

Ellwood City Area School District

**CHROMEBOOK
HANDBOOK**

**Student & Parent/Guardian
Handbook & Expectations**

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Overview

The vision and ultimate goal of Ellwood City Area School District’s use of technology is to create an environment where students and faculty use technology to foster critical thinking, support the curriculum, and improve problem solving, communication, and collaboration in all classrooms for every student. As part of this vision, the district is creating a 1:1 Building Resources for Innovative & Dynamic Education.

The 1:1 program will give students access to personalized learning that supports the district-wide technology plan. The goal of this plan is to have one mobile device for every one student. Students will have a device assigned to them for the school year. This will enable teachers and students to continue to work towards creating a student-centered personalized learning environment. This type of learning environment may consist of a blended approach of traditional teaching techniques and digital learning. Students will take greater control of their own learning and teachers will mentor them through this process.

Costs associated with the 1:1 program are offset with the reduction in printing, curtailment of traditional textbook purchases, and purchasing less expensive mobile devices instead of more expensive lab computers during the regularly scheduled technology replacement cycles.

Parents/Guardians are responsible for an annual insurance fee to cover any accidental damage.

Please read this handbook in its entirety. If you should have any questions regarding any of the materials presented, please contact your building Principal.

Device Distribution

Distribution will occur during the first week of each school year. Exact dates will be posted on the District website, social media and the district calendar. During distribution, students, along with a parent/guardian, will be required to sign a usage agreement and pay the annual insurance fee.

- Students in grade K - 12: Google Chromebooks will be available for synchronous Learning.

Classroom Routines

General Usage Guidelines

- While on school property, keep the school-provided device with you at all times.
- When using the restrooms, school-provided devices will remain in the classroom.
- Keep items off of the device. Avoid placing any object on top of the device that may cause damage.
- Do not apply any stickers to the device or case. This will be considered vandalism.
- Do not draw on or mark the device or case in any way. This will be considered vandalism.
- Do not use another student's Chromebook, and do not share your assigned Chromebook.
- Do not attempt to remove or change the physical structure of the Chromebook, including the keys, labels or power cords.
- Obscene language and/or inappropriate materials, including screensavers, backdrops and/or pictures are strictly prohibited. See student handbook for a guideline of school-appropriate materials.
- School identification and name tags must remain on the Chromebook.

Classroom Habits

- It is at the teacher's discretion if he/she wants the students to use the device during their period.
- Always completely close the lid and wait for the Chromebook to enter sleep mode before moving it, even for a short distance.
- Keep the device flat on the center of the desk.
- Close the device lid before you stand up.
- Never leave the device unlocked. If you leave class (ex: bathroom break), log out or lock your device.

Traveling to/from Classes

- Devices that are lost or stolen while on school property should be reported to a Teacher or Principal immediately.

Damage Insurance

Parents/Guardians are required to pay an annual, non-refundable insurance fee to cover any accidental first damage to their child’s device. Insurance covers one incident per year (any unreported issues during the summer will count against the previous year.) The insurance does not cover any damage, deemed by Administration, to be intentional, negligent, malicious, or vandalistic as defined in Acceptable Use of Technology. Insurance fees are due in full before receiving the device. Additionally, the insurance does NOT cover any damage or loss of school provided accessories such as cases or chargers.

Required Annual Insurance Amount Fee: \$25.00 per device* (Students in K-4 will not be permitted to take devices home unless due to school closure for weather or other reasons. Students in grades K-4 will not be required to pay the annual insurance fee.)

Cost for damages may be as follows:

	Accidental	Not Accidental*
First Occasion in a year	No Cost. Covered by Insurance.	Full repair or replacement** of device determined by extent of damage.
Second Occasion	\$150	Full repair or replacement** of device determined by extent of damage.
Third and All Future Occasions	Full repair or replacement** of device determined by extent of damage.	Full repair or replacement** of device determined by extent of damage.

**Not Accidental* includes, but is not limited to, intentional, reckless, negligent, malicious, or vandalistic damage, loss or theft will be determined by the principal.

***Full replacement cost of the device* is determined by the type of device and the cost to the district for the purchase of a device replacement. Average cost (as example only): \$420.00. The decision of district administration is final.

