# Northern Ozaukee School District

# 1:1 Chromebook Policy Handbook

**Introducing Chromebooks**

The Northern Ozaukee School District will supply all middle school and high school students with a Chromebook device. This device is the property of the Northern Ozaukee Area School District. The Chromebook will allow students access to G Suite for Education, educational web-based tools, as well as many other useful websites. The Chromebook device is an educational tool that is not intended for gaming, social networking or high-end computing.

**1:1 Chromebook Initiative**

The 1:1 Chromebook Initiative is to foster a collaborative learning environment for all students. This environment supports engagement with content and promotes self-directed exploration and inquiry among students. The intent is for students to be transformed from consumers of information to creators of content. Teachers will engage in professional learning communities within NOSD and collaborate globally to utilize technology in the classroom and enhance curriculum.

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1. ACCEPTABLE USE GUIDELINES

1a: General Guidelines

- Access to the Northern Ozaukee School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to comply with the District's Acceptable Use Policy.
- Students will have access to all available forms of electronic media and communication which support education, research and the educational goals and objectives of the Northern Ozaukee School District.
- Students are responsible for their ethical and educational use of the technology resources of the Northern Ozaukee School District.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued application and are given no guarantees that data will be retained.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

1b: Privacy and Safety

- Students are not to go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Students are not to open, use, or change files that do not belong to them.
- Students are not to reveal their full name, phone number, home address, social security number, credit card numbers, password or respective information of others.
- Students should remember that storage is not guaranteed to be private or confidential as all Chromebook devices and accessories are the property of the Northern Ozaukee School District.
- If students inadvertently access a website that contains obscene, pornographic or otherwise offensive material, they must exit the site immediately and notify a staff member.

1c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Failure to comply with the law is not immunity. When in doubt, students should ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

1d: Email Electronic Communication

- Always use appropriate and proper language in electronic communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Avoid sending mass emails, chain letters or spam.
- Email & communications sent / received should be related to educational needs.
- Email & communications are subject to inspection by the school at any time.

1e: Consequences

- The student account and who the device is issued to is responsible for the device at all times.
- Non-compliance with the policies of this document or the Acceptable Use Policy, will result in disciplinary action.
- Electronic mail, network usage, and all stored files are not confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

1f: At Home Use

- The use of Chromebooks at home for educational purposes is encouraged.
- Chromebook care at home is as important as in school, please refer to Section 6: TAKING CARE OF CHROMEBOOKS below.
- Transport chromebooks with care (ie. in a protected backpack).
- School district Internet filtering will be provided for the Chromebooks when used outside of school district buildings.

2. DIGITAL CITIZENSHIP

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

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

3. WEBSITE GUIDELINES:

Think before you act because your virtual actions are real and permanent

- Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn’t want friends, enemies, parents, teachers, future colleges, or employers to see.

- Follow the school’s code of conduct when writing online. It is acceptable to disagree with others' opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.

- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.

- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to cite your sources.

- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.

- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

- Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.

- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

4. RECEIVING CHROMEBOOKS:

4a: District Owned/Issued Chromebooks

- The district will attempt to distribute Chromebooks before the start of the school year, but may take an additional week . Parents/Guardians and students MUST complete the District's device registration process before the Chromebook can be issued. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Northern Ozaukee School District. Chromebooks will be collected at the end of each school year.

4b: Probationary Student Status

Probationary students will be required to turn in their Chromebooks to the Help Desk at the end of each day for a specified period of time determined by building Administration. The Help Desk will secure the equipment during the evening, and the student will be allowed to check it back out on a daily basis.

Probationary status may be assigned by building Administration to any student who has violated the Acceptable Use Policy during the current or previous semester.

5. RETURNING CHROMEBOOKS:
All district owned Chromebooks must be returned following the guidelines posted in respective buildings.

- **<u>Students leaving the District must return district owned Chromebooks to the Ozaukee Middle School or High School Office</u>**
- Any Chromebook not returned will be considered as stolen property and law enforcement agencies will be notified.

6. TAKING CARE OF CHROMEBOOKS:
Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the OMS/OHS Office or Chromebook Help Desk as soon as possible so that they can be taken care of properly. District approved Insurance is highly suggested to protect against any incidental damages. ***Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

6a: General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your backpack while plugged in.
- *Students should never carry their Chromebooks while the screen is open unless instructed to do so by a staff member.*
- Students **may not** add writing, drawing, or stickers to their chromebook. District issued identification labels are allowed.
- Vents **CANNOT** be covered.
- Chromebooks should never be left in a car or exposed to extreme temperatures for long periods of time.
- Chromebooks should never be left unattended in any unsupervised area.
- Students are responsible for bringing a fully charged Chromebook to school each day for class use.

