

Dearborn Student Learning Online, Chromebook Care / Usage Handbook 2020-2021

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Core Beliefs

At Dearborn Public Schools, our mission is to educate all students to high academic standards within a safe, stimulating environment and ensure they are all prepared to become productive citizens. This is imperative to teach students skills they need to succeed. We have had a long tradition of supporting and providing online learning. We believe in students first. Through technology students can be engaged and inspired to create and do great things. Dearborn Public Schools has supported and championed online learning for over 10 years. Our belief is to meet the student needs and have done several studies to provide the opportunities to be a part of a class through video conferencing and other supports. In accordance with the District's vision, our instructional and support staff operate under the following Core Belief Statements:

1. We have two technology coaches who spend their time working in schools and meeting with teachers to integrate technology and instruction for students.

2. We provide access to blog sites, an online platform, and a portfolio site to equip students with the skills they need for 21st century jobs.
 3. We provide access to all students regardless of barriers to become technological savvy.
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Code of Conduct

Please note that the Dearborn Code of Conduct is still applicable. This document does not supersede the Code of Conduct.

Successful Online Learning Skills

Successful online learning involves many skills. Students must learn to be self motivated and self accountable. Remember that what you are learning will help you in the future. You should practice and reflect on your learning. You should treat online learning with the same importance as a course in a school building.

Attitude

- ☐ Be positive
- ☐ Be Accountable.
- ☐ Be Respectful

Schedule

- ☐ Setting a consistent schedule is important. Students need to dedicate time on task. Breaks should also be scheduled. All students should schedule a routine to follow. This should include waking up and eating times.

Environment

- ☐ Dedicate a space for learning
- ☐ The environment should be distraction free. Online distractions (social media, cell phones, games) should be controlled and out of the way while working.

- ☐ Make sure that there is good lighting. This is especially important if you are video conferencing.

Communication

- ☐ Pay attention to scheduled events
- ☐ Communicate regularly with your teacher(s)
- ☐ Be Professional
- ☐ Check Email regularly
- ☐ Let your parents know how you are doing
- ☐ Ask for help when you need it

Security

- ☐ Never share your password with anyone else
- ☐ Your password should be unique and not used on any other sites

Organization

- ☐ Organization is crucial. Know where to find all of your assignments
- ☐ Keep a calendar

Communicating using Video Conferencing

Given our current environment Video Conferencing may be used.

- ☐ Be Respectful.
- ☐ Be aware of your location. Review what is in the background of your camera.
- ☐ Stay on Mute unless it is your turn to talk
- ☐ Speak toward a microphone when talking. If you are using a Chromebook, just talk naturally “at the screen” from around 18 inches away (normal distance of using a Chromebook).
- ☐ Dress appropriately. Remember, you are “attending” school during this time.

General Policies & Procedures

1. The student Chromebook and charging cord issued to the student are property of Dearborn Public Schools. This device is on loan to each individual student.
2. Students will be responsible to bring their Chromebook back to school when the pandemic is over.
3. Students are expected to keep Chromebooks in good condition. If a device is damaged, it is the expectation that the students bring the damage to the teachers attention as soon as they know about the damage. If damage is noticed by technology staff or staff members, the school building will determine the fix and the deductible or cost of repair will be applied.
4. Students are expected to have their identification sticker on their device at all times. No other stickers on the device are permitted.
5. This Chromebook must be used in accordance with all district technology, discipline, and acceptable use policies, as well as any applicable laws -- both at home and at school.
6. Use of this Chromebook, as well as access to the network, the internet, and email is a **privilege, not a right**.
7. Chromebook and network in the classroom and at home are for student academic purposes and should support education.
8. Students are prohibited from downloading or installing illegal music, movies or any other copyrighted material. Additionally, altering or modifying the original pre-set Chrome Operating System without teacher permission is prohibited.
9. Photos/Video - Inappropriate use of the camera will result in school behavior consequences. The camera should be used for academic purposes (i.e. recording a presentation or peer edit) only at the discretion of the teacher and with permission of those on video/audio.
10. Student devices & accounts can be placed on restricted internet access at the discretion of the administration.
11. Students must comply with all requests to turn over their Dearborn Chromebook and equipment by teachers and administrators. Failure to do so could result in school

behavior consequences. The school reserves the right to periodically check devices for unauthorized materials.

