and making healthy choices about screen time. *Our vision aligns with the digital learning goal published in the [ABRSD Technology Plan](#) for all students to have equitable access to learning by leveraging technology, digital resources, and learning environments that are safe, engaging, inclusive, and accessible.*

RJ Grey would like to acknowledge the work of **Galvin Middle School in Wakefield, MA** and that portions of our handbook use language and content from their school's 1:1 Tech Handbook.

Chromebook Management Guidelines & Expectations

RJ Grey will provide an assigned Chromebook for each student to use in the classroom on a daily basis. Chromebooks are educational tools to support student learning and teacher instruction. Please review the expectations, rules, and guidelines, outlined below for use of the devices at school:

- Students will be responsible for bringing their assigned Chromebook to and from home and school and charging it on a daily basis
- Chromebooks will be used for educational purposes at all times
- Students will only access teacher-permitted websites and resources
- Games are not allowed on Chromebooks unless approved by the teacher
- Chromebooks will not be shared between students
- Students will not share any personal account information
- Students will treat Chromebooks with care and caution at all times (in the classroom, traveling between classes)
- Chromebooks are not permitted to be brought to lunch
- Chromebooks will travel with the student throughout the school day
- Students will immediately report any Chromebook damage or malfunction to a teacher

In support of maintaining an effective learning environment for all students, teachers reserve the right to establish additional classroom guidelines that extend beyond what is listed in this handbook. Teachers and administrators reserve the right to take away a student's Chromebook for an appropriate period of time if any of the expected behaviors are not observed, and an alternative assignment may be provided. Continued misuse of the Chromebooks will lead to additional consequences as outlined in the RJ Grey Student Handbook.

To ensure that all students have a safe, impactful experience using technology at RJ Grey, staff will monitor student account activity, including email communication and internet search history. We ask that students pledge to report any inappropriate behavior that impacts the learning environment and school community to a teacher or administrator.

GUIDANCE AND CARE FOR CHROMEBOOKS AT HOME

For Students	For Parents/Caregivers
<ul style="list-style-type: none">● Use your Chromebook for educational purposes only● Monitor time on your Chromebook to ensure that you still have time for other important things (i.e. family time, reading, exercise, etc.)● If possible, set up a quiet study/remote work space in your home. Use this space to do work on your Chromebook● Limit distractions like TV or social media when working on your Chromebook. This will	<ul style="list-style-type: none">● Have an open conversation with your child about their Chromebook and how it should be used● Place limits on non-school related screen time and have a conversation with your child about how to manage their time on the Chromebook● When possible, consider having your child use the Chromebook in your presence

<p>help you to be more efficient and save time in the long run!</p> <ul style="list-style-type: none"> ● Set up a charging station in a public space in your home. Be sure to plug your Chromebook in each night before you go to bed. ● On days when you are coming into school, make packing your Chromebook part of your morning routine ● Remember that your Chromebook is a device that you are borrowing from the school. Take good care of it by following the instructions below ↴ 	<ul style="list-style-type: none"> ● Have your child charge their Chromebook in a public space in the home overnight to avoid late night video watching ● Check your router and home filter settings to make sure you are blocking and regulating content and usage appropriately ● Plan “device-free” times (e.g. dinner time) when everyone in the family puts their phones and devices away ● Encourage positive Chromebook usage by asking children to create family videos or artwork with their device ● Have your child make charging the Chromebook part of their nightly routine ● Have your child make packing up their Chromebook part of their morning routine (on in-person school days)
---	---

HOW TO CARE FOR YOUR CHROMEBOOK

Students are responsible for the care of their school-issued Chromebook.

Protect your Chromebook by...

- Keeping it away from food and drinks.
- Opening the Chromebooks with two hands.
- Placing your Chromebook flat on your desk when it is in use. Avoid placing the Chromebook on uneven surfaces, such as the top of a stack of notebooks.
- Treating it with care.
- Storing the Chromebook in the teacher-designated location when not in use.

Carry the Chromebook...

- While it is closed. Never walk with the screen open.
- In a secure manner. Never carry the Chromebook with one hand or by its screen.
- While walking. Never run with a Chromebook.

Protect your account by...

- Closing your Chromebook when you walk away from your desk.
- Never sharing your password.

Do not...

- Place your Chromebook on the floor.
- Eat or drink around the Chromebook.
- Put anything on the keyboard.
- Lean on the top of the Chromebook.
- Poke the screen with your fingers, pencils, pens, or other items that may damage the screen.
- Remove any school labels that are on your Chromebook.

- Put stickers, writing, or graffiti or other items on your Chromebook that will alter the appearance of your Chromebook.
- Place books on top of the Chromebook.

