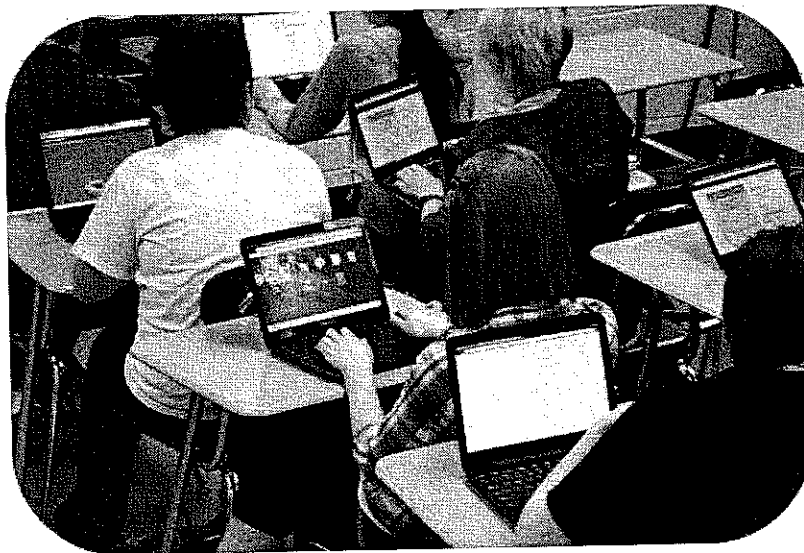


CONNECTED TO LEARN PARENT AND STUDENT CHROMEBOOK HANDBOOK

The mission of the iLearn program for Edwardsburg Public Schools 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 and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.



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21st Century Teaching and Learning

Edwardsburg Public Schools

Edwardsburg Public Schools' mission is to create a learning environment that offers students connectivity to the world during their entire educational process grades K-12. We will provide our learners appropriate access to the World Wide Web, collaboration and exploration tools, and teacher-student communication. Our goal is to personalize the learning experience through a 1:1 technology initiative while maintaining a standardized experience across school buildings. All efforts and decisions will be focused on these goals. We seek to **inspire** learning by bringing innovation to today's learner. We will continue to **explore** learning opportunities for our continuous improvement process.

Students will use technology to:

- Personalize their learning experiences;
- Increase their productivity and engagement in and outside the classroom;
- Develop and reinforce specific content-related skills through various subject matter applications;
- Access class content using digital textbooks, eReader, and video and audio recording;
- Play streamed video and audio, such as Discovery Streaming;
- Use probes and other instruments connected to a device;
- Access instructional content such as Khan Academy, Moby Max, Reading Renaissance, etc.;
- Communicate with teachers and other students via email;
- Increase productivity with efficient use of word processing, spreadsheet, database, and presentation applications;
- Conduct research using online resources such as web sites, Michigan eLibrary, and ProQuest;
- Manage document sharing without the need for paper printing;
- Connect to a learning management system such as Moodle and Google Apps for Education;
- Gain access to adapted content and assistive technologies to meet special needs;
- Display work from an individual device in the classroom;
- Take various assessments; and
- Prepare them to live and work in a digital environment by applying the knowledge and skills needed for future learning and workforce.

Disclaimer

The following practices and procedures refer to the use of an individual student-computing device. Students are also required to follow all stipulations as outlined in Edwardsburg Public Schools' current "Student Network and Internet Acceptable Use Policy" (Policy 7540.03). As Edwardsburg's "Connected to Learn" initiative centers on new devices, software and educational methodologies, additional procedures, rules, agreements and releases will continually be reviewed and updated. Please refer to Edwardsburg Public Schools' website for more up-to-date information.

Distribution of Devices

1. Each student will receive a Chromebook formatted by Edwardsburg Public Schools (EPS).
2. A Chromebook will be assigned to each student at EPS and each will be labeled with a District asset tag. Asset tags may not be modified or tampered with in any way. The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

3. Parents/Guardians must sign and return the Parent Approval form before the Chromebook is issued to the student. A parent/guardian may choose not to have their child participate in the Chromebook take-home program by completing the Chromebook Opt In/Opt Out Form. In the event of an Opt-Out, students will be issued a Chromebook but will not be able to take the Chromebook home. Students who do not participate in the Chromebook take-home program will pick up and return their Chromebook from the Media Center on a daily basis at the Middle and High School; elementary students will have a Chromebook delivered to them and picked up daily. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school. Fees for damage or vandalism may be assessed for mishandling or abuse of the device or case.
4. Optional insurance coverage is available through GoCare (www.gocare.com/edwardsburg).
5. Insurance covers the Chromebook only and does not provide coverage for damages to the power charger or case.

Chromebook Returns

1. Chromebooks and all accessories will be returned during the final week of school to the media center in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/guardian will be charged a fee for needed repairs. Fees will not exceed the cost of the replacement. Administration will make the final determination of any fees assessed. Failure to return the Chromebook will result in the full replacement cost of \$300.00. The District may also file a report of stolen property with local law enforcement for devices not returned at the conclusion of the school year.
2. Multiple insurance claims and/or negligent use may be subject to future chromebook restrictions.
3. Power chargers and cases are not covered by insurance and will be subject to replacement fees if they are not returned in good working order or are damaged/lost/vandalized.
4. Chromebooks and accessories must be returned to the media center on the last day of a student's attendance when a student transfers out of the school district or terminates enrollment for any reason. Failure to return equipment will result in the student being charged the full replacement cost. The District may also file a report of stolen property with local law enforcement.

