Trinidad School
Chromebook Policy Handbook

The mission of the 1-to-1 program in the Trinidad School district is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The School Board, district staff and community members will all play a key role in the development of effective and high quality educational experiences.

Device Purpose
Trinidad School District is supplying students with a Chromebook device. This device is property of the Trinidad Union School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at Trinidad School by students, staff, or guests including any other device considered by the Administration to fall under this policy.

In addition to the policy set forth within this document, Classroom Teachers may set additional requirements for Chromebook use in their classroom.

Receiving Your Chromebook

Chromebooks will be distributed the first week of school **after students and/or their guardian have returned the following documents:**

- o Signed TUSD Chromebook Protection Plan Acceptance/Refusal
- o Signed TUSD Acceptable Use & Digital Citizenship Policy
- o Signed TUSD Technology Use Agreement

Student Owned Chromebooks

Student owned Chromebooks will be allowed (outside purchase instead of the district supplied device.)

- o Trinidad School District is not responsible for damage, loss, theft or IT issues of student owned Chromebooks.
- o Students who choose to bring their own personal Chromebook do not rescind the District's right to inspect the Chromebook at any time while on school district property.

Training:

Students will be trained on how to use the Chromebook and digital citizenship by their classroom teacher.

Return:

Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Students will be re-issued the same Chromebook each year while enrolled at Trinidad School.

Any student who transfers out of Trinidad school will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Tech Office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:
- o No food or drink is allowed next to your Chromebook while it is in use.
- o Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded bookbag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- 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, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen.

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that student bring personal headset or 'ear-buds' for any audio projects they work on.

Printing:
At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

Managing Your Files and Saving Your Work

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook

Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin. An identification label with the student's name is acceptable on the Chromebooks. Spot checks for compliance will be done by administration or Trinidad Technicians at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Trinidad School District acceptable use policy.

Software on Chromebooks

Originally Installed Software:
Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:
Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:
Students are unable to install additional software on their Chromebook other than what has been approved by Trinidad School.

Inspection:
Students may be 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 being carried into the school.

Procedure for Restoring the Chrome OS:
If technical difficulties occur, technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

Protecting & Storing Your Chromebook

Chromebook Identification:
Chromebooks will be labeled in the manner specified by the school.
Chromebooks can be identified in the following ways:

- Record of serial number
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:
When students are not monitoring their Chromebook, they should be stored in their class cart *with the lock securely fastened.* Nothing should be placed on top of the Chromebook. The Chromebook is not to be stored anywhere else at school outside of school hours. The

Chromebook should be charged fully each night. Chromebooks should *never* be stored in a vehicle.

Storing Chromebooks at Extra-Curricular Events:
Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:
Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Chromebook Technical Support

The Tech Office will be the first point of contact for repair of the Chromebooks. Services provided by the Tech Office include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

TUSD Chromebook Protection Plan (CPP)

We are proud to present a program that includes the use of a chromebook as well as the option of low-cost annual chromebook protection. Like all instructional books and materials, a Chromebook is the student's responsibility. This includes costs associated with damages, loss or theft. To minimize a family's unexpected costs associated with accidental damage, we offer a Chromebook Protection Plan (CPP).

Annual Enrollment
- $25 per year, per chromebook

Length of Protection
- July 1 to June 30
- *Renewed annually*

Open Enrollment
- Families may purchase protection anytime.

Refunds
- There are no refunds.

Deductibles
- 1st covered repair: $0 (no deductible)
- 2nd covered repair: $30
- 3rd covered repair: $30 (student referred to administration)
- Parent/guardian is responsible for all damage or loss beyond three incidents; CPP is voided.

Transferring Schools
If a student transfers to a school outside of TUSD, the device must be returned and therefore the plan does not transfer. However, if the student transfers back to a TUSD school before the end of the year, the protection plan will remain in effect until June 30.

If Lost or Damaged
- Within fifteen **(15)** days, report loss or damage to IT staff, library staff, or administration. If school is not in session, report to the following email: **kcavanagh@trinidadusd.net**
- If the loss is due to theft, burglary, robbery or vandalism, notify local law enforcement. Present the official police report to the school office to assist in securing a permanent replacement.