TRADITIONAL VS. TECHNOLOGICAL CLASSROOM BEHAVIOR EXPECTATIONS AND VIOLATIONS

As teaching and learning changes with technology, so do the obstacles that we face in an educational setting. Below is a table that describes current behavior challenges and their “traditional” equivalent as viewed by the RJ Grey community.

Technology Related Behavior Violations	Equivalent Traditional Classroom Violations
Emailing, texting, internet surfing, gaming, etc.	Passing notes, reading magazines, playing games, etc.
Using an account belonging to another student or staff member	Breaking into someone else’s locker, desk, or classroom
Accessing inappropriate material online	Bringing inappropriate material to school in print form
Cyberbullying	Bullying/harassment
Sending/forwarding an assignment to another student to use as their own and/or copy	Cheating, copying an assignment, plagiarism
Using profanity or obscenity in digital communications	Verbal or written inappropriate language
Intentionally damaging a Chromebook	Vandalizing school-owned property

Please note that these violations are represented in the RJ Grey student handbook.

We will work closely with students to develop habits and routines that keep the Chromebooks safe. We accept that accidents can and will happen; therefore, students will not be subject to consequences for damage that is the result of legitimate accidents. ***Similar to any other situation involving school property, students will be held financially responsible for damages as a result of blatant misbehavior that could reasonably be attributed to the damage of the Chromebook.*** For example, throwing the Chromebook, trying to walk while balancing the Chromebook on your head, running down the hallway, and purposely slamming the Chromebook against a desk would fall under the definition of blatant misbehavior.

FREQUENTLY ASKED QUESTIONS

What if I don't have internet access at home?

For families who may not have access to wifi at home, we have a wifi hotspot loaner program. To learn more about the loaner program, please contact your student's counselor.

What happens if my child's assigned Chromebook is damaged?

We will work closely with students to develop habits and routines that keep the Chromebooks safe. We accept that accidents can and will happen; therefore, students will not be subject to consequences for damage that is the result of legitimate accidents. ***Similar to any other situation involving school property, students will be held financially responsible for damages as a result of blatant misbehavior that results in damage of a Chromebook.*** For example, throwing the Chromebook, trying to walk while balancing the Chromebook on your head, running down the hallway, and purposely slamming the Chromebook against a desk would fall under the definition of blatant misbehavior. This expectation is also outlined in the 1:1 Handbook document. If a Chromebook, charger, or stylus is lost, the student and their family will need to purchase a replacement through the Acton-Boxborough Regional School District.

What happens if my child's Chromebook needs repair? What will they do in the interim?

We will have loaner Chromebooks that are available to students whose assigned devices are under repair. This will be immediately available to students once their assigned Chromebook is turned in. **You should not bring the Chromebook to an outside repair service.**

What are the expectations for students in terms of use and accountability of the Chromebooks?

The District has a long-standing [Acceptable Use Policy](#) that articulates expectations around our students' digital responsibilities and appropriate use of the internet and district-owned devices. This includes expectations around their AB Schools accounts, which includes an email account and other applications in Google Suite.

Can we opt our child out of having a Chromebook at school?

No. All students will be issued a Chromebook and will be expected to use it as part of classroom instruction and activities.

What can students access through the Chromebooks?

While at school, access will be regulated by the District's internet filter and firewalls. Outside of school, students can access content based on any filters that may be set up at home or based on the wifi they are accessing.

Will the 1:1 Chromebook plans affect student data privacy as it relates to non-school agencies and vendors?

Consistent with the ABRSD student data privacy policies, student access to Chromebooks is compliant with federal rules established to protect student privacy, including the Family Educational Rights and Privacy Act (FERPA) and the Children's Online Privacy Protection Act (COPPA).

How can I ensure that my child uses the Chromebook safely and appropriately at home?

- Have an open conversation with your child about their Chromebook and how it should be used
- Place limits on non-school related screen time and have a conversation with your child about how to manage their time on the Chromebook
- When possible, have your child use the Chromebook in your presence
- Have your child charge their Chromebook in a public space in the home overnight to avoid late night video watching

- Check your router and home filter settings to make sure you are blocking and regulating content and usage appropriately
- Plan “device-free” times (e.g. dinner time) when everyone in the family puts their phones and devices away
- Encourage positive Chromebook usage by asking children to create family videos or artwork with their device

How can I ensure that my child remembers to charge their Chromebook and bring it to school every day?

Make charging the Chromebook part of your child’s nightly routine. You may choose to set up the charger close to where your child keeps their backpack and other school supplies. Make packing the charged Chromebook part of your child’s morning routine.

My child’s backpack is already heavy enough. How are they supposed to manage the extra weight of a Chromebook?

By using Chromebooks more frequently for in-school and at-home activities, we hope to decrease the amount of paper and physical handouts. The Chromebooks will allow students to travel with less in their binders and backpacks, which should off-set the weight of the Chromebook.