

**CHROMEBOOK HANDBOOK
GENOA-KINGSTON HIGH SCHOOL
May 18, 2016**

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APPENDIX A

GKHS HANDBOOKS SIGN-OFF SHEET

GKHS is providing the opportunity for your child to have a Chromebook this year for use. As a result, this handbook is being provided to you and your child to explain the responsibilities and requirements of using a GK District Chromebook.

1.0 Receiving and Returning a Chromebook

1.1 Receiving a Chromebook

- a. Each student will receive a Chromebook and AC charger on Tuesday, August 16th during his/her 2B class.
- b. Parents/guardians and students must sign and return the *GKHS SIGN-OFF SHEET* no later than Friday, August 19th.
- c. Chromebooks will be labeled in a manner specified by GK; this will include the serial number. Labels may not be removed from the Chromebook.
- d. The Chromebook and District issued email account are the property of the GK and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported e-mail service.

1.11 Does my child have to accept a Chromebook?

The utilization of Chromebooks is part of our daily school process. Students are required to take a school issued Chromebook. Clearly we are making a move to have technology be an integral part of your student's education and will require that your student have the appropriate technology at school to support his/her learning. This is why we will not be allowing your student to opt out of receiving a Chromebook. Every student will be provided with the tools necessary to support the integration of technology into the learning process at GKHS.

1.2 Transfers into GKHS/New Student Distribution

All transfers/new students will be able to pick up their Chromebooks within the first 10 days of their arrival. Both students and their parents/guardians must sign the *GKHS HANDBOOKS SIGN-OFF* within 3 days of picking up their Chromebook.

1.3 Transferring out of GKHS/Withdrawing Students

Students who transfer out of or withdraw from GKHS must turn in their Chromebooks and cases to the main office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$230.00 replacement cost. Unpaid fines and fees of students leaving GKHS may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency. A "not in good standing" Illinois State Board of Education report will be forwarded to the student's receiving school.

1.4 End of Year

At the end of the school year, students will turn in their Chromebooks and cases. Failure to turn in a Chromebook will result in the student being charged the approximately \$230 replacement cost. The District may also file a report of stolen property with the local law enforcement agency. All Chromebooks will be turned in at the end of the school year; they cannot be taken home for the summer.

2.0 Chromebook Safety

2.1 Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by GK. Chromebooks that are broken or fail to work properly must be given to the building office staff for an evaluation of the equipment. Care must be taken to protect the screen. **Students are responsible for anything done using their assigned Chromebook or their login.** Chromebooks are the property of the GK and all users will follow these procedures and the *G-K HIGH SCHOOL CHROMEBOOK POLICY HANDBOOK*.

2.2 Carrying Chromebooks

The Chromebook must be protected by a cover at all times. Nylon drawstring bags are insufficient protection for the Chromebooks, and will not be accepted. Chromebook covers can be purchased in the High School Front Office for \$13. Students may purchase their own if they wish, but students will be required to have a case on their Chromebook.

3.0 Chromebook Use Requirements

3.1 Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

3.2 Chromebooks Left at Home

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present. A one day (1) loaner may be provided on a first come, first serve basis. These loaners must be picked up from the Learning Center, with a driver's license or deposit.

3.3 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school.

3.4 Charging the Battery

- a. *Chromebooks must be brought to school each day in a fully charged condition.* An AC charger will be issued to the student for charging at home. **There will be a limited number of unsupervised charging stations in classrooms available to students on a first come, first serve basis. Students who have more than 3 instances of uncharged Chromebooks in a semester may be subject to a detention.**
- b. Repeated violations of this procedure will result in appropriate consequences.

3.5 Screensavers/Background photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including, but not limited to, pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.

3.6 Sound, Music, Games, Apps

- a. Sound must be muted at all times, unless permission is obtained from the teacher for instructional purposes.
- b. **Students MUST provide their own headsets/earbuds.**
- c. Music is only allowed on the Chromebook at the discretion of the teacher.
- d. All software/apps must be district provided. Data storage will be through apps on the Chromebook, i.e., Google Docs, Notepad, etc.
- e. Internet games are not allowed on the GK Chromebooks.