Replacement of lost accessories/peripherals

The insurance fee does NOT cover the loss of accessories or peripherals. Accessories and peripherals may include charger, case, etc. Fees to replace an accessory or peripheral is dependent on the make/model of the specific item. Average costs (as example only): Charger: \$20.00, case : \$35

It is the responsibility of the parents/guardians to pay for any accidental or negligent damage or loss. Failure to pay for damages within 30 days of receipt of an invoice may result in charges filed with the District Magistrate.

Acceptable Use Policy

All students are expected to conduct their online activities in an ethical and legal fashion. **The use of these resources is a privilege, not a right.** Misuse of these resources may result in the suspension or loss of these privileges, as well as any disciplinary, legal, or other action deemed necessary. Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the Acceptable Use Policy, this Handbook, and any behaviors that would disrupt the educational environment or hamper the integrity or security of the school network. **Some unacceptable practices include, but are not limited to:**

- The use of Instant Messaging or screen-sharing programs with other students during school hours is prohibited.
- Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material without the written permission of the author or creator; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited.
- As with all forms of communications, e-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of e-mail or other Chromebook messages that are sexually explicit constitute harassment, which is prohibited by the district.
- The use for personal financial, political, or commercial gain, product advertisement, or the sending of unsolicited junk mail or chain letters is prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- The creation, propagation, and/or use of viruses or other malicious software is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- Unauthorized copying/installation of software programs is prohibited.
- Intentional destruction, deletion, or disablement of installed software is prohibited.

- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security policies, codes, and/or passwords are considered a form of vandalism.
- Destruction of hardware or software or attempts to exceed or modify the parameters of the system is prohibited.
- All passwords must be safeguarded. These include, but are not limited to, network, internet and email accounts. Your accounts are your responsibility. All violations that can be traced to an individual account name will be treated as the sole responsibility of the account owner. Users of the network should never use a computer that has been logged in to by another user, or log into a computer designated as a teacher computer/workstation.

Access to school e-mail and similar electronic communication systems is a privilege, and certain responsibilities accompany that privilege. Students are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. All users are required to maintain and safeguard password protected access to both personal and confidential district files and folders.

Attempts to access another person's e-mail or similar electronic communications or to use another's name, e-mail, or device to send e-mail or similar electronic communications are prohibited and may be subject to disciplinary action. Anonymous or forged messages may be treated as violations of this policy. Nothing in this policy shall prohibit the district from intercepting and stopping e-mail messages that have the capacity to overload the district resources. All users must understand that the district does not guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over e-mail.

The district reserves the right to access e-mail to retrieve information and records, to engage in routine device maintenance and housekeeping, to carry out internal investigations, to check Internet access history, or to disclose messages, data, or files to law enforcement authorities. **Any information contained on any technology that is transmitted through or purchased by the ECASD is considered the property of the district.** Files stored or transmitted on district equipment, cloud services, or the network are property of the district and are subject to review and monitoring. **The district reserves the right to confiscate the property at any time.**

This agreement applies to all devices connected to the district network or Internet. Any attempt to violate the provisions of this agreement could result in revocation of the user's privileges or other disciplinary action, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of the Technology Department and building administrators regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration may be sought for damage necessitating repair, loss, or replacement of equipment and/or services.

Liability

The 1:1 device is issued to the student who, with his or her parents or legal guardians, is the only authorized user of that device. Although each student accepts responsibility for the care and use of the device, the device remains the sole property of the district. In the event of damage to the device caused by vandalism, negligence, accidental, or otherwise, the student and parent/guardian may be responsible for the cost of repairs and/or replacement. **Any damage must be reported to a teacher or principal ASAP. Failure to report damage, even if the damage was accidental, may be considered negligence.**

Daily Use

Students are expected to arrive at school every day with their device in its case and fully charged. **Loaner devices will not be available**, unless the student's device has been identified as broken and submitted for repair.

Network Access

Use of the district network is governed by the District's Acceptable Use Policy

Email Access

Students may utilize their school issued e-mail account to communicate to teachers and administrators. Under no circumstances shall students use their own personal email to communicate with district employees.

Extra-Curricular

Under no circumstances should devices be left unattended. **Students are responsible** for damage or theft if left unsecured. Students should exercise extreme caution when taking the device from class to class.

Care

To avoid damage, food, liquids, or pets are not permitted near the device. Rain, wet hands, and high humidity may damage the device and should be avoided. This is considered negligence. Students may not personalize the device, district provided protective sleeve/bag, or peripherals in any way. This constitutes vandalism and may be subjected to appropriate disciplinary action and, where appropriate, monetary restitution.