Chromebook Care

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 reported to the district helpdesk as soon as possible and/or file a claim with GoCare. Students are responsible for all damages to their assigned Chromebook.

General Precautions

- Chromebooks should not be used near liquids or food.
- Chromebooks should remain in protective case at all times. Students should not walk around with the Chromebook open or outside of the case.
- Never lift a Chromebook by the screen or carry it with the lid open.
- Chromebooks must remain free of any writing, stickers, or labels.
- Do not attempt to gain access to the internal electronics of the Chromebook as it may void the warranty.
- No "jail breaking" of a Chromebook (removing usage or access limitations).
- Do not place heavy objects on top of the lid of the Chromebook.
- Chromebooks are issued with a unique identification number, which should not be marred, modified, or removed.

- Chromebooks must never be left in an unsecured area like the hallway, unlocked locker, or any unsupervised area during or after school.
- Chromebooks should be always stored in the carrying case to avoid putting any pressure on the screen.
- Chromebooks must not be left in a vehicle or location that is not temperature controlled.
- Charging cords, flash drives must be inserted carefully into the Chromebook to prevent damage. Be aware of tripping hazard when cord is plugged in while computer is in use or charging.
- Chromebooks are assigned to individual students and the responsibility for the care of the chromebook rests solely with that individual. Students should not lend their Chromebooks to another person.
- When the Chromebook is not in use or is being transported always close the lid and keep in the protective case.
- Use the Chromebook on a sturdy, flat surface that allows for adequate air circulation. Placing the Chromebook on a pillow or bed while running or blocking air vents can cause it to overheat.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids.
- Do not put pressure on the top of a Chromebook when the lid is closed.
- Do not store a Chromebook with the lid open.
- Do not place anything in the protective case that will press against the cover.
- Make sure nothing is on the keyboard before closing the lid (e.g. pencils, pens, etc.).
- Only clean the screen with a soft, dry microfiber or anti-static cloth.
- Do not use window cleaners, household cleaners, aerosol sprays, solvents, ammonia, or abrasives to clean the Chromebook.

Student Responsibilities

- Students must submit their Chromebooks to school personnel upon request.
- Students must place Chromebook in a secure location when not in use or in an unsupervised area.
- Students should be on-task during class at all times. Chromebooks should be used for educational purposes.
- Students should protect their computer and personal account passwords and should never share them with others.
- Students are expected to be prepared for class everyday by bringing their Chromebook **FULLY CHARGED** to school each day. Repeated failure to bring a fully charged Chromebook to school may result in disciplinary action.
- Students should bring their Chromebook to each class. Repeated failure to bring the Chromebook to class or leaving it at home may result in take home privileges being revoked for a period of time.
- Personalized screensavers or backgrounds are permitted for students in grades 4-12 ONLY as long as they are school appropriate. Images that are deemed inappropriate, provocative, obscene, violent, or the like will be subject to disciplinary action. K-3 students will be provided a screensaver or background.
- During class, sound or music on the Chromebook must be muted at all times unless permission is obtained from the teacher.
- The District is not providing tech support for devices such as earbuds, a mouse, speakers, or external keyboards.
- Students are expected to report any damages or operational failures to the Media Center Supervisor immediately. A loaner Chromebook may be issued to students if repairs or further investigation is needed. A limited number of "loaner" Chromebooks are available so having a loaner is not

guaranteed. If a student damages a loaner chromebook while their chromebook is being repaired, they will be liable to pay the full cost of replacement.

- When a chromebook is damaged, the damage and explanation of how the damage occurred is to be reported to the Media Center Supervisor immediately.
- The Chromebook camera may never be used in a locker room or rest room.
- Students may set up and connect their Chromebooks to wireless networks outside of school.

Replacement cost estimates: (costs will be subject to change)

Chromebook: \$300.00

LCD display screen assembly: \$145.00

Keyboard: \$65.00

AC Charger: \$40.00

Bottom lowercase of Chromebook: \$25.00

Case: \$20.00

In cases of intentional vandalism, damages will be subject to technician labor rate plus parts cost.

Insurance: An optional insurance policy (www.gocare.com/edwardsburg) will be offered to the students by the district.

This policy will cover:

- Accidental Damage - including drops/cracked screens/liquid spills; Fire/Flood Damage; Vandalism (only with accompanying police report); Liquid Submersion; Natural Disasters; Theft (only with accompanying police report); Power Surge Due To Lightning; and Mechanical Breakdown.

Not covered by insurance

- Wear and tear such as missing keys; abuse such as picking keys off keyboard, picking corners of touchpad; Lost devices with no police report; case; power charger.

