



Chromebook Pilot Program for 7th Grade Students



Arndt Middle
Jacobs Fork Middle
Riverbend Middle
Maiden Middle
Mill Creek Middle



Grandview Middle School
Northview Middle School



Newton-Conover
City Schools

Newton-Conover Middle School

K-64 Pilot Letter

Dear 7th Grade Parents and Guardians,

K-64 is a partnership between Catawba County Schools, Hickory Public Schools, Newton-Conover City Schools, Catawba Valley Community College and local businesses. The purpose of K-64 is to identify, facilitate and streamline programs and initiatives that are in place and have been proven to be best practices in improving education as related to workforce development.

K-64 aims to further involve students in active learning, increase student engagement, and provide students with 21st century skills including communication, problem solving, and collaboration. We are excited to share that a pilot program for one-to-world learning will be implemented in 7th grade classrooms throughout Catawba County. **This means 7th grade students in all three school districts will be provided a Chromebook for their academic use during the school year.** After additional training in digital citizenship, students will be allowed to take the devices home. Funding for this pilot was made possible by the Catawba County Commissioners and matching private business contributions.

To take advantage of this opportunity for your child to be issued a Chromebook, the student as well as a legal parent or guardian must attend an informational meeting at your child's school in January, 2018. During this meeting, parents and students will learn about students' and parents' responsibilities, proper care of the Chromebook, and student safety.

In a few weeks, you will receive more information from your child's school regarding the upcoming meeting. We look forward to seeing you and your child as we implement phase 1 of the K-64 one-to-world initiative.

Sincerely,

DeAnna Finger
Marty Sharpe
Catawba County Schools



Dr. La'Ronda Whiteside
Terri Hall
Hickory Public Schools



Dr. Heather Mullins
Cindy Geddes
Newton-Conover City Schools



Online Access Protection

Newton-Conover City Schools (N-CCS) provides access to educational resources while making every effort to restrict access to potentially objectionable material. A technology protection measure is a specific technology that blocks or filters internet access. N-CCS implements a filter which protects against materials that are obscene, pornographic or harmful to students. N-CCS may monitor student access to the Internet. Teachers and staff will personally monitor student activity on school premises as part of their normal oversight of the instructional environment.

Students will be required to access the internet through the N-CCS web filter on and off school campus. The filter will require students to authenticate using their N-CCS username and password. This measure is to assist in preventing access to inappropriate content.

There is no expectation of privacy with either the use of or the contents on the device and/or within cloud services. Electronic messaging and transmitted data stored with N-CCS accounts shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.

Although student use outside the school environment is filtered using the N-CCS web filter, it is the responsibility of the parent/guardian to monitor online activity for their students. Regardless of the method of monitoring, students are ultimately accountable for complying with N-CCS policies and the guidelines throughout this handbook.

Filtering/Internet Access/Virus Protection

As required by the Children's Internet Protection Act (CIPA), a current filtering solution is maintained by N-CCS for school and home use on these devices. However, N-CCS cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the internet. It is expected for students to be monitored while using N-CCS devices both on and off school campus.

N-CCS will not serve as the Internet Service Provider (ISP) for home use. However, N-CCS will provide filtering of N-CCS digital devices while connecting to the internet away from school. In order for a student to access the internet, the parent/guardian must contract with an ISP (e.g., Century Link, Charter, etc.). A wireless router or gateway is necessary in order to access the internet on your school issued device.

Education, Supervision, and Monitoring

Posting information which would violate the laws pertaining to access by other students will be treated in the same manner according to the discipline plan for students and the regulations for employee conduct for staff.

All students and employees are expected to comply with the N-CCS Responsible Use Policy. Failure to comply will result in disciplinary action as directed by district and/or school administration.

Social Networks

Social networking for joint participation in projects and other school related activities are valuable experiences which should be used with permission and with caution. The following activities are deemed unsafe practices and constitute a violation of responsible use:

- to bully or threaten another person
- to cheat on assignments that are confined to individual completion
- for personal business
- to share personal information (about self or others)
- to communicate false or misleading information
- to access or demonstrate inappropriate or objectionable content

Policies governing responsible behavior between adults and minors are applicable in online correspondence just as they

would be with any in-person correspondence.

Digital Device Use

Deployment: Parents/guardians will be required to attend an orientation/meeting for students receiving devices for the first time. During orientation, the pilot program, expectations for care and use, and digital citizenship will be explained. The students and their parent/guardian must sign an agreement (located at the end of this booklet) before students will be permitted to take devices home. Students, parents and guardians are encouraged to ask questions and have a full understanding prior to signing the agreement.

Terms of Loan: N-CCS will loan a device to students for home and school educational use upon compliance with the district's policies which will be shared during the orientation meeting and can be later accessed at newton-conover.org, or printed by request from the school or district office. Devices are property loaned to the school system and all users must comply with N-CCS policies and guidelines throughout this handbook.

