

# Chromebook Policy, Procedures, and Information Handbook

## *Redding School of the Arts*

### *Check Out Agreement for Use at Home*



RSA is pleased to offer access to Chromebooks, which provides programs required by classes, and increases access to technology satisfying our school's WASC goals as well as our mission. The school's network provides access to student data cloud storage, and the Internet.

**To gain access to these resources, students and parents must sign and return the last page of this handbook to the appropriate site administrator.**

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 to be followed. Misbehavior could result in temporary or permanent loss of access to the Internet, or other technology privileges. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

**Many responsibilities result from the use of these technologies in the educational setting.**

## **USING YOUR CHROMEBOOK**

### **General Policies**

- Chromebooks are intended for use on educational programs/ school related work only.
- Student is responsible to ensure that their Chromebook remains charged and available for use.  
(\*Please verify with your teacher, office or tech. staff which charger is appropriate for your Chromebook-using incorrect charges may result in significant damages)
- Protect the Chromebook screen by following the rules below. The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen.
  - Close the Chromebook screen before moving it- carrying the Chromebook by the opened screen lid will result in broken hinges.
  - 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 place anything in the carrying case that will press against the cover.
  - Do not poke the screen.
  - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
  - Clean the screen with a soft, dry cloth or anti-static cloth.
  - Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Carrying or storing a Chromebook in backpacks can be risky due to bumping into objects or dropping backpacks on the ground. If you choose to use backpacks to transport Chromebooks take extra precautions or we encourage you to purchase a shock resistant case.
- No food or drink is allowed next to your Chromebook while it is in use.
- To conserve battery life Chromebooks should be shut down before moving them.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Redding School of the Arts.
- Chromebooks must never be left in an unlocked car or any unsupervised area.
- Students may be selected at random by teachers or administrators to provide their Chromebook for inspection for damages or misuse.

### **MANAGING YOUR FILES & SAVING YOUR WORK**

#### **Saving documents on Google Docs**

Students will be logging into RSA's Google Apps for Education domain and saving documents to their Google Docs accounts. With each individual's Chrome login, the student can access his or her schoolwork from any computer that has Internet access.

#### **Software on Chromebooks**

All software and apps on the Chromebooks will be installed and managed wirelessly through the School. Students will not be able to install additional apps on their Chromebooks. Additional software will be installed wirelessly as they are recommended and approved by teachers and site administrators. Note: Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

#### **Non-Functioning Chromebooks**

Chromebooks that are broken or fail to work properly must be taken immediately to a teacher. If deemed necessary, the teacher will issue a replacement.

### **RECEIVING AND RETURNING YOUR CHROMEBOOK**

#### **Receiving Your Chromebook**

Parents & students must sign and return the Chromebook Responsible Use Plan and Internet Use

Agreement before a Chromebook can be issued to their child. The Chromebook Responsible Use Plan outlines the parameters for families to protect Chromebooks and the District's investment in them.

### **Chromebook Check-in**

Chromebooks will be returned and checked in during the last week of school. If a student transfers out of RSA during the school year, the Chromebook must be returned at that time. If the administrator is unable to obtain the student's Chromebook, the student's grade reports/ transcripts will be withheld and the matter will be turned over to local law enforcement.

## **CHROMEBOOK RESPONSIBLE USE PLAN**

The Chromebook Responsible Use Plan outlines the parameters for students to protect the Chromebooks and the District's investment in them.

### **ACCEPTABLE USE**

#### **Use of Technology Resources**

The use of RSA's technology resources is a privilege, not a right. The privilege of using the technology resources provided by RSA is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled at RSA. This policy is provided to make all users aware of the responsibilities associated with 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 technology resources may be denied, and the appropriate disciplinary action shall be applied. RSA's Code of Conduct shall be applied to student infractions.

#### **User Terms and Conditions**

The use of RSA 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 the school. In compliance with federal law, the school shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line 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 insure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.

### **Cyberbullying**

"Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate and hostile behavior by an individual or group that is intended to harm others."

--Bill Belsey, President

of Bullying.org.

- Cyberbullying is 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 another. 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.
- Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social 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 e-mail messages, instant messages, text messages, digital pictures or images, or web site 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 Administrator.
- School administrators shall fully investigate all reports of Cyberbullying.
- In situations in which Cyberbullying originated from a non-school computer, but 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.
- 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 officials.

## **PROTECTING & STORING YOUR CHROMEBOOK COMPUTER**

### **Chromebook Identification**

Student Chromebooks will be labeled and identified per their serial numbers.

### **Storing Your Chromebook**

When students are not using their Chromebooks, they should be stored safely. Nothing should be placed on top of the Chromebook.

### **Chromebooks Left in Unsupervised Areas**

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, and hallways. Any computer left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the site administrator.

## **User Responsibilities**

### **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.

### **Parent/Guardian Responsibilities**

- Use of any information obtained via RSA's designated Internet System is at your own risk. RSA specifically denies any responsibility for the accuracy or quality of information obtained through its

services.

### **School Site Responsibilities**

- Provide Internet 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.

### **Chromebook Technical Support**

All Chromebooks that are not working properly need to be turned into the teacher immediately. If deemed necessary, the school administrator will issue a replacement. **ALL REPAIRS OF ANY KIND NEED TO BE COMPLETED BY RSA TECH. DEPT. ONLY**

# CHROMEBOOK TECHNOLOGY PLEDGE

## Student Pledge for Chromebook Use:

I, \_\_\_\_\_, (print student's name) agree to the following conditions:

1. I will follow all of the policies and regulations included in the Chromebook Policy, Procedure, and Information handbook.
2. I will immediately report theft, vandalism, and damage to the school as soon as possible.  
([tsawyer@rsarts.org](mailto:tsawyer@rsarts.org))
3. I agree to return the District Chromebook in good working condition.

## Parent Pledge

I, \_\_\_\_\_, (parent's name) recognize that it is my responsibility to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for any materials acquired by my child. I will assume full responsibility for any harmful or illegal content on the Chromebooks. I also will take full responsibility for any damage that occurs to the Chromebook while the device is in my child's possession. I hereby give permission to allow my child to check out a Chromebook for the current school year to be used at home. If my child needs their Chromebook for use at home I will provide the teacher with a signed note requesting permission.

## Agreement

I agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information; the Acceptable Use Policy; Chromebook Protection Plan, the Student Pledge for Chromebook Use, and Web Page Publications.

Student Name (Please Print)		Date:
Student Signature		
Parent Name (Please Print)		Date
Parent Signature		

Parent/Guardian initials	I have review and discussed these Highlighted Texts with my child
	(**Please verify with your teacher, office or tech. staff which charger is appropriate for your Chromebook-using incorrect charges may result in significant damages)
	Chromebooks are to remain at school unless assigned by a teacher for home use.
	<b>ALL REPAIRS OF ANY KIND NEED TO BE COMPLETED BY RSA TECH. DEPT. ONLY</b>
	I also will take full responsibility for any damage that occurs to the Chromebook while the device is in my child's possession.