Loaned Devices

Should the device require repair, the student may be issued a loaner on a case-by-case basis while their device is being repaired. The loaner device assumes all aspects and policies of the student's originally issued device. **No devices will be loaned if students forget to charge their device.** Repeated instances of uncharged devices will be treated as a disciplinary issue.

Troubleshooting

Any issues (i.e. software issues, syncing, etc.) should be reported immediately to a teacher or principal. Students are prohibited from trying to troubleshoot any hardware problem. **Under no circumstances shall the district-owned device be taken to a third party for repair or troubleshooting.** Failure to abide by this policy, regardless of the resolution, may be considered vandalism and/or negligence.

Damage or Theft

All physical damage to the district-owned device must be reported immediately. **The parent/student is responsible for all damages to district issued devices and may be subject to a cost of repair or replacement not exceeding \$500 depending on the type of device and extent of damage. Failure to report damage, even if the damage was accidental, may be considered negligence.** Again, the decision of the administration is final when determining responsibility for theft and damage of a district owned device.

Headphones

The district will not provide headphones to students for hygienic reasons. Instead, **parents/guardians are asked to purchase a pair of headphones for their child.** Any headphones that utilize Bluetooth or use the standard 3.5mm plug will work. We encourage you to choose unique headphones or customize them so that your child's headphones are easily identifiable. Sharing of headphones is highly discouraged to help prevent the spread of germs. **Students are not permitted to view material utilizing sound without the use of headphones. At no time should sound come from the device speakers causing interruptions to the classroom environment or instruction.**

Frequently Asked Questions

1. What are the goals of the program?
 - a. To assist in meeting the technology goals and vision of ECASD
 - b. To promote an environment where students have access to anytime-anywhere learning
 - c. To equip teachers with the tools necessary to differentiate instruction for personalized learning
 - d. To prepare students with essential digital literacy skills needed to compete in a global workforce
 - e. To provide learning opportunities that reach beyond a traditional classroom setting

- f. To encourage and motivate students to think critically and apply technical skills needed for real-world innovation
 - g. To cultivate self-directed life-long learning, responsibility, and collaboration using digital communication and productivity tools
2. What is the 1:1 initiative? (*Pronounced "One to One"*)
 - a. It is a technology program to provide every student with a mobile device. The device is a tool to enhance education and to help integrate new instructional strategies in order to integrate real world learning skills in the classroom.
 3. How may this program help students academically?
 - a. This program will enhance student education with modern learning experiences tied directly to real-world skills. In order to ensure that our students may graduate and be fully prepared for a post-secondary education and ready to compete in our global economy, the district's goal is to provide a learning environment that integrates today's digital tools, fosters critical thinking and problem solving, and encourages students to work collaboratively in team environments. This program is designed to enhance current teaching/instructional strategies through the effective use of technology.
 4. When may I receive the district-issued 1:1 device?
 - a. Distribution, also referred to as "roll-out" will occur near during the first week of the school year on dates to be determined by the administration. Dates will be posted on the district website, social media, and in the district calendar. For more information, see page 12.
 5. Who owns the 1:1 device?
 - a. The school district owns the device. Therefore, students must take good care of it, leave the tags in place, and guard it from damage. Students and parents/guardians may be responsible for accidental or intentional damage. Participation in the district-provided insurance program is required.
 6. May I decorate the district-provided case protective sleeve/bag or device?
 - a. No. You may not decorate the protective sleeve/bag or the device itself. Devices or protective sleeves/bags that have pencil/pen/magic marker writing, stickers, or any other marks on them may be viewed as vandalism. There may be an associated cost to restore the device to the original condition if damage is deemed intentional.
 7. May I take the district-device home?
 - a. Yes. Devices will be vital in the implementation of Synchronous Learning.
 8. Do I have an email account?
 - a. Yes. Each student has been assigned a Gmail account. These email accounts are filtered in the same manner as ECASD's internet access. The email accounts are restricted for educational purposes only.
 - b. Once the student is no longer a member of our learning community (returning to home school or graduating), that their email may not be accessible. All important documents should be shared with their personal gmail account.

