Student Chromebook Care & Usage Handbook 2022-23

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Dear Parent or Guardian,

As technology changes, our schools are preparing students to become career and college ready. This handbook will cover some of the technology your student may encounter throughout the year at Southgate Community Schools.

Although these applications are widely used by the education community and support their use in K-12 institutions, their Terms of Service state that due to Federal Law any users under the age of 13 must obtain explicit parental permission to use their sites.

All websites and tools have been and will continue to be thoroughly examined by experienced educators and are used commonly in education today, but new tools arise every day. Some common tools that your children may encounter and use are, but not limited to:

1. **Networks**: A networking site is a place where teachers and students can communicate, collaborate, and share content. Examples include email, cloud file storage and sharing, and social media networks.
2. **Online Learning Platforms**: Learning platforms are areas where students can interact with educational material, post ideas and answer questions virtually. We adopted ***Schoology*** for Southgate's online learning platform this year.
3. **Blogs**: A blog is a website where student work can be published online.
4. **GSuite**: An online suite of productivity and digital tools from Google, specifically for educational use.
    1. What your child will be using within the GSuite system
        i. Y5 to 5th
            a. Classroom
            b. Drive
            c. Gmail (internal only, cannot receive external email)
        ii. 6th to 8th

        a. Classroom
        b. Drive
        c. Sites
        d. Gmail (internal only, cannot receive external email)
    iii. 9th to 12th
        a. Classroom
        b. Drive
        c. Sites
        d. Gmail (internal and external emails)

6. **Podcasts**: A podcast is a digital audio file that is distributed over the Internet for playback.
7. **Videos**: A video is a recording displaying moving images and audio. Digital video files can incorporate photos, voiceovers and music.
8. **Social bookmarking**: Social bookmarking is a way for Internet users to save, classify, and share websites.

As these 21st century mediums are instrumental in the development of the curriculum, enhancement of student learning, and are an intricate part of Career and College Readiness standards, we are asking that you and your child review the information in this handbook, and submit your acceptance in the Mistar Parent Portal during the annual enrollment process. If you choose to not give your child permission to use the above technological tools, an alternative assignment will be created. Additionally, if your expectations change we must have it in writing and given to the school office.

Student Information

- Students are responsible for good behavior/character online just like they are in our school building. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Students should notify the teacher of anything inappropriate. Bullying will not be tolerated.

- Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If the user is unsure whether or not they can use it, they should request permission from the copyright owner.

- All use of these tools must be used in accordance with the Acceptable Use Agreement of the District, even if you do the work outside of school on your own device.

Parent Information

Children's Internet Protection Act: The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. Any harmful content contained from inappropriate sites will be blocked. More information can be found on the Children's Internet Protection Act webpage.

Children's Online Privacy Protection Act: COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This Handbook allows the school to act as an agent for parents in the collection of information within the school context.

Family Educational Rights and Privacy Act: FERPA protects the privacy of student education records and gives parents the right to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

- The school will not publish confidential education records (grades, student ID #, etc) for public viewing on the Internet. The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.

Parents may request that photos, names and general directory information about their children not be published. Parents have the right at any time to investigate the contents of their child's email or web tools.

Appropriate Uses & Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** 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. **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. 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. **Protect Others**. 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 Intellectual Property**. I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. **Protect Intellectual Property.** 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.

General Policies & Procedures

1. The student Chromebook and charging cord issued to the student are property of Southgate Community Schools. This device is on loan to each individual student.

2. When school is in session, students will be responsible to bring their Chromebook to school every day, charged and ready to use for learning activities in class.

3. Each Chromebook is assigned to an individual student for the duration of his/her time at Southgate Community School District. Students should never "swap" or "share" the device with another student unless directed by a teacher in a classroom setting. Chromebooks should be in a student's possession or secured in a designated classroom at all times.

4. Students are expected to keep Chromebooks in good condition. If a device is damaged, it is the expectation that the student brings in the device as soon as they know about the damage. If damage is noticed by tech staff when the device is brought in for a different reason, the District will determine the fix and cost of repair will be applied.

5. The device identification sticker (also known as "asset tag") must remain attached to the device at all times. No other stickers on the device are permitted.

6. 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. SCSD Acceptable Use Agreement

7. Use of this Chromebook, as well as access to the network, the internet, and email is a privilege, not a right.

8. Chromebook and network use in the classroom and at home are for student academic purposes and should support education.

9. Students are prohibited from downloading or installing illegal music, movies or any other copyrighted material without permission. Additionally, altering or modifying the original pre-set Chrome Operating System without teacher permission is prohibited.

10. Photos/Video - Inappropriate use of the camera will result in disciplinary action. 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.

11. Student devices & accounts can be placed on restricted internet access at the discretion of the administration.

12. Students must comply with all requests to turn over their District Chromebook and equipment by teachers and administrators. Failure to do so could result in disciplinary action. The school reserves the right to periodically check devices for unauthorized materials.