12. Students should immediately report any inappropriate or careless use of a device to a teacher or other staff member.
13. Removing any part of the device, attempting to repair damages oneself, or opening up the device to access internal components is not permitted.
14. Failure to comply with any policy or procedure outlined above or within this document may result in school behavior consequences. Dearborn Public Schools may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

Appropriate Uses & Digital Citizenship

Digital Citizenship

Students must follow the five conditions of being a good digital citizen to exhibit good citizenship, we must:

1. **Be Environmentally Responsible.** I will show respect for myself through my actions. I will select online names that are appropriate, 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. **Be an informed citizen.** 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. 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 other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access, and I will not enter other people's private spaces or areas.
4. **Be an Upstander.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist, or inappropriate.
5. **Respect Authority/Obey Intellectual Property Law.** I will 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

media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Chrome Operating System

Chrome OS

The Chromebook Operating System (OS) updates itself automatically and is managed by the district.

Google Suite for Education

- Chromebooks seamlessly integrate with the G Suite for Education apps bundle. This suite includes Google Drive, Docs, Sheets, Slides, Drawings and Forms. Additionally, Google offers the ability to control other products within our domain.
 - The administration and technology staff reserve the right to determine which Google Apps, as well as third party apps and extensions, to allow students to add to their Chrome OS / user account.
 - Work done within the G Suite apps are stored via Google Drive in the cloud.
 - Student accounts are issued and maintained through Dearborn Public Schools' Google Apps domain.
 - For more information about G Suite for Education, please visit: edu.google.com
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Distribution & Collection

Distribution During a Pandemic

During a pandemic they will be distributed during specific times to parents and students. Before a student is issued a Chromebook for the first time, the following must have taken place:

1. Students must have an Acceptable Use Policy form on file signed by them and their parents (either electronically or paper copy).

2. Students and parents must read and agree to all policies and procedures outlined in this document for care and use of the Chromebook, and complete the Form indicating acceptance/acknowledgement of this handbook.
3. Parents/guardians will be required to purchase insurance or submit a deposit to cover theft or accidental damage to their device.
4. [Parent Communication Contract](#) for Pandemic

Distribution During a Classroom

In each of your classes teachers will assign you a number to a chromebook that will be yours to use for that hour. The following must be done when assigned your chromebook in each of your hours (if each of your hours uses one)

1. Students must report ANY damage to the computer they obtain BEFORE beginning to use it themselves. Let your teacher know within five minutes so you don't have to pay for the damage to the computer.
2. Students are not to leave the room until ALL computers are returned to the cart.
3. Students are NOT to pick up/return carts OR single computers. Please DO NOT mix computers within carts.

Collection

When students return from the Pandemic the Chromebook and Chromebook cord must be turned in to the student's first hour teacher on the return to school after the mandatory shutdown. All staff will be made aware of this requirement. If the device is not returned in a timely fashion, administration will contact the student/parent to inform them that the next step is a referral to the Police Department, if necessary, to assist with retrieval of district property.

Damage

Replacement of a chromebook will be charged 200 dollars if at all the damage was not reported and could be narrowed to you during your hour and/or use of it at home during a crisis.

Repair & Deductible Fee Payments

Dearborn Public Schools will regularly run reports of fees owed by students for deductible claims and repair/replacement costs. Students and parents will be notified upon assignment of fee, and the district reserves the right to withhold privileges (i.e. tickets to student events (including senior events), participation in graduation proceedings, yearbook distribution, field trips, etc.) if fees remain unpaid. Fees will be able to be paid in the main office.