How It Works
TUSD pays for the cost of repair including parts and labor. While the device is repaired, the student is issued a loaner of the district's choosing. The plan covers the loaner until the student's original device is returned or a permanent replacement is issued. If the device cannot be repaired, a replacement of the district's choosing is provided. If the device is determined by administration to be damaged due to malicious damage the student may be refused a loaner by the districts administrator or administrative designee.

Misrepresentation
Protection may be denied if the student conceals or misrepresents any information about the cause of damage or loss.

What is Covered?

- Accidental damage, cracked screens, drops, liquid spills, submersion
- Theft, burglary, robbery with official police report
- Vandalism, with official police report or school administrator incident report
- Product failure---**determined by IT staff**---may be covered even if not under a manufacturer's warranty. Examples could include known recalled parts or known defects that lead to failure---i.e. motherboard, battery, hinge.

What is _Not_ Covered?

- Intentional acts of neglect/abuse as determined by school staff or manufacturer
- Corrosion, rust or cosmetic damage
- Unexplained loss, mysterious disappearance or law enforcement seizure
- Loss of cover, including charger (external power supply)
- Attempting to repair device or install software, including "jailbreaking" or removing the device from the district's managed domain. Issues are referred to the school principal as a violation of the Chromebook Policy

Graduation: All repair issues must be resolved prior to graduation and/or receipt of a diploma for all 8th grade students.

If _Not_ Enrolled in CPP: Repair Costs

A family that doesn't enroll in CPP is charged the full cost of repairs other than those due to a manufacturer's defect---i.e. battery recall. "Wear and tear" does not qualify as a manufacturer's defect. The IT department determines whether the repair is due to a manufacturer's defect. What follows are repair cost levels for all chromebook models.

REPAIR LEVEL	2018-19 for Acer, CTL, or HP	ITEMS NEEDING REPAIR OR REPLACEMENT • Parts, new or used, are OEM (original equipment manufacturer).
1	$30	Any or all of the following: hinges, bezel, cables
2	$60	Any or all: touchpad, camera, hard-drive, internal battery, fan, ports, keyboard
3	$150	Any or all: touchscreen, motherboard

If _Not_ Enrolled in CPP: Replacement Costs

For new devices, the cost timeline starts the date the device is issued to the student. For used devices, cost timeline starts July 1 of the device purchase year. **(Replacement cost is determined upon first reported evidence of an issue.)**

1. Replacement cost for all Chromebooks for the 2018/2019 school year:
   - Issued in 2018-19 - 1st year (1 - 12 months) $300
   - Issued in 2017-18 - 2nd year (13 - 24 months) $150
   - Issued in 2016-17 - 3rd year (25 - 36 months) $75

Issued in 2015-16 - 4th year (37 - 48 months) $40

2.   Charger replacement, **with or without CPP**:
                        CTL or HP, new or lightly used: $15
                        Acer, lightly used: $5
3.   Cover or case replacement, **with or without CPP**: $15

How to Enroll

Pay $25 at your School Office or to your Teacher

Stop by the school during office hours and present payment to the the school secretary.
Include the signature page with all required signatures in the **Plan Acceptance** section.
A receipt will be provided, certifying enrollment in the Chromebook Protection Plan. Thank you!

Questions: Call Katie Cavanagh or Kathaleen O'Bosky at kobosky@trinidadusd.net
kcavanagh@trinidadusd.net (707)677-3631

If your family is experiencing financial hardship and would like to be considered for a payment plan or
Chromebook Protection Plan Scholarship please contact Business Manager Desiree Cather,
dcather@trinidadusd.net (707)677-3631.

Thank you for your support in protecting your child's Chromebook.

TUSD Chromebook Protection Plan Acceptance

I understand the conditions associated with the TUSD Chromebook Protection Plan and have made (or will make) the annual enrollment payment at the school office.

My enrollment in the Chromebook Protection Plan is officially activated when my payment is verified.

