

SOUTHMORELAND SCHOOL DISTRICT
CHROMEBOOK HANDBOOK
GRADES K-12
2020-2021



Southmoreland School District

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One-to-One Technology Integration

Southmoreland School District continues to prepare its students with 21st century trends in education. Southmoreland High School, Southmoreland Middle School, Southmoreland Elementary School and Southmoreland Primary Center offer a Chromebook for each student, ensuring we graduate students who can work digitally, collaborate meaningfully, and communicate in connected, real-world ways.

Southmoreland School District has a Google domain that connects our learning community via and its productivity suite. This domain affords our students the full array of Google Apps for Education and their features. In fact, Google offers thousands of educational apps that teachers and students can use enhance the learning experience.

When students sign into Chromebook or Google Chrome with their Southmoreland account, these apps are instantly available wherever they go, making a smooth transition between home and school.

Of course, the most powerful app ever is a web browser, which brings the world within students' reach at the touch of a keyboard. Chromebooks are built with this in mind. They run the Chrome OS (operating system) and provide the web via the Chrome browser and apps. Chromebooks are secure. Without a hard drive, they are virus-free and store everything in cloud-based apps like Google Drive. Chromebooks automatically update their OS ensuring they remain fresh with the latest innovations.

This handbook outlines the District's expectations, for Grades K-12, of proper handling of Chromebooks, describes students' responsibilities and ways they can best take care of the devices. Understanding and abiding by this agreement is necessary in order to provide the best use of Chromebooks to our students. Its regulations, along with the District Policy on Internet Acceptable Use and Student Handbooks, provide safeguards to ensure students have a positive experience, as we provide a 1:1 integration of educational technology for all.

As we begin with new Chromebooks, we are excited about the possibilities. We know our teachers and students will find new apps, new lessons, and new discoveries as they prepare for tomorrow's opportunities.

CHROMEBOOK LOAN AGREEMENT

A Chromebook and accessories in good working order are being lent to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

This equipment remains at all times the Property of the Southmoreland School District and is lent to the student for educational purposes only. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her right to use of the Chromebook. The equipment will be returned when requested by Southmoreland School District, at the end of the school year, or sooner, if the student enrolls in outplacements such as Alternative Education, or withdraws from the District prior to the end of the school year. Also, if the student violates the Agreement, Handbook or Policy, the Student will be required to return it, and the parent required to purchase their own device.

The District property may be used by the student only for non-commercial purposes, in accordance with District policies and rules, the District's Internet Acceptable Use Policy, as well as local, state, and federal law.

Students may install Chrome apps as allowed by an established building level Chromebook student app library. The district will not be liable for any costs

incurred for the installation of unapproved applications.

But please note that personal apps, videos and photos may be deleted if required to free up space for District apps and documents.

The student may not make or allow others to make any attempts to add, delete, access, or modify District owned information on any Chromebook or any school owned computer. The Southmoreland School District network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the school network.

Asset tags have been placed on the Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, contact the IT support staff for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the device.

An email account—a school licensed Gmail account @southmoreland.net --will be available for each student to use for appropriate academic communication with other students and staff members only. This email is for communication within the School District only.

The student agrees to use best efforts to assure that the District property is not damaged or rendered inoperable by any electronic virus while in the student's possession.

WHAT IS A CHROMEBOOK

Chromebooks are laptop digital devices which run Chrome OS by Google as its operating system. They are “thin client” devices and have virtually no hard drive storage. Essentially they are web browsers designed to be used to connect to the Internet. Chromebooks require most applications and data run in the cloud, or on remote web servers. Because of the reduced hardware they are relatively inexpensive in comparison to other laptops and PCs. To store or access personal files with a Chromebook, a user must have access to cloud-based storage, like Google Drive, or attach a flash drive.

RESPONSIBILITIES

Student Responsibilities as to Use and Care:

The Chromebook is an important learning tool and is to be used for educational purposes only. In order to take the Chromebook home each day, you must be willing to accept the following responsibilities.