9. Does the district have the right to access and view my electronic history?
 - a. Yes. All communications and information transmitted by, received from, stored within, or that passes through ECASD resources may be archived, deleted, monitored, and reviewed for content or usage at any time by the administration. ECASD reserves the right to investigate, along with local law enforcement, suspected inappropriate use of the device using all available resources. Consequences will be administered appropriately.
10. What do I do if my device doesn't work or is damaged?
 - a. Report device issues to a teacher immediately. Under no circumstances should students or anyone else take the device to a third party for repair or support. District provided devices are the property of the school district and district personnel may resolve the issues.
11. May I loan or swap my 1:1 device with another student?
 - a. No. Each device is assigned to an individual student. Swapping or trading devices is NOT permitted.
12. How long may I have the 1:1 device?
 - a. The device is yours to use during the school year. All devices and power adapters will be collected prior to the beginning of summer break. Once school starts up again, you may receive either the same or a different device. Devices may be replaced by the district per an approved replacement schedule.
13. Is there anything I need to provide for my child's use of the 1:1 device?
 - a. Yes. We ask that parents/guardians purchase their own pair of headphones with a standard 3.5mm plug
 - b. Review District's COPPA policy and sign the consent form for the applications use in the District.

Guidelines for Online Safety

Ellwood City Area School District intends to provide a learning environment that integrates today's digital tools, accommodates mobile lifestyles, and encourages students to work collaboratively in team environments. Through providing this learning environment, students may be allowed to manage their own learning at any time and any location. However, the Internet is not the place for an all-access pass. Students of all ages need supervision. Below are a few tips that can help keep your child safe online.

- Spend time with your child on-line by having them show you his/her favorite online websites and activities. Make sure your child keeps passwords secret from everyone except you.
- Instruct your child that the device is to be used in a common open room in the house, not in their bedroom. It is much more difficult for children to fall prey to predators when the device screen is actively being watched by responsible adults.
- Always maintain access to your child's social networking and other on-line accounts and randomly check his/her e-mail. Be upfront with your child about your access and reasons why. Tell your child that protecting them is your job as a parent. Teach your child the responsible use of the online resources.
- Instruct your child to never arrange a face-to-face meeting with someone they met online.
- Instruct your child to never upload (post) pictures of himself/herself onto the Internet or on-line service to people he/she does not personally know.
- Instruct your child to never give out identifying information (i.e., such as their name, home address, school name, or telephone number.). Teach your child to be generic and anonymous on the Internet. If a site requires submission of names to personalize the web content, help your child create online nicknames that do not give away personal information.
- Instruct your child to understand that what is seen and read online may or may not be true.
- Set clear expectations for your child. Does your child have a list of websites that he/she needs to stick with when doing research? Is your child allowed to use a search engine to find appropriate sites? What sites is your child allowed to visit just for fun? Write down the rules and make sure that he/she knows them.
- Stay involved with your child's school by remaining in close contact with your child's teachers and counselors. If trouble is brewing among students online, it may affect school. Knowing what's going on at school may increase the chances that you'll hear about what's happening online.
- Video-sharing sites are incredibly popular with children. Children log on and with a free account, users can also create and post their own videos and give and receive feedback. With access to millions of videos comes the risk that your child may stumble upon something disturbing or inappropriate. YouTube has a policy against sexually explicit content and hate speech, but it relies on users to flag content as objectionable. Sit down with your child when he/she logs onto video-sharing sites so you can guide their choices. Ask your child to notify you if any inappropriate content is encountered.
- Remind your child to stop and consider the consequences before sending or posting anything online. He/she should ask, "Would I want my parents, my principal, my teacher, and my

grandparents to see this?” If the answer is no, it shouldn’t be sent. Remember that anything that is put on the internet is permanent.

- Learn to use privacy settings. Social networking sites, instant messaging programs, even some online games offer ways to control who your child can chat with online or what can be said to each other. Visit the sites where your child goes and look for the sections marked “parents,” “privacy,” or “safety.”
- The district will provide Go Guardian to parents who provide email addresses for their accounts. GoGuardian is ECASD's web filtering service. They provide a parent app that works with a guardians email address. When parents/guardians provide a valid email address to the school district they gain access to managing their students web activity outside of school hours. School policies will override home policies during school hours to prevent web issues in the classroom. More information can be found here: <https://www.goguardian.com/parent-app/>

Cyber-Bullying

The Ellwood City Area School District is committed to providing all students with a safe, healthy, and civil school environment in which all members of the school community are treated with mutual respect, tolerance, and dignity. The school district recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. **Therefore, the ECASD will not tolerate any form or level of bullying by students.**

What Is a Cyber-bully?