3.7 Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capacities. As with all devices, camera use is prohibited at school, unless specifically assigned by a teacher.

3.8 Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home.

3.9 Chromebook Covers

Covers are required. Students can purchase from the office or purchase on their own. Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of GK Schools. Spot checks for compliance can be done by administration at any time.

4.0 Chromebook Replacement Claims/Costs

4.1 Claims

- a. All insurance claims must be reported to GK Administration.
- b. Failure to report a missing Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

4.2 Replacement costs of the Chromebook and accessories

Chromebook: \$230 AC Charger: \$30

5.0 Using Your Chromebook at School

5.1 Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

5.2 Managing and Saving Your Digital Work with a Chromebook

- Google Drive will be the main source of storage and course work.

5.3 Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the *GKHSCHROMEBOOK POLICY HANDBOOK*, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks.

6.0 No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

7.0 Operational Issue with your Chromebook

7.1 Operating System and Security

Students may not use or install any operating system on their Chromebook.

8.0 Parent, School, and Student Responsibilities & Expectations

8.1 Parent/Guardian Responsibilities

- Talk to your child about values and the standards that your child should follow on the use of the Internet, just as you do on the use of all media information sources such as television, telephones, movies, and radio.

- Become increasingly active participants by asking your child to show you what sites they are navigating to and/or what apps are being used and how they work.
- The following resources will assist in promoting positive conversation(s) between you and your child regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.
 - NetSmartz: <http://www.netsmartz.org/Parents>
 - CommonSense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>
- Ensure that siblings and other family members are not using the device for personal use.

8.2 School Responsibilities

- Provide Internet and Online Course Materials access to its students during the school day. Provide learning opportunities during the school day.
- Provide Internet filtering and blocking of inappropriate materials as able.
- Chromebooks will be treated similar to the policy surrounding school lockers. GKHS reserves the right to review, monitor, and restrict information stored on or transmitted via GK School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

8.3 Student Responsibilities

- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to technology use, as outlined in the GKHS Student Handbook.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid GKHS in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the GK Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline outlined in GKHS Student Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- Returning their Chromebook to the **Library Media Center** at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at GK Schools for any other reason must return their individual school Chromebook and other peripherals on the date of termination. If the Chromebook is not returned, a State Board of Education student transfer form will indicate the student is not in good standing.
- Monitoring all activity on their GK School account(s).

8.4 Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their Chromebook. GKHS reserves the right to modify this list at any time. Students may be subject to discipline action if violations occur.

- Illegal installation or transmission of copyrighted materials.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of messaging services-EX: MSN Messenger, ICQ, etc.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing Chromebook settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming-Sending mass or inappropriate emails.
- Using the Internet to access personal (non-school related) accounts - i.e. non-school provided e-mail accounts (Yahoo, Hotmail), Facebook, other social media sites, etc.
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Sending anonymous or misleading communications for any inappropriate purpose via any means.
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- YouTube is accessible for educational purposes; it should not be used for entertainment purposes.
- PeertoPeer (music file sharing) software is prohibited.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients. Downloading or playing **Games and Music** is prohibited during school hours. These types of files are very resource intensive and may take a heavy toll on the Chromebook itself and the school's network.
- Any action that violates an applicable existing or future Student Handbook Policy or Board of Education policy and any applicable State or Federal laws dealing with students and cyber access/use.

9.0 Actions Requiring Disciplinary Actions

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to: after-school detentions, Saturday detentions, In-School Suspensions, and Out-of-School Suspensions.

Examples of conduct warranting disciplinary action include, but are not limited to, the following:

- Loaning of student device to other students inside and outside of school.
- Leaving Chromebook at home. Lack of preparation for classes.
- Downloading unapproved apps without receiving permission.

- Leaving Chromebook unattended.
- Deleting school installed settings from a Chromebook.
- Lack of adequate care for Chromebook, case, charger, etc.
- Resetting Chromebook to factory defaults.
- Placing the Chromebook in developer mode.
- Adjusting settings on someone else's Chromebook.
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under personal Google account to download purchased apps for yourself or another student(s).
- Failure to utilize protective cases when the Chromebook is not in use or when the device is being carried in the hallway.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.