6b: Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving unless directed by a staff member.
- Never move a Chromebook by lifting from the screen.
- Always support a Chromebook from its bottom.

6c: Screen Care

**The Chromebook screens can be easily damaged!** The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. papers, pens, pencils, hands/fingers, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use a water dampened towel or a highly diluted solvent.

7. USING CHROMEBOOKS AT SCHOOL

- Chromebooks are intended for use at school each day.
- Students are responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks should be locked in school lockers when not in use.

7a: Chromebooks left at home

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student may have the opportunity to use a loaner Chromebook if available.
- Repeat violations of this policy will result in disciplinary action as determined by the building Administration.

7b: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Help Desk.
- Students will pay full replacement cost if the loaner Chromebook is lost or stolen (Police report must be filed if stolen).

- District Approved insurance is highly suggested in order to protect your family against repair costs to District issued Chromebooks.

7c: Charging your Chromebook

- Chromebooks must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy will result in disciplinary action.
- Teachers may allow students to charge Chromebooks in class charging stations based on availability and ability.

7d: Backgrounds and Password

- Screensavers and Backgrounds must be school appropriate. The Northern Ozaukee School District has the right to determine both the screensaver and background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Your password is a valuable piece of information; protect it and do not share with other individuals.

7e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones/earbuds may be used at the discretion of the teacher.

7f: Printing

- Students will have access to printing via sharing with a district employee.
- Printing from home can be done through Google Cloud Print. More information on printing can be obtained here: http://support.google.com/cloudprint/?hl=en and https://www.google.com/cloudprint/learn/printers.html#info-brother

7g: Account Access

- Students will only be able to login on their Chromebook using their district issued account.
- Personal Gmail accounts will not be accessible on their Chromebook.

8. MANAGING & SAVING DIGITAL WORK WITH A CHROMEBOOK

- G Suite for Education (GSFE) is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms,

etc. GSFE lets students create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files in the cloud.

- With a wireless Internet connection and their Chromebook, students can access documents and files anywhere, at any time.
- All student documents and files will be stored online in the Google Cloud environment. To maximize productivity, students are encouraged to activate the OFFLINE access to their Google Drive. This Google feature allows students to access Google documents stored in their "My Drive" without relying on an internet connection.
- Prior to leaving the district, or graduating, students who want to save any work from their district Google account, need to use Google Takeout to transfer the work to a flash drive or personal gmail account.

9. OPERATING SYSTEM ON CHROMEBOOKS

9a: Updating your Chromebook

- Students should check the version of Chrome they are running **monthly**.
- To check the most recent Chrome version students should go to ***SETTINGS*** and click on ***ABOUT CHROME OS.*** The click on ***CHECK FOR AND APPLY UPDATES*** to determine if your device is up-to-date.

9b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- All files are saved on the cloud, therefore when you have access to the internet you have access to your files.

9c: Procedures for Restoring your Chromebook

- If a student Chromebook needs technical support, a teacher should be notified and he/she will contact the OMS/OHS Office.

10. PROTECTING & STORING CHROMEBOOKS

10a: Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:

    - Record of district asset tag and serial number
    - Individual user account name and password
- Chromebooks are the responsibility of the student. This device is for use while enrolled in NOSD.

10b: Account Security

- Students are required to use their district issued (@nosd.edu) domain user ID and password to protect their accounts and are required to keep that password confidential.

10c: Storing Chromebooks

- When students are not using their Chromebook, they should store them in their locked locker.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

10d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include but are not limited to the school grounds, the commons, library, gym, locker rooms, unlocked classrooms, and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.**

11. REPAIRING/REPLACING CHROMEBOOKS

- Please report all Chromebook issues to an NOSD Staff member. He or she will report to the OMS Office, OHS Office, or NOSD IT Department.
- **Independent Insurance, through Technology Resource Advisors Chromecare, may be purchased at the cost of $20 to cover repairs.**
- Insurance will cover Manufacturer defects, mechanical/hardware failure, accidental damage (drops/spills), liquid damage, cracked screens, and power surges.
- Once a school owned device has been reported as lost or stolen, the device will be rendered inoperable. This means that the device is deactivated and will no longer function.