Restrictions: Legal title to the asset (device) is and all times remains with N-CCS. A student's right of possession and use is limited to and conditional upon full and complete compliance with the following N-CCS school policies: Technology in the Educational Program (policy 3220), Internet Safety (policy 3226/4205), Web Page Development (policy 3227/7322), Employee Use of Social Media (policy 7335).

- Students may be subject to loss of use, fees, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined throughout this handbook, as well as in the N-CCS Responsible Use Policy and N-CCS board policies.
- A student's permission to use the device terminates no later than the last day of the school year unless there is a reason for earlier termination by the district (e.g. drop-out, expulsion, and/or withdrawal, transfer to another school).

Appropriations:

- Students are required to turn in assigned devices on the designated day at the end of the school year or when leaving enrollment at the school.
- Failure to return the property by designated deadlines and the continued use may be considered unlawful appropriation of property.
- In the event a student fails to return the assigned device by the designated date, the device will be reported as stolen property to local law enforcement and any associated damage or replacement costs will be assessed.

Loss, Theft, Damage or Issues: Devices are recognized as valuable assets entrusted to students for care and maintenance during the school year. Students and families are expected to protect the equipment from damage, loss and theft and to secure the equipment when it is in their possession to prevent damage, loss or theft.

In the event of loss or theft, students or parents/guardians must:

1. Report loss/theft immediately to the appropriate authorities (e.g., police department, security, etc.) and no more than 24 hours of discovery.
2. Obtain a theft report from authorities and submit report to the school office.

To report damages or an issue with devices, students or parents/guardians must:

1. Contact the teacher and report the issue
2. Submit a Sherpadesk work order at n-ccs.sherpadesk.com/login

Revocation of Permission: N-CCS reserves the right to revoke permission to use the device at any time if the student does not fully comply with the N-CCS policies and the guidelines throughout this handbook.

Modification to Program: N-CCS may modify these procedures or terms of use at any time.

Proper Use and Device Care

Students are responsible for the devices they have been issued. Devices that are broken or not working properly and in need of repair or replacement must be reported within 24 hours. Students can submit the work order online at n-ccs.sherpadesk.com/login or from the school's website. Employees will determine whether to repair the device on site or issue a loaner. All associated repair/replacement fees will be assessed by school and district employees. If the student is responsible for intentional damage, the parent/guardian and student will be addressed by the principal or his/her designee to determine fees and disciplinary action.

Proper Care Guidelines:

- Close the lid before moving the device.
- Never close objects between the lid and keyboard.
- Never attempt repair or reconfigure settings.
- Do not open or tamper with the internal components.
- Do not remove any screws - doing so will render the warranty void.
- Take care when inserting cords, cables and other removable storage devices to avoid damaging ports.
- Do not expose to extreme temperatures as
 - using in direct sunlight or ultraviolet lighting for extended periods of time can cause damage.
 - leaving inside a vehicle for long periods of time can cause damage.

Proper Storage:

- Do not overload in carrying case/backpack.
- Do not throw in carrying case/backpack - lay on a flat surface.
- Do not sit/stand on the device (even when it is in a backpack/carrying case).
- Do not store food/drink (e.g., wrappers or bottles) in the same backpack/carrying case.

Proper Use:

- Keep device on a flat, solid surface so that air can circulate (e.g., using device on a bed or carpet can cause damage due to overheating).
- Keep away from liquids, food and other debris to avoid damages.

Screen Care: Screens are very susceptible to damage from excessive pressure or weight.

- Avoid picking up the device by the screen.
- Avoid placing your finger directly on the screen with any force.

Cleaning Devices

- Disconnect from the power outlet before cleaning.
- Never use liquid cleaners.
- Clean the touchpad with lightly dampened cloth.
- Clean the screen with a soft, lightly dampened, lint-free cloth or use anti-static screen cleaners or wipes.
- Wash hands frequently to avoid buildup on the touchpad.
- Hand lotions can affect the functionality of the touchpad.
- Grease and dirt can cause the cursor to jump around on the screen.

Charging and Battery:

- Students are **expected** to bring devices to school each day with a fully charged battery. Students may be given the use of a loaner device however, repeated offenses will not be tolerated. Students leaving devices at home may be required to complete assignments using alternate means (as determined by the teacher).

- For prolonged periods of inactivity, logout and power off to conserve battery.
- Devices are not allowed on overnight trips or field trips without the expressed written approval of the lead chaperone and the parent/guardian.
- Students should abide by school-based procedures for use of the device during lunch periods and in areas of the building used for eating and drinking.

General Security

- Never leave devices unattended or in an unsecure location - use designated storage facilities (e.g., a secured locker) while at school and away from school.
- Devices may have labels/tags (e.g., bar- coded serial number, medal asset tags, etc.). **Under no circumstances should labels be removed or modified.** If labels or barcodes are removed or begin to fall off, students should notify their teacher immediately and submit a work order at n-ccs.sherpadesk.com/login.

Login Procedures: Students should never share passwords, usernames or other authentication credentials. Students are responsible for activities performed with their N-CCS username and password.