Privacy, Security, & Filters

Network Monitoring & Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. Dearborn Public Schools may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason. By using a Chromebook, students agree to such access, monitoring, and recording of their use. **Student internet access will be filtered via our district's web filter, both on campus when connected to school WiFi as well as when at home. Any student that attempts to circumvent the built in filter will face disciplinary action in accordance with the Acceptable Use Policy, Student Handbook, and each school's behavior expectations.**

Passwords

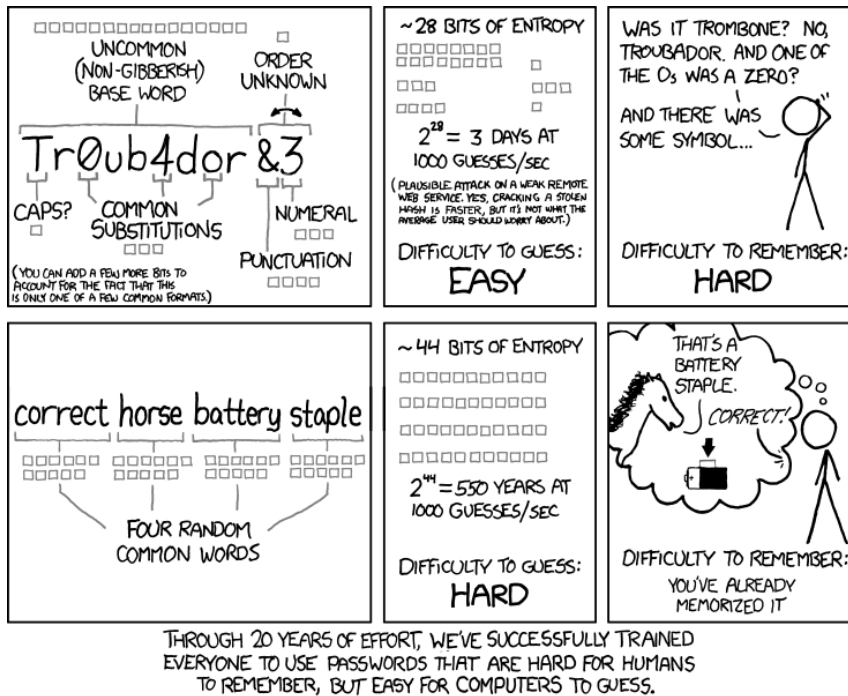
Passwords are provided by Dearborn Public Schools and cannot be changed unless called into the help desk. Do not share passwords with anyone, ever. All password issues are handled through the Dearborn Public Schools Technology Department. If a password needs to be reset, the student should call the Help Desk (313-827-8400) or report the issue to their teacher.

Each student is personally responsible for their password. Passwords should be complex and secure. The best password is a long password. Thus, students should create a group of words or a sentence that they can remember. *(This will also vary by age. Secondary students can handle more complex passwords than elementary students.)*

Here is are tips on creating a secure password:

For Adults/Secondary Students:

- Make your passphrase nonsensical.
 - Use a variety of random words (at least 4 words)
 - Memorize a sentence or two and use the first character of each word.
- Never use obvious personal information (do not use your birthday, a pet's name, the street that you live on, etc.)
- Never reuse passwords.



You should NEVER share your passphrase.

For Elementary Students:

- Similar to above, but adjust the words as appropriate.
- Elementary students may use a pet name or such as one of the three or four words that make up their password.
- It is appropriate for elementary students to share their password with their parent.

Remember, your password is the key to data and privileges. These are extremely valuable and must be protected.

Keeping your password just to yourself is an important responsibility. You are responsible for anything that happens with your account. You should go to <https://dearbornschools.org>, then click on the Student Portal, then **Change District Password**. Your new passphrase must be at least 10 characters long (but can be longer). Although your passphrase must be memorable (you are responsible for remembering it), it should not be easy to guess.