12. CHROMEBOOK TECHNICAL SUPPORT

- Technical support will be available at the OMS/OHS Library. Minor technical support includes, but may not be limited to:

- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks

13. CHROMEBOOK TECHNOLOGY REPLACEMENT COSTS

| | |
|---|---|
| ● Chromebook base unit with replacement ADH 3 year warranty | $300.00 |
| ● AC Charger and power cord | $50.00 |
| ● Power cord only | $25.00 |
| ● Screen | $100.00 |
| ● Shell Damage | $50.00 |

Prices are subject to change based on availability and market changes

14. CHROMEBOOK FAQ's*

**Q. What is a Chromebook?**
A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." (Google)

**Q. What kind of software does a Chromebook run?**
A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." (Google)

**Q. How are these web-based applications managed?**
A. Each Chromebook we provide to students will be a managed device. Members of Sheboygan Area School District's Information & Instructional Technology Dept. will maintain devices through our G Suite for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

**Q. What devices can I connect to a Chromebook?**
A. Chromebooks can connect to:
- USB storage, mice and keyboards (see **supported file systems**)
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones

**Q. Can the Chromebook be used anywhere at any time?**
A. Yes, as long as you have a WiFi signal to access the web.
B. Chrome offers the ability through the Apps Launcher so users can work in an "offline" mode.

**Q. Do Chromebooks come with Internet Filtering Software?**
A. Yes. Chromebooks will come with internet filtering software that works at school and at home.

**Q. Is there antivirus built into it?**
A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect. Chrome is the safest browser currently available.

**Q. Battery life?**
A. Chromebooks have a rated battery life of 8-10 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

*Adapted from the Urban Middle School website, Sheboygan, WI
*Adapted from the Cedar Grove Belgium School District Chromebook Usage Agreement 2016-17
*Adapted from Oostburg School District Chromebook Policy Handbook 2018-19

**CHROMEBOOK TERMS AND AGREEMENT DOCUMENT**
**Parent/Guardian and Students: Please complete this form and return with appropriate information prior to picking up your student NOSD device.**

Student's Name (Print): _____

## Student/Guardian & Parent Chromebook Usage Agreement

We understand that students and parents share the responsibility to care for the Chromebook, an educational tool, issued by the Northern Ozaukee School District (NOSD). We understand and agree to the rules listed and all enclosed usage guidelines included in the handbook. In the event of a damaged or stolen Chromebook, it is the student/parents' **responsibility to pay the cost of repair or replacement of the device.**

**I DO NOT want my student to bring an NOSD Chromebook home nightly.** My student will leave his/her Chromebook at school to charge nightly. **Parent Initial _____**

1. I understand that a Chromebook assigned to me remains the property of NOSD; therefore, my device may be confiscated and is subject to inspection at any time without notice.
2. I will be responsible for taking care of my assigned Chromebook, charging it with the cords provided to me, and I will be responsible for all fees associated with damage to my assigned device.
3. I will use my Chromebook as an educational tool and in an appropriate manner.
4. I will protect my Chromebook from damage.
5. I will not disassemble any part of my Chromebook or attempt any repairs, and I will keep food and beverages from my device.
6. I will know where my Chromebook is at all times. I will never leave my Chromebook unattended or loan it to other individuals including adult staff, and/or student peers.
7. I will not place decorations (such as stickers, markers, etc.) or deface the serial number.
8. I will follow the policies outlined in the usage agreement at all times.
9. I will notify the school of theft, vandalism, and other acts done to my Chromebook.
10. I agree to return the Chromebook in good working condition.

Once a school owned device has been reported as lost or stolen the device will be rendered inoperable by our management system. This means that the device is deactivated and will no longer function. Classroom materials will be provided to a student in the event that a Chromebook is lost, stolen, or damaged.

| _____ | _____ | _____ |
|---|---|---|
| Parent/Guardian's Name (Print) | Parent/Guardian's Signature | Date |




The Northern Ozaukee School District is partnering with Technology Resource Advisors for the 2021-22 school year to offer district approved insurance for accidental coverage of NOSD Chromebooks.

This is a warranty that covers:

- ➢ Manufacturer Defects
- ➢ Mechanical/Hardware Failure
- ➢ Accidental Damage (Drops/Spills)
- ➢ Liquid Damage
- ➢ Cracked Screens
- ➢ Power Surges

The items that are NOT covered by this coverage are:

- ➢ AC Adapters
- ➢ Batteries
- ➢ Cosmetic Scratches
- ➢ Total Loss

The Northern Ozaukee School District highly advises the purchase of this Chromebook coverage provided by TRA. If a Chromebook is damaged and a family does not choose to enroll in this coverage, families are responsible for any and all damages including repair costs.