Student Name (Please Print) _____

Grade: _____   School Year: 20_____---_____

Student Signature _____ Date: _____

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature_____ Date: _____

- *Thank you. Please do not forget to pay via your school office or school web store.*

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TUSD Chromebook Protection Plan Refusal / Non-participation

I have been notified of and understand the conditions and guidelines associated with the TUSD Chromebook Protection Plan & Notification.

I understand our family will be responsible for the full cost of repairs for all chromebooks issued, not to exceed the depreciated rate of the device.

Failure or inability to pay for the cost of repairs will be handled by each school site in the same way as other unpaid student debts and fines.

Student Perm (10-digit) ID: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___   Grade: _____

Student Name (Please Print) _____School Year: 20_____---_____

Student Signature _____ Date: _____

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature_____ Date: _____

Trinidad Union School

Acceptable Use & Digital Citizenship Policy

Digital Citizenship

1. Current filtering methods

Trinidad School complies with all federal regulations regarding filtering as specified under the Children's Internet Protection Act (CIPA). This law specifies that each school:

- "certify that they have an Internet safety policy and technology protection measures in place. An Internet safety policy must include technology protection measures to block or filter Internet access to pictures that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors, for computers that are accessed by minors"
- "adopt and enforce a policy to monitor online activities of minors"
- "adopt and implement a policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them."

Trinidad School employs the following methods to enforce each of these requirements:

- The District uses an in House Firewall to block sexual content, gambling, games, as well as many sites specifically identified by teachers and staff. Our email system is filtered by Google services to help filter out inappropriate content & junk email.
- The Information Technology Coordinator reviews the student and staff Internet access logs on a regular basis to find attempts to circumvent blocked content. These logs are also backed up for the purpose of holding an archived record for investigations for disciplinary reasons or illegal activity.
- The District has a Network/Internet Agreement form addressing inappropriate acts which must be signed with the Student Handbook by all students and parents. When students violate these guidelines, they are addressed by the District's principals, in cooperation with information provided by the Information Systems staff. These offenses follow the same disciplinary policy as other discipline at Trinidad School. For more information about the District's Network/Internet Agreement form, please see section 2 below, labeled Acceptable Use Policy (AUP).

2. Acceptable Use Policy (AUP): Technology Code of Conduct

It is the intent of the Trinidad Schools to advance and promote education by assisting in the collaboration and exchange of information. Successful operation of Internet and other related technological service

requires that all users regard the system as a shared resource. Users must cooperate to form a community of diverse interests with common purpose of advancing education. It is, therefore, imperative that all users conduct themselves in a responsible, ethical, and polite manner.

<u>General Network Use</u>

The network is provided for students to conduct research, complete assignments, publish their work, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply, and users must comply with District standards and honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas are similar to school lockers. Network administrators may review files and communications to maintain system integrity and ensure that the system is used responsibly. Users should not expect that files stored on District servers will always be private.

<u>Internet / World Wide Web / E-mail Access</u>

Access to the Internet, and email for educational purposes when appropriate, will enable students to use thousands of libraries and databases and correspondence with experts in their field. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Trinidad School believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

<u>Publishing to the World Wide Web</u>

Student work may be considered for publication on the World Wide Web, specifically on the school's Website or a classroom Website. In the event anyone requests permission for copyright use, those requests will be forwarded to the student's parent/guardian. In general, documents may not include a student's full name, phone number, address or other identifying contact information.

<u>Family Educational Rights and Privacy Act - FERPA</u>

Most student records are open only to teachers, principals, and other staff members who have responsibilities requiring such access. Parents may review student records of their son/daughter; also, students eighteen years and older have access to their own records. Arrangement for such reviews should be made through the school principal. Copies of any materials in those records will be furnished at the request of parents and/or eligible students at a cost of ten cents per page.

The federal law, Family Education Rights and Privacy Act of 1974, states that:
    1. Parents (or non-dependent students eighteen and older) must give written consent before release of "supplemental" or "confidential" information about their student (or themselves).
    2. "Standard" or "regular" school records may be forwarded by the school or school district upon request and without parent/student consent.