13. Students should immediately report any inappropriate or careless use of a device to a teacher or other staff member.

14. Removing any part of the device, attempting to repair damages oneself, or opening up the device to access internal components is not permitted.

15. Failure to comply with any policy or procedure outlined above or within this document may result in disciplinary action. Southgate Community Schools may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

Chrome Operating System

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 Southgate Community Schools' Google Apps domain.
- For more information about G Suite for Education, please visit: edu.google.com

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Distribution & Collection

Distribution

Students will be issued their SCSD Chromebook at the start of the school year. Links/resources for all steps listed below can be accessed on the Southgate Schools website One-to-One Chromebook Information. Before a student is issued a Chromebook for the first time, the following must have taken place:

1. Students must have an Acceptable Use Agreement form on file signed by them and their parents (either electronically in the Mistar Parent Portal 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 electronically indicate acceptance/acknowledgement of this handbook in the Mistar Parent Portal during the Annual Enrollment Updating process.

Collection

In the event of a student leaving Southgate Community School District for any reason, the Chromebook, charging cord and chromebook case, if applicable, must be turned in to the student's main office on or prior to the last day of student attendance. All office staff will be made aware of this requirement. Students who are long-term suspended or expelled from SCSD will also be required to turn in their Chromebook. If the device is not returned in a timely fashion, it may result in a complaint filed with the police department to assist with retrieval of district property.

Students returning to Southgate Schools will be allowed to keep the same chromebook issued to them this year for the following school year 2021-2022. Chromebooks will be collected over the summer break for updates and repair.

Repair Fees, Loss or Theft

Fees are assessed when technology equipment released to the student is damaged or destroyed or the student damages or destroys the technology of others. Students and parents will be notified upon assignment of a fee, and the District reserves the right to withhold privileges (i.e. tickets to student 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 or online. Repeated intentional damage, or damage caused to the technology of others, will be addressed as a disciplinary action. If a Chromebook must be sent out for repair, a temporary replacement (if available) will be provided for the interim.

Repair Fee Costs

- Removed asset tag - 1st time no charge, 2nd time $5
- Cracked/broken screen $100 max(non-touchscreen)/$210(touchscreen) (or cost of repair)
- Lost/damaged power cord $40 max (or cost of replacement)
- Intentional keyboard damage $70 max (or cost of repair)
- Intentional trackpad damage $30 max (or cost of repair)
- Broken power jack $25 max (or cost of repair)
- Broken audio jack $140 max (or cost of repair)
- Missing/lost/stolen chromebook $400 max (or cost of replacement)

Loss or Theft

1. Students (or parents) must contact the District if there is loss or theft of the Chromebook that has been issued to that student.

2. If a device has been reported as missing, the student will have 5 school days to find the device before a fee will be issued to the student for a replacement device. If the device is found after that date, the device will be given to the student to do as they please. The device will also be released from Southgate Schools domain control.

3. If the device was stolen, a police report is required by insurance for replacement of the Chromebook. Students who lose their Chromebook and do not have a police report will be required to pay the full replacement cost.

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. The District 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 Agreement and Student Handbook.**

Passwords

Passwords are provided by the Southgate Community School District and cannot be changed. Do not share passwords with anyone, ever. All password issues are handled through the Southgate Technology Department. If a password needs to be reset, the student should submit a Help Desk ticket by emailing StudentHelp@southgateschools.com.

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 above, 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 the serial number and other identification tags.

General Precautions

- Students should always keep their Chromebook secured when unattended.
- When transporting, 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.
- 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.

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 the Chromebook or walk with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (i.e. pens, pencils, or disks).

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 the Southgate Community School District, not the student to whom it is issued.

Charging the Device

Students are expected to bring a fully charged Chromebook to school every day when school is in session. Continued instances of not doing so and requiring a loaner device could result in a discipline referral.

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 Southgate Community Schools' Acceptable Use Policy, as well as all applicable laws.

Use Outside of School

Students are encouraged to use their Chromebooks 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.

Printing

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Printing from the Chromebook by students is disabled for at home use. Students may still print their work from a school library or lab computer when necessary and available.

Maintenance & Repair

Tech Support

Our commitment is that all students will have a working device all day in their academic classes. Students may email StudentHelp@southgateschools.com with issues. Please include screenshots and as much detail as possible. For repairs, please submit an email to StudentHelp@southgateschools.com and you will be contacted with pickup arrangements. Tech support staff will determine whether the repair is covered under warranty or will be assessed a fee. If a fee is determined, parents will be notified.

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. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged Chromebook to school on a frequent basis.

Handbook Review

This handbook will be reviewed annually to ensure policies are up-to-date and relevant for our 1:1 initiative. The District reserves the right to make annual changes to this handbook as needed.

Electronic Use Agreement

I have read the Student Chromebook Care and Usage Handbook and Acceptable Use Agreement (AUA). I understand if my student breaks any rules of this agreement or the District's AUA, the

student is subject to disciplinary consequences. Student and parent acceptance will be recorded and submitted electronically in the Mistar Parent Portal.