

## **Bonner Springs High School Chromebook Initiative Policies and FAQ's**

### **Parent and Student Information Packet**

The purpose of the Bonner Springs High School Chromebook Initiative is to increase student engagement and provide students with the skills they will need to be lifelong learners in the 21st century. In this packet you will find the policies that pertain to the Chromebook your child will be issued. Teachers may make additional requirements for Chromebook use in their classrooms.

### **What Is a Chromebook?**

A Chromebook is a laptop that utilizes the Google Chrome for its user interface. Even when not connected to the internet, Chromebook users can utilize Google apps such as Google Docs or Google Sheets, to complete tasks.

### **How Chromebooks Will Be Issued To Students**

Chromebooks will be issued to students at the beginning of the 2016-17 school year. Parents and students must both sign the attached Chromebook agreement before a Chromebook will be issued to a student. In addition to the Chromebook, students will be issued a charger for the Chromebook and a protective case. Students are responsible for the care of each of these items and it is expected that all items will be turned in, in reasonable and usable condition, at the conclusion of the school year, or when a student withdraws before the conclusion of the school year. Failure to do so may result in fees, which the student is responsible for, or a 'hold' being put on a student's transcript transfer requests.

### **Cost**

There is no checkout fee for the Chromebook. The only cost a student and his or her family may be liable for are repair costs, which is covered in the repairs section below, or replacement cost in the event the Chromebook is lost, stolen, or damaged beyond repair.

### **Responsible Care**

Students are encouraged to take good care of the Chromebook. For students who return the following school year, they will be issued the same Chromebook as they had the previous school year. Therefore, it is in a student's best interest to carefully maintain his or her device and report care issues as they arise.

### **Caring for the screen**

- Do not pick up the Chromebook by the screen.
- Do not store the Chromebook with the screen open.
- Ensure there is nothing on the keyboard before closing the Chromebook.
- Only use a soft, dry cloth, such as a lens cleaning cloth or microfiber cloth to clean the screen.

## Repairs

Students are responsible for securing and proper use of their Chromebooks. If a student's Chromebook is not functioning properly, or is physically broken, students are to immediately report it to either the Technology Integration Specialist, Media Center, or to building administration. Failure to report issues in a timely manner can leave students liable for the cost of repairs or replacement. Repairs will be made as quickly as possible. If it is determined that the damage was a result of neglect on the student's part he or she may be liable for the cost of repairs or replacement of the Chromebook (\$248 max). For these reasons, students should not loan their device to others. Replacement of a Chromebook at no cost to the student is at the discretion of BSHS administration. When a Chromebook is brought for repair another device will be checked out to the student until their original device is operational.

## Repair Procedures

Students are responsible for reporting issues with their device in a timely manner to the Technology Integration Specialist. Once it is determined the cost associated with the repairs needed for a Chromebook, the student will need to pay any necessary cost associated with the repairs that are not covered by the warranty. Students who need to have repairs made to their device will be issued a 'loaner' device. There is a limited number of 'loaners', so there is not a guarantee a device will be available. Any damage done to a loaner while issued to a student falls under the same guidelines as the original Chromebook issued to the student.

## Estimated Repair Costs

Damaged Part	Estimated Cost
Top Cover	\$30
Front Bezel	\$20
Bottom Cover	\$30
Keyboard and Palmrest	\$35
Screen	\$60
Charger	\$25
Hinge Cover	\$25
DC Jack	\$25
Motherboard	\$248

## Appropriate Use

Students will be trained in appropriate use of the Chromebooks at the start of the school year. Everything from how to operate the Chromebook to how to physically care for the device will be covered. All students are expected to follow the Electronic Use Policy stated in the student handbook. Repeated violations may result in office referrals, office detentions and/or suspension.

### **Internet filter**

During the school day the district filters the students' Internet usage to provide a safe experience that is age appropriate. Once the student leaves the district's facilities that responsibility shifts to the parents. Digital citizenship lessons have been developed at all grade levels and are taught throughout the year. The district, the parents, and the students all have the responsibility to abide by the USD 204 Acceptable Use policy and local, state, and federal laws.

### **Saving To The Cloud**

Students are expected to save/back up their work to their Google Drive. Students are given 100GB of storage space on their Google Drive.