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of the Southmoreland School District, particularly the Student Handbook and the Internet Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may become damaged or stolen.
- I will not lend the Chromebook to anyone, not even my friends or family members; it will stay in my possession at all times.
- The device is to be treated as a valuable object. It should not be thrown, purposely dropped, or abused. It will never be placed on the roof or hood of a car, on the sidewalk or street, or imperiled in any way that may cause it to be crushed or thrown to the ground.
- The device will never be left unattended on the bus, in the cafeteria, in the gym or any other public place.
- The device will not be used in or near proximity of water, household chemicals, or other liquids that could damage its electronic components.
- The device will be protected from the environment to prevent rain, snow, ice, excessive heat, and/or cold.
- Pencils, pen tips, and other pointed objects will never be used on the screen.
- I will not remove District-owned programs or files from the Chromebook or alter or modify the operating system.
- I am aware of the Code of Student Responsibility in the Student Handbook that willful damage to School property is an offense with multiple levels of infractions.
- I will charge my Chromebook nightly so that it has a full charge at the start of school every day.
- I understand that if I leave my Chromebook at home or do not charge it, I am still responsible for getting course work done as if I had my Chromebook present and charged.

- I will bring the Chromebook to school every day in which I physically attend school. If I leave my Chromebook at home for multiple consecutive days, I may be called upon to bring the device into school to verify possession and condition of the Chromebook.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share them with anyone.
- I will not attempt to repair the Chromebook. If it is not working properly, I will notify IT support staff, teachers, or administrators.
- I will bring the Chromebook to IT support staff or administrator if it needs repair. If it needs repair, the student's record will be checked, a loaner may be checked out if the student is eligible and a device is available, and appropriate fees will be charged to the student's District account.

Student Code of Conduct

- Personal information such as, but not limited to, last name, home address, phone numbers, email addresses, or birth dates must not be placed on a device or shared online.
- I will tell my parents right away if I come across any information that makes me feel uncomfortable.
- I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.
- I will never send a person my picture or anything else without first checking with my parents.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the service provider.
- I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission
- I will not give out my Internet password to anyone (even my best friends) other than my parents

- I will be a good online citizen and not do anything that hurts other people or is against the law.
- I understand that Electronic files sent, received, viewed or stored anywhere in the computer system are available for review by any authorized Southmoreland School District staff for any purpose.
- Modifying or changing device settings and /or internal or external configurations without appropriate permission is prohibited.
- Using obscene, threatening or disrespectful language in any electronic communication tool is prohibited.

Student/Parent Responsibilities:

- Parents and students agree to return the device and all components to the school in the same condition the device was issued to the student.
- Student and Parent/Guardian agree that the loaned equipment will only be used by the Student.
- Title to the equipment shall remain with Southmoreland School District and nothing herein shall be construed vesting in the Student or Parent/Guardian any right of property.
- Technology equipment is for instructional use only.
- The Student understands that the District's Chromebook loan program is an educational program for purposes of Title IX, and use of that device is covered by the District's Title IX policy.
- The Student and Parent/Guardian agree that the Chromebook is deemed to be in the custody of the Student from the time the Student receives the Chromebook until the time the Chromebook is returned to a designated school representative. If the Chromebook is reported lost or stolen, the Parent/Guardian and Student acknowledge that the District is unable to use tracking techniques to locate the Chromebook, as it is different from an iPhone.
- In the event, the Chromebook is stolen or otherwise not returned to the District while in the custody of the Student, the Student and Parent/Guardian agrees they will be responsible to the District for the replacement cost. Lost or stolen Chromebook must be reported to the Technology Department within 48 hours and police reports must be provided to the District within one week. Failure to abide by these procedures will result in the full replacement cost being billed to the Student/Guardian.
- Student and Parent/Guardian understand and consent that the District may view Student files stored on the Chromebook. If the District has reasonable suspicion the Student is

violating the law, District rules, or District policies, an Administrator may take custody of the Chromebook to review Student files. The School District will monitor internet activity pursuant to School Board Policy No. 816: Acceptable Use of Computer Networks/Digital Technology/Internet Safety.