9.1 Levels of Discipline

Level 1: Detention

- Loaning of student device to other students inside and outside of school.
- Leaving Chromebook at home. Lack of preparation for classes.
- Leaving Chromebook unattended.
- Lack of adequate care for Chromebook (case, charger, etc.).
- Adjusting the settings on someone else's Chromebook.
- Failure to use a protective case when the Chromebook is not in use or when the device is being carried in the hallway.
- YouTube is accessible for educational purposes; it should not be used for entertainment purposes.

A Level 2 offense includes the acts listed below and/or receiving repeated Level 1 offenses.

Level 2: Saturday Detention

- Downloading unapproved apps without permission.
- Deleting school installed settings from Chromebook.
- Resetting Chromebook to factory defaults without permission.
- Placing the Chromebook in developer mode.
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under a personal Google account to download purchased apps for yourself or another student.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.
- Giving out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, ebay, email, etc.
- Using PeertoPeer (music file sharing) software.
- Using social networking applications and sites, such as Twitter, Facebook, Pinterest, Craigslist, etc. during school hours without permission from a teacher.
- Downloading or playing games and music is prohibited during school hours. These types of files are very resource intensive and may take a heavy toll on the Chromebook itself and the school's network.

A Level 3 offense includes the acts listed below and/or receiving repeated Level 1 and/or Level 2 offenses.

Level 3: ISS

- Illegal installation or transmission of copyrighted materials.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms and/or sites selling term papers, book reports, and other forms of student work.
- Using messaging services such as MSN Messenger, Skype, ICQ, etc.

- Changing ChromeBook settings other than personal settings such as font size, brightness, etc.
- Spamming - Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Sending anonymous or misleading communications for any inappropriate purpose via any means.
- Transmission of or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.

Level 4: Out of School Suspension

- Use of the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

10.0 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) and Internet connection, will have Internet activity filtered. **Despite the filter, the District cannot guarantee that all controversial or inappropriate materials will be blocked.**

11.0 Cyberbullying

Cyberbullying is strictly prohibited and will be dealt with according to our student handbook.

12.0 User Terms and Conditions

The use of GK SCHOOL DISTRICT 424 technology resources is subject to the following terms and conditions:

- The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Genoa-Kingston District 424 along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the users in the school environment.
- User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.

**GKHS Handbooks Sign-Off Sheet
2016-2017**

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
 - I will never leave my Chromebook unattended in an unsecured or unsupervised location.
 - I will never loan out my Chromebook to other individuals.
 - I will charge my Chromebook's battery to full capacity each night.
 - I will keep food and beverages away from my Chromebook since they may cause damage to the device.
 - I will not disassemble any part of my Chromebook or attempt any repairs.
 - I will use my Chromebook in ways that are appropriate for education.
 - I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
 - I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Genoa-Kingston School District.
 - I will follow the policies outlined in the GK Chromebook Policy Handbook and the District Acceptable Use Policy while at school, as well as outside the school day.
 - I will file a report with the school office in case of theft or damage.
 - I will be responsible for all damage or loss caused by neglect or abuse.
 - I agree to pay the full replacement cost of my Chromebook and power cord/charger, in the event that any of these items are lost or damaged.
 - I agree to return the Chromebook and power cord/charger in good working condition at the end of each school year.
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- **I have received a copy of the insurance option. I understand that Worth Ave. Insurance is not affiliated with GK schools, but provides my family coverage should accidental breakage occur.**
 - **I acknowledge the location of the Chromebook Handbook on the school's website and have read its contents.**
 - **I acknowledge the location of the Student Handbook on the school's website and have read its contents.**
 - **I acknowledge the location of the Extra-Curricular Handbook on the school's website and understand that I am responsible for reading it if my child participates in extra-curricular activities.**

Student Name:

(Please Print)

Student Signature:

Parent Signature:

Chromebook Barcode:

Date:

Grade