### **Use at Home**

We encourage the use of the Chromebooks outside of school. While a wifi connection to the internet is needed for some functions, students can use the device offline to complete tasks. Students will be shown how to backup their work to their Google Drive before working offline, information can also be found at: <https://support.google.com/drive/answer/2375012?hl=en>

### **Use at School**

In addition to teacher expectations for Chromebook use in the classroom, students will have access to Skyward to check their grades and attendance. Students will also have access to the student handbook via the district webpage. Hard copies of student handbooks will no longer be provided.

### **Personalizing the Chromebook**

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of USD 204.

### **Originally Installed Software**

Chromebook software is delivered via the Chrome Web Store. Students may install applications from the Chrome Web Store only. These are web-based applications that do not require installation space on a hard drive. Side-loading applications is not permitted. Students may not place their Chromebook in developer mode. 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. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the direct consent of the building administrator or technology department, will be considered an act of vandalism. Any attempts to 'hack' the Chromebook, either physically or the software, is impermissible. Student who vandalise their Chromebooks will be dealt with as outlined in the student discipline handbook.

## **Charging**

Students should bring their Chromebooks to school charged every day. There will be some locations at school available for students to charge their Chromebook. These should only be used in the event of an emergency.

## **Forgot your Chromebook**

Day Loaner:

Students who have been issued a Chromebook, but forgot to bring their Chromebook to school, and those with Chromebook issues, (as well as other issues as deemed necessary by administration) will be issued a 'day loaner' Chromebook. Students must report to the Media Center and sign out a Chromebook from the Technology Integration Specialist or Media Center Specialist. Students are held to the the same policies with the day loaner as they are with their device that was issued to them for the entire year. Because the Chromebook backs up to the cloud, all of the students work will be immediately accessible on the day loaner Chromebook. Day loaner Chromebooks must be turned in by 3:00 p.m. the same day they were signed out. Failure to return the device may result in the student be held liable for replacement or repair cost.

## **Can My Child Bring Their Own Chromebook?**

Students must use a school issued Chromebook in order to participate in class. Students may bring their own device to school, however, they will not be able to connect to the dedicated internet intended for Chromebooks, limiting the functionality of their personal device.

## **Privacy**

Students should have no expectation of privacy in regards to their usage or the content of their Chromebook. Chromebooks are subject to confiscation at any time without prior notice.

## **Privacy of Content Backed Up To Cloud Storage**

Content students backup to cloud based storage cannot be guaranteed the same privacy as paper assignments that students turn in to teachers. Such content is subject to the policies of Google and/or Microsoft, which may not meet guidelines of Protection of Pupil Rights Amendment (PPRA), Family Educational Rights and Privacy Act (FERPA) and Children's Online Privacy Protection Act (COPPA). By signing the Chromebook use agreement, parents are waiving their rights to the above guidelines for material that is backed up to the cloud.

## **Digital Citizenship**

Students can ensure a safe digital working environment by avoiding unacceptable materials and conversations online. Students who engaged in cyberbullying will risk having their Chromebook and/or their internet privileges revoked. Students' behavior could be categorized as cyberbullying as outlined in the student handbook section on student discipline.

**Intellectual Property and Copyright**

Students should always cite credit to their sources. Using copyrighted material without the expressed permission of the publishers falls under the category of Academic Misconduct or Plagiarism, which is covered in the BSHS student handbook in the student discipline section.

**Creating and Protecting Your Digital Identity**

How you communicate with others in a digital environment can and will be seen by BSHS staff. Think carefully before posting comments, pictures or videos of yourself or others. If a student is unsure if the content they want to post is appropriate he or she should speak to a teacher before posting.

**Creating Good Passwords**

Students should not share their password with others. Students should create passwords for their online accounts that are not easily figured out by others, such as: '12345' or 'password'. Students are encouraged to use a combination of characters, including capital letters, numbers and symbols.

**What If My Family Does Not Have Access To The Internet?**

If a student does not have internet access at home they will still be able to use many of the functions of his or her Chromebook. There are several areas in the Bonner Springs-Edwardsville community that offer free wifi access including the Bonner Springs Public Library.