- Student and Parent/Guardian understand and agree that, if the District determines that the student failed to care for the Chromebook or violates District rules, policies, or this Agreement, the District may terminate the Student's ability to use the Chromebook outside of school and the District may immediately repossess the Chromebook.
- If the Student fails to return the Chromebook upon demand, or fails to return it on the return date or on a date pre-arranged by the building principal for the return of the device, the District may assess a fee of \$10.00 for each day that the device is not returned to the District. The total fee shall not exceed \$250.00.
- If the District determines the Student intentionally damaged the District's property, or that the Student sold or otherwise disposed of the Chromebook, the District may refer the matter to the appropriate authorities for civil, criminal and/or juvenile proceedings.

Parent/Guardian Responsibilities:

Your son/daughter has been issued a Chromebook to improve his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient and ethical operation of this computer.

- I will supervise my child's use of the Chromebook at home.
- I will discuss our family's values and expectations regarding the use of the Internet at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a dry cloth.
- I will report to the school any problems with the Chromebook and will not delete any District software.
- I will make sure my child recharges the Chromebook nightly.
- I will make sure my child brings the Chromebook to school every physical presence school day.
- I understand that if my child comes to school without the Chromebook, I may be called to bring it to school.

- I agree to make sure that the Chromebook is returned to school when requested or upon my child's withdrawal from the Southmoreland School District.
- I will return the Chromebook when requested or upon my withdrawal from the Southmoreland School District.

Parent Monitoring Computer Usage:

Some techniques that parents can use to monitor their children's use of the computer and the internet:

- Do not allow your child to access the Internet from his bedroom. Locate any connected computers in a room that is easily accessible to all family members.
- Get to know the computer services your child uses.
- Check whether your child has created his own Web site without your knowledge. To do this, try looking for his name on search engines that scour the entire Internet. Enter his full name in quotes to avoid false hits.
- Do not allow your child to arrange a face-to-face meeting with another computer user who is unknown to you.
- Never respond to messages or bulletin board items that are suggestive, obscene, belligerent, or threatening.
- Warn your children about accessing inappropriate materials on the Internet. Teach them to act as their own censor when you are not around. Remember that computers at school or in the home of a friend may not be childproofed against pornography. (District does filter for pornographic and other content, but no filter is perfect.)

Guidelines for Parents:

By taking responsibility for your children's online computer use, parents can greatly minimize any potential risks of being online. Make it a family rule to:

- Never give out identifying information-- home address, school name, or telephone number-- in a public message such as chat or bulletin boards, and be sure you're dealing with someone that both you and your child know and trust before giving it out via E-mail. Think carefully before revealing any personal information such as age, marital status, or financial information. Consider using a pseudonym or unlisting your child's name if your service allows it.
- Get to know the services your child uses. If you don't know how to log on, get your child to show you. Find out what types of information it offers and whether there are ways for parents to block out objectionable material.

- Never allow a child to arrange a face-to-face meeting with another computer user without parental permission. If a meeting is arranged, make the first one in a public spot, and be sure to accompany your child.
- Never respond to messages or bulletin board items that are suggestive, obscene, belligerent, threatening, or make you feel uncomfortable. Encourage your children to tell you if they encounter such messages. If you or your child receives a message that is harassing, of a sexual nature, or threatening, forward a copy of the message to your service provider and ask for their assistance.
- If a meeting is arranged, make the first one in a public spot.
- Should you become aware of the transmission, use, or viewing of child pornography while online, immediately report this to the National Center for Missing and Exploited Children by calling 1-800-843-5678 or visiting the CyberTipLine online. You should also notify your online service.
- Remember that people online may not be who they seem. Because you can't see or even hear the person it would be easy for someone to misrepresent him- or herself. Thus, someone indicating that "she" is a "12-year-old girl" could in reality be a 40-year-old man.
- Remember that everything you read online may not be true. Any offer that's "too good to be true" probably is. Be very careful about any offers that involve you coming to a meeting or having someone visit your house.
- Set reasonable rules and guidelines for computer use by your children. Discuss these rules and post them near the computer as a reminder. Remember to monitor their compliance with these rules, especially when it comes to the amount of time your children spend on the computer. A child or teenager's excessive use of online services or bulletin boards, especially late at night, may be a clue that there is a potential problem. Remember that personal computers and online services should not be used as electronic babysitters.
- Be sure to make this a family activity. Consider keeping the computer in a family room rather than the child's bedroom. Get to know their "online friends" just as you get to know all of their other friends.