Staff Inspection

Students could potentially have their device selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material contained on the device.

Operating System

As stated, Chrome OS updates itself automatically and is managed by the District. Students should never change or tamper with the settings or operating system. Students found to be changing settings inappropriately or resetting the established district settings by wiping the device will face disciplinary consequences up to loss of device privileges.

Chromebook Care

Students are expected to treat their Chromebook with care and respect and never leave it in an unsecured location. Placing non-school-issued stickers, writing or drawing on, engraving or otherwise defacing the Chromebook or charger is not allowed and will result in consequences. Students may not interfere with serial number and other identification tags.

General Precautions

- Students should always keep their Chromebook secured when unattended.
- When transporting back to the building or picking up due to a school closure, the Chromebook should be stored in a backpack or case.
- No food or drink should be consumed or open near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Heavy objects should never be placed on top of a Chromebook, including inside backpacks and/or while in use in the classroom.
- Don't lean on or use a Chromebook as a writing surface.
- Never leave your device in extreme temperatures, direct sunlight, or in a vehicle overnight.
- Always bring your Chromebook to room temperature prior to turning it on.
- Close tabs not needed.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (i.e. pens, pencils, or disks).

Cleaning your Chromebook

Step 1: Power off the device. You will be applying liquid solutions to your Chromebook, so powering it off is a must.

Step 2: Remove any accessories or plug-ins such as cases, USBs, and headphones. These should be wiped down as well (especially headphones - which should NOT be foam).

Step 3: Clean the screen with an LCD-safe solution applied to a microfiber cloth. Strong alcohols can eat away the coating on LCD screens. *NOTE: A damp **microfiber cloth** does well with cleaning screens. (**Given current concerns, wiping the screen with a “Clorox” wipe is acceptable. This will reduce the lifespan of the display, however, preventing disease spreading is more important).

Step 4: Clean the Keyboard and other non-screen parts. Clorox wipes (mild bleach wipes) can be used on the keyboard and all the other non-screen parts. The wipe should be “squeezed” so that it does NOT over-saturate the keyboard (make sure to let the keyboards dry...before you close the lids...) *NEVER Spray anything on a computer. Remember to “wring out” any saturated wipes prior to using on a Chromebook. ** Although microfiber is not technically a disinfectant, it is effective in removing germs and bacteria. However, it does need to be washed regularly.

Chargers/Power Supplies

Power supplies are provided along with the Chromebook. Accidental damage to power supplies, intentional and/or pet damage cost of a charger is \$39.

Chromebook Use

Educational Use

School issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy at all times.

Ownership

Chromebooks are issued to individual students for educational purposes and should be used only by the student to whom it is issued. The Chromebooks are property of Dearborn Public Schools, not the student to whom it is issued.

Personalizing the Chromebook

Chromebooks must remain free of any writing, drawing, stickers, paint, tape, adhesives, and labels.

Students may add appropriate music, photos, and videos to their Chromebook via their Google Drive. Personalized media is subject to inspection and must follow the Dearborn Public Schools' Acceptable Use Policy, as well as all applicable laws.

Use Outside of School (Due to Remote Learning)

Students that are given a Chromebook at home and other WiFi enabled locations for educational purposes. While the Chromebook has offline capability for editing and creating documents, a WiFi connection to the internet will be necessary to fully take advantage of the Chromebook. Students are required to abide by the Acceptable Use Policy and Student Handbooks, local, state, and federal laws. Internet access on these Chromebooks will be filtered back through our system even when off campus and monitored accordingly.

Sound

Unless permission is given by the teacher, sound should be muted on student devices during class. Student provided headphones may be used at the discretion of the teachers.

Maintenance & Repair

Spare Devices & Lending

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner devices. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage.

Handbook Review

This handbook will be reviewed prior to the first distribution and annually thereafter to ensure policies are up-to-date. Dearborn Public Schools reserves the right to make changes to this handbook as needed.

*Acknowledgements:

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