Chromebook power chargers and cases are not covered by the insurance fee and will be subject to replacement cost if damaged, lost, or not returned at the end of the year. Lost devices cannot be claimed under the insurance policy without a police report. Multiple insurance claims or negligent use may be subject to future chromebook restrictions.

If you choose to not purchase insurance, you will be liable for all costs related to damage, repairs, theft, etc.

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district. The Chromebooks operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks. Chromebooks use the principle of "defense in depth" to provide multiple layers of

protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Google Apps for Education: Edwardsburg Public Schools will be using the Google Apps for Education suite of productivity and collaboration tools. This includes Google Drive, word processing, spreadsheets, presentations, drawings, and forms as well as other Google products.

Email: K-5 students have no email access. Grades 6-8 Google accounts are within our Edwardsburg's "walled garden" which means students can only send and receive emails from individuals who have an Edwardsburg Google account. The naming convention used for student accounts is student first, middle, last initial and student number @goeddies.com. For example, James Edward Miller would have the address jem12345@goeddies.com. The rationale for this naming convention was to protect student privacy as much as possible and to make the addresses unique enough to minimize duplicates within the district while at the same time make it easy for students to remember their address.

Chrome Web Apps and Extensions: Students are allowed to install appropriate Chrome web apps and extensions from the Edwardsburg Chrome Web Store. Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action. Some web apps will be available to use when the Chromebook is not connected to the Internet.

Printing at School: Students are encouraged to create, publish, and share digitally. Students will not be able to print directly from their chromebook at school.

Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the *Acceptable Use of Technology Policy (7540.03)* and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Disciplinary Action

- A. Any user violating Board Policy and/or Student Code of Conduct will face disciplinary action and may be banned from using school hardware and software.
- B. Users will be required to make full financial restitution for any unauthorized expenses incurred by the District or any damage to the District's computer network, including without limitation, hardware, software, or files.
- C. Vandalism will result in suspension and may also include further disciplinary action including referral to the appropriate law enforcement agency.
- D. Users violating Board Policy and/or Student Code of Conduct may be required to attend additional training sessions in order to continue using school technology.
- E. Users violating Board Policy and/or Student Code of Conduct may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.
- F. If a student maliciously damages equipment and service is required (such as, but not limited to, switching keys on the keyboard, changing dip switches, etc.), the student will pay for the service call and may be assigned a minimum of one (1) day suspension. A second (2nd) offense relating to equipment damage will result in the student paying for the service and a minimum of three (3) day suspension.

If a student is in a computer file or part of the computer system without authorization, the student may be assigned a minimum (1) day suspension from school. If the student causes damage to a file or part of the computer system and a service call is required, and the technician can directly connect the damage to the student's actions, the cost of the service will be charged to the student. A second (2nd) offense relating to files will result in the student paying for the service call and a minimum of a three (3) day suspension from school.

If a student violates any other part of the Edwardsburg Public Schools policies and/or student handbook not previously mentioned (such as, but not limited to, access or modify other accounts, data, files or passwords, using District technology to obtain illegal copies of software, etc.), the school will assign a minimum of a one (1) day suspension. A second (2nd) offense relating to a violation will result in a minimum of three (3) day suspension.

Parent Approval to Remove the Chromebook from School (Opt-in/Opt-Out)

Prior to a student being allowed to remove the Chromebook from school, the parent must have completed the following:

1. Reviewed the Chromebook Student and Parent Handbook.
2. Reviewed the Student Code of Conduct as part of the School Handbook.
3. Signed the Acceptable Use Policy with their child.
4. Signed the Parent Approval Agreement (Opt-In/Opt-Out.)

Having completed the above, please complete and sign the following if you would like your student to take his or her assigned Device home from school (**please initial each item**):

_____ I am aware of the online resources for parents and families at www.commonensemedia.org linked directly from the District webpage.

_____ I have reviewed and understand the Chromebook **Student and Parent Handbook**.

_____ I have reviewed and signed the **Acceptable Use Policy**.

_____ I have reviewed and understand the **Student Code of Conduct as Part of the School Handbook**.

_____ I understand that it is not necessary for my child to take the Chromebook home from school in order to earn credit(s) for coursework or assignments, or to meet the academic requirements of Edwardsburg Public Schools.

_____ I understand that the Chromebook is not Internet-enabled (i.e., the Chromebook cannot independently access the Internet), but that my child's Chromebook is capable of accessing the Internet through an external or non-wireless Internet connection (such as at my home, or in a restaurant, library or coffee shop).

_____ I understand that by granting permission for my child to remove his or her assigned Chromebook from school, I am responsible for monitoring my child's use of the Chromebook while off school grounds, including monitoring safe Internet usage as discussed in the Edwardsburg Public Schools Procedures and Rules for the Acceptable Use of the Device, in the Acceptable Use Policy, and in the Student Code of Conduct.

As a result of the above:

I grant permission for my child (listed below) to take his or her assigned Chromebook home from school.

Student Name: _____ Grade: _____ Date: _____

Parent Name(s): _____

Parent Signature(s) _____:

I do not grant permission for my child (listed below) to take his or her assigned Chromebook home from school.

Student Name: _____ Date: _____

Parent Name(s): _____

Parent Signature(s): _____