USE AND CARE OF YOUR CHROMEBOOK

- **Bring it to school every day.** When Physical Presence School is in session Chromebooks are intended for use at school each day. Teachers will plan their lessons assuming that all students will bring their Chromebooks with them with plenty of charge. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using Chromebooks. You are expected to be responsible to bring your Chromebook to all classes, unless specifically instructed to do otherwise by your teacher or principal.
- **Charge your Chromebook every night.** Be sure to have a full charge as you enter school each day. Make charging your Chromebook part of your nightly routine before going to bed on school nights.
- **Makeup is a must if you do without.** If you leave your Chromebook at school, or come to class without a charge, you are still responsible for all your coursework. If you leave your Chromebook at home for multiple consecutive days, your teacher or principal may request that you bring the device in to verify possession and condition of your Chromebook. Repeatedly not having your Chromebook at hand or not having it charged for class, may be cause for disciplinary action.
- **Keep only school-appropriate media on your computer.** Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background image. The Chromebook should not be used to take photos unless as part of an assignment or instruction by school staff.
- **Do not take images, video or audio without subject consent and school staff permission.** Taking pictures and recording audio or video without permission is inappropriate, and without consent is unlawful. Posting them to the Internet is an Unauthorized Use of Electronic Device, Levels 2 to 4.
- **Obey copyright.** Individually purchased, legal, school-appropriate media is allowed on your Chromebook, however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offences and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the District's Internet Acceptable Use Policy and leads to disciplinary action at Unauthorized Use of Electronic Devices, Levels 2 to 4.
- **Abide by media content expectations.** Parents/guardians should work in concert with teachers and administrators to set expectations for appropriate apps, content, music, videos, games, and etexts on your Chromebook. The following are NOT allowed on student Chromebooks: apps rated 17+ or ESRB M(ature), films rated R and NC-17, television shows with TV-MA-rated content, and media rated Explicit Content. Inappropriate content

is not allowed and any violation of this policy will result in disciplinary action. Unauthorized Use of Electronic Devices, Levels 2 to 4.

- **Keep browsing safe and through the school filter.** The District's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the District's Internet filter, in accordance with all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy, and are in violation if they access sites through proxies or otherwise circumvent the school filter. At home it is the parents' and guardians' responsibility to monitor students' Internet access. For more information on Internet safety, apps, and ratings, please check the guides at commonsensemedia.org.
- **Turn down the volume and pull out the headphones.** Speakers are to be muted at all times, unless you are granted permission by your teacher for instructional purposes. You may also use headphones at teacher discretion.
- **Leave the District-loaded apps on your Chromebook.** Do not delete any District-loaded apps, folder, files, or file management software. Deletion of certain files or apps will interfere with your ability to complete coursework.
- **Avoid eating and drinking while using your Chromebook.** Firstly, eating and drinking is bad for your personal hygiene because germs are more likely to be spread from the keyboard to your mouth. Secondly, doing so puts your Chromebook at risk to crumbs and spills that can do permanent damage to the function and life of your device. This is considered abuse.
- **Never leave your Chromebook unsecured.** Your Chromebook should never be in an unlocked locker, car or any unsupervised area or visible from outside of the vehicle (when temporarily leaving it in a vehicle when exiting the vehicle it should be stored in the trunk or locked compartment not visible from outside of the vehicle). This is considered abuse.
- **Never leave your Chromebook exposed to extreme elements.** Chromebooks are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp or wet should be avoided. This is considered abuse.
- Notify IT support, teachers, or administration if your Chromebook has a problem. Whether your Chromebook is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. Never try to repair your Chromebook yourself. Clean only with a dry or slightly damp cloth.
- Avoid placing or dropping heavy objects on the top of the Chromebook.
- Chromebooks do not like excessive heat or cold. They should not be exposed to over 100 degrees or under 32 degrees. They should never be left in cars overnight.