Trinidad School District does not provide directory information to private parties for commercial use; however, the district does release directory information, upon request, to State and Federal Government agencies. The primary purpose of directory information is to allow the Trinidad Union School District to include this type of information from your child's education records in certain school publications. Examples include: the annual yearbook, honor roll or other recognition lists, school, classroom and/or student websites, graduation programs, a playbill showing your student's role in a drama production or concert, and sports activity sheets. The district also provides directory information to news media on students to be listed on athletic teams or to be honored for outstanding achievement.

<u>Online Safety Awareness</u>

It is our District's goal to empower our students to make their computer/Internet experiences safe and responsible. To help facilitate this, the District's handbook includes the Acceptable Use Policy which all students and parents/guardians are required to read, sign, and return to the school principal.

To achieve "Online safety" requires training/professional development and community support. The training goal for our faculty, students, and parents is to learn how to be safe and responsible in their use of the Internet. We want to teach critical thinking about online activities. Understanding how to make decisions while online will keep faculty and students safe from predators, but also improve their media literacy.

Online Safety is integrated across the curriculum. The faculty receives resources and training in order to educate themselves, their students, and parents of their students on how to avoid dangerous, inappropriate, or unlawful online behavior.

Documentation of teacher and student training is collected via an online form submitted by teachers and training presenters, which updates a database of instructional incidents.

Please sign that you have read and understand the information contained within the Acceptable Use and Digital Citizenship Policy.

Student Name (Please Print) _____ Grade: _____
School Year: 20____ ---____

Student Signature _____ Date: _____

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature_____ Date: _____

TUSD Technology Use Agreement
Beginning of the year - Chromebook Check-out

The following information must be filled out completely prior to obtaining your Chromebook. Failure to complete the following information may delay your Chromebook being issued. One form per student must be filled out.

Parents/Guardians: (initial all below)

> Signed TUSD Chromebook Protection Plan Acceptance/Refusal
> Signed TUSD Acceptable Use & Digital Citizenship Policy
> Signed TUSD Technology Use Agreement

___I have read and discussed the TUSD Chromebook Policy Handbook and the Responsible Use of the Internet document with my child. I understand that my child's failure to follow the information and expectations outlined in these documents may result in disciplinary action.

___I Understand the Chromebook Protection Policy (CPP) and have

> ___I have paid accepted the CPP, my payment is attached
> **Or**
> ___I choose not to enroll in the TUSD CPP
> **Or**
> ___I am using my personally owned **Chromebook** device

Parent Signature_____Date_____

Student: (initial below)

- ___I have read and understand the Chromebook Policy Handbook & Acceptable Use Policy. I understand that my failure to follow the information and expectations outlined in these documents may result in disciplinary action.

Student Signature_____Date_____
Grade Level: 5   6   7   8

Name_____Grade_____

TUSD Chromebook Check-in Form

Your chromebook is being checked back to the school at the end of the school year. Chromebooks will be held throughout the summer and returned to you at the beginning of the next school year. You may be given the same device as you have used previously.

Date:_____

Completed by Student:
Check that you have the following items to returned.
_____ Chromebook s/n _____

_____ Charging Unit

Failure to return all items issued will cause you to be charged for each item that is not returned.
The fines for each component is as follows:

Completed by technician:
PHYSICAL DAMAGE REPORT: Please check any noticeable breakage, wear, or other problems with the device at check-in. Repairs may be charged at the current insurance deductible level or the actual part cost.

Chromebook ($230)	Charger ($15)	Case ($25)	SD Card slot damage	
Screen ($50)	Top Cover ($25)	Bottom Cover ($26)	Excessive Scratching	
Motherboard ($99)	Rubber Feet ($16)	Keyboard ($33)	Audio Jack damage	
Hinge cover ($16)	Front Screen Bezel ($25)		D/C Jack damage	

Describe any needed details:
 Checked in by _____ (initial)   Amount Owed _____ Paid on _____