School Use: Students will use their unique N-CCS username and password. Always abide by N-CCS requirements for maintaining security of these credentials.

Home Use: Student N-CCS login credentials still apply when using N-CCS digital devices outside the school building. Home router passwords are not managed by N-CCS and must be managed with the support of the individual's ISP (e.g., Verizon, Centurylink, Charter, etc.).

Copyright: Compliance with federal copyright law is expected of all. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information) graphics, art, photographs, music and software are examples of types of works protected by copyright. Copying, distributing, downloading and uploading information on the internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law.

Failure to follow the guidelines for use and care of devices will be addressed as specified in the N-CCS Student Code of Conduct and may result in disciplinary action.

Frequently Asked Questions

Do Chromebooks require an internet connection? The Chromebook has full function when connected and limited capacity without an internet connection. Any work created while offline will automatically sync when connected to the internet.

What if I don't have wireless internet (Wi-Fi) at home? There are several internet service providers in the area (e.g., CenturyLink, Charter Spectrum, AT&T, etc.) There are also low cost options available based on need. Contact the N-CCS Central Office at (828) 464-3191 for more information. There are also many free options throughout the city of Newton and Conover and Catawba County including government buildings, libraries and local businesses. Keep in mind, the Chromebooks can work in a limited capacity even when not connected.

Will I be issued another Chromebook if mine gets lost, stolen, or damaged? There will be a limited number of loaner devices for day users. After school officials assess damages, possible replacement fees and depending on the length of repair time, students may or may not be issued a "loaner" device.

What if I fail to pay the associated damage or replacement fees if my Chromebook gets lost, stolen, or damaged and I do not comply with the requirements in this handbook? The fees will be added to student accounts for purposeful, negligent and irresponsible care of devices. This can also result in disciplinary action.

Does my student have to take a Chromebook home? No. Parents/guardians should make arrangements to work with the principal to develop an appropriate plan for their student.

Glossary of Words to Know

1 to 1 or 1:1 - One device per student. Each student has a device, such as a laptop or tablet, for mobile learning.

Apps- Applications, or programs running software.

Chromebook- A device that runs the Chrome operating system.

Cloud Computing- Data and software is being managed and stored using remote servers (web-based). Basically, little or no data is stored on a cloud-based device.

Day User- An individual who only has access to an device during the school day. He/she must check out a device each morning and check it back in at the end of the school day.

RUP - Responsible Use Policy

Sync- Making files, programs, apps, bookmarks, etc. the same on multiple devices.

Web-based- Apps and software that need access to the internet (web) in order to update and be fully functioning

Policies

Federal, state and local policies and laws specific to technology in education:

Technology Responsible Use (3225/4312/7320), Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Internet Safety (policy 3226/4205), Web Page Development (policy 3227/7322), Copyright Compliance (policy 3230/7330), Student Behavior Policies (all policies in the 4300 series), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records – Retention, Release, and Disposition (policy 5070/7350), Use of Equipment, Materials, and Supplies (policy 6520), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335), Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 et seq.; 20 U.S.C. 6777; G.S. 115C-325(e)

Full text of these policies are available at newton-conover.org or printed copies can be made available by request to the individual school or the school system.

Newton-Conover City Schools and K-64 Pilot Chromebook Agreement

Student Information

Last Name	First Name	Grade	School Name
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Parent/Guardian Information

Last Name	First Name	Email address (feel free to add more than one)
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Address: Street	City	Zip Code
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Phone Numbers: Primary	Secondary	Additional
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Parent/Guardian and Student Agreement for Property

I agree to fully comply with the following statements for my child's use at school and at home:

- I will attend an orientation session hosted by the school/district.
- I will comply with N-CCS policies (available at newton-conover.org or hard copy by request)
- I agree to allow my student to take the school-issued Chromebook and carrying case home **OR**
 - I **DO NOT** give permission for my child to take a school-issued Chromebook and carrying case home. I will contact the principal to schedule alternate instructions.
- While at home, the Chromebook will be used as an educational tool.
- In the event of negligence at school and/or home, I understand I am responsible for replacement costs. An estimated cost summary is as follows:

Power supply	\$30.00
Carrying case	\$10.00
Chromebook	\$230.00

Terms of Agreement I hereby agree to fully comply with this agreement. I understand using a Chromebook is a privilege, not a right. I understand this privilege terminates on the last student day of the school year, unless terminated earlier by the school. I also understand if the Chromebook is not returned by the last student day of the school year, I will be financially responsible for the replacement cost, as listed above.

Hold Harmless Agreement In consideration for being allowed to use a Chromebook for the purpose of enhancing delivery of instruction through advanced technology, I hereby agree to waive and to indemnify, defend and hold harmless the Newton-Conover City Schools and its employees from and against all claims, demands, suits, liabilities, damages, losses, and expenses resulting from or arising out of the use of the property as described in this agreement, which causes bodily injury, illness, death, or other damage to persons or property.

My signature below indicates I will fully comply with this terms of this agreement.

Parent/Guardian Signature

Student Signature

Date