- Do not block air flow when the device is on. While your Chromebook does not get overly hot as a traditional laptop might, it does need to breathe, just like you.
- Keep your Chromebooks in the case provided for you when not in use.
- Do not carry your Chromebook while the screen is open.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid. (e.g. pens, pencils, or disks).
- Never use any product containing any alcohol, ammonia, or other strong solvent to clean your Chromebook.
- Recommended Cleaning Solution and Steps: Lint free microfiber, towels, chamois, or some other very soft cloth are to be used. Never use paper towels or tissues as they scratch the screen. Never apply any screen cleaning solution directly to the Chromebook screen.
- Wipe the cleaning cloth against the screen of the Chromebook in a circular and consistent motion. Rapid circular movements tend to eliminate streaking. Ensure that you apply even pressure to the cloth but not so much as to cause damage to the screen.

NO EXPECTATION OF PRIVACY

No one should have any expectation of privacy or confidentiality with regard to any usage of a Chromebook issued by the District, regardless whether the usage happens for school-related purposes or not. During school hours, without prior notice of consent, the District may access, supervise, view, monitor and record student use of Chromebooks at any time for any reason related to the operation of the District. Chromebook browsing history is always logged. From time to time, the District may conduct random checks of Chromebooks and inspect their contents and condition. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks at school during school hours or at home during classroom sessions.

Files Downloaded onto Chromebooks

All images, documents, files, and apps downloaded onto the Chromebook become the property of the Southmoreland School District as allowable by law.

INCIDENT ASSESSMENT CHART

Incident	Action(s) Necessary	Cost
<p>Accidental Damage of Chromebook, Adapter or Power Cord (1st Instance)</p>	<p>A report must be made immediately to the Building Principal who will be responsible to record the incident. The device must be returned to school so that a new or spare device may be issued.</p>	<p>Cost of repair or replacement will be assessed.</p>
<p>Accidental Damage (2nd Instance and subsequent instances) More than one (1) occurrence of loss, theft or damage in a school year.</p>	<p>A report must be made immediately to the Building Principal who will be responsible to record the incident. The device must be returned to school so that a new device or spare device, however, a spare device may not be issued for a 2nd break. The student may be required to wait until the original device is returned from service before having use of a Chromebook. Some loss of privileges of using the Chromebook may occur such as the following:</p> <ul style="list-style-type: none"> -limiting participation in the Chromebook program -may not be permitted to take the device home <p>This may also result in a referral for disciplinary action.</p>	<p>Student or parent/guardian pays for repair or replacement cost, whichever is lesser will be assessed.</p>
<p>Intentional Damage/Abuse</p>	<p>Upon notification or administration's knowledge of an incident of intentional damage or abuse, the device must be returned to the Building Principal. Deliberate damage will be referred to the administration. Applicable Board policies and/or school building policies will be followed with regard to appropriate discipline for damage to school property.</p>	<p>Up to replacement cost.</p>
<p>Loss / Theft Unless person(s) responsible for a theft are identified, the incident will be considered a loss.</p>	<p>A report must be made immediately to the Building Principal- In the event of theft or non-return, a police report will be filed.</p>	<p>Replacement cost</p>

**SOUTHMORELAND SCHOOL DISTRICT
CHROMEBOOK DAMAGE REPORT**

Name: _____

Passcode to unlock unit: _____ **Asset Tag #** _____

Building: _____ **Grade:** _____

Date _____

Description of Damage (include how the damage occurred)__

Student

Signature: _____ **Phone:** _____

Parent Guardian

Signature: _____ **Phone:** _____



Official Use Only:

Damage Caused by:
Student or Parent/Guardian
Yes _____ No _____

Damage or Malfunction
Caused by machine Malfunction
Yes _____ No _____

Resolution/Action:

Signature of School Official: _____

Date: _____