A cyber-bully is someone who uses Internet technology to repeatedly act cruelly towards another person over a period of time. Online attacks often hurt more than face-to-face bullying because children can be anonymous over the Internet and behave in ways they never would in person with a much larger audience observing. Online attacks can take on a life of their own: A false rumor or a cruel prank can spread quickly among classmates and live on forever in cyberspace. A fresh new attack threatens wherever there’s an Internet connection, including the one place where they should feel safe: home.

A Cyber-bully might:

- Use a phone to make repeated prank calls or send unwanted text messages to the victim
- Post inappropriate or offensive comments to the victim’s social network site, or send unkind emails and messages to the victim
- Create a fake social networking profile to embarrass the victim
- Use a victim’s password to break into his/her account, change settings, lock the victim out, or impersonate the victim
- Forward the victim’s private messages or photos to others. The bully may trick the victim into revealing personal information
- Forward or post embarrassing or unflattering photos or videos of the victim

- Spread rumors through messaging, social network sites, or other public forums
- Gang up on or humiliate the victim in online virtual worlds or online games

Five suggestions to protect your child from Cyber-bullying:

1. Remind your child never to share his/her passwords, even with good friends.
2. If your child has a bad experience online, he/she should tell you right away. If possible, save the evidence in case you need to take further action.
3. Don't respond to the bully. If the bully sees that your child is upset, he/she is likely to torment even more. Ignore the harassment if possible, if not, block the bully from contacting your child by using privacy settings and preferences.
4. Remind your child to treat others as he/she wants to be treated. This means not retaliating when someone is mean, and to support friends and others who are being cyber-bullied.
5. Finally, limit the amount of social time your child is online. Studies show that children are more likely to get into trouble on the Internet—including bullying others or being bullied—the more time they spend online. If you need to, limit the online time to strictly academics.

Is your child a victim of Cyber-bullying?

Most children will not tell their parents that they are being bullied because they are afraid their parents may take away the Internet or insist on complaining to the bully's parents. Sometimes children who are bullied are ashamed and blame themselves. Reassure your child that nobody deserves to be mistreated. Tell them that some people try to hurt others to make themselves feel better or because they have been bullied themselves. Let your child know that it is important for you to know what is going on so you can help.

If you suspect your child is involved in cyber-bullying, you might:

- Contact the bully's or victim's parents. Be careful if you decide to do this because it can backfire and make the bullying worse. It's best if you already know the other child's parents and get along with them.
- Contact your school officials. Make them aware of the problem and ask them to be on the lookout for signs that your child is being bullied or may be bullying at school. The school counselor or principal may have strategies and/or programs in place.
- Look into filing a complaint against the bully if the behavior persists. Most internet service providers, websites (Ex: Facebook), and cell phone companies have strict policies against harassment. You may be able to have the bully's account revoked. For more information about cyber-bullying on Facebook, see: <https://www.facebook.com/safety/bullying/>.
- Contact the police if you fear for your child's safety. Cyber-bullying can cross into criminal behavior if it includes threats of violence, extortion, child pornography, obscenity, stalking, extreme harassment, or hate crimes.
- Report anonymously using the Safe to Say program.

Elastic Clause

This handbook may not cover all possible events or situations that may occur during the school year; thus, if a situation arises that is not specifically covered in this handbook, the administration will act fairly and quickly to resolve the situation. In reaching a solution, the interest of the students, parents, school district, and community may be taken into consideration. All terms, conditions, and definitions in this handbook are subject to change at any time for any reason when deemed necessary by district administration.

CHROMEBOOK HANDBOOK AGREEMENT

Ellwood City Area School District

501 Crescent Avenue, Ellwood City PA 16117 * (724) 752-1591

I will enroll my child in the 1:1 Program and I accept and understand the following:

1. I have read and understand the 1:1 Handbook and agree to follow all rules and expectations regarding the use and care of 1:1 devices.
2. I accept full responsibility for my child's device including, but not limited to, ensuring the device is fully charged each school day.
3. My child's school will provide technical support for 1:1 devices and I will not take the device to a third party for repair or service.
4. Chromebook or iPad apps purchased by the school will be automatically installed and configured on 1:1 devices or students will be instructed on how to install.
5. Should my child's device be inoperable, a spare or loaner device will be provided for use until the original device is repaired.

Parent/Guardian Name (printed)

Parent/Guardian Signature

Student Name (printed)

Student Signature

This agreement is in effect during the ECASD School Calendar Year.