

Fabius-Pompey Central School District (FPCSD)

--Home of the Falcons--

High School
Middle School
& Elementary School

Parent/Guardian-Student-Teacher Chromebook & iPad
Handbook

Fabius-Pompey Central School District
*Chromebook and iPad Policy, Procedures,
and Information*

FPCSD High/Middle School 1:1 Student:Chromebook Initiative

Research has demonstrated that increasing student access to technology through 1:1 computing improves student engagement and increases student achievement. The focus of the 1:1 computing initiative at FPCSD High and Middle Schools is to provide contemporary tools and resources to the 21st Century Learner and Teacher. With the use of these tools, our students and teachers will have the skills and confidence to integrate technology into their future and will be better prepared for today's challenges and tomorrow's success.

Chromebooks are time-tested and widely-adopted learning tools for 21st century students and teachers. Chromebooks empower students to maximize their full potential and prepares them for college and careers. This technology opens the classroom to digital textbooks and books; learning apps, and productivity, study, communications, presentation and assessment tools. Effective teaching and learning with Chromebooks integrates technology into the curriculum in any subject, at anytime, and in anyplace.

Grade 12 Teachers received Chromebooks in the spring of 2016 for summer professional development. In the Fall of 2016, grade 12 students received a Chromebook for their use at home and in school. The adoption of Google Applications for Education and Google Classroom and the wealth of internet resources provided the framework for supporting a transition to digital learning, and teaching.

Grade 8-11 Teachers received Chromebooks in June of 2017 for summer professional development. In the Fall of 2017, grade 9-12 students will receive a Chromebook for their use at home and in school. Students in grade 8 will be 1:1 with a Chromebook for their use at school.

Grade 6-7 Teachers will receive Chromebooks by June of 2018 for summer professional development. In the Fall of 2018, grade 6-7 students will be 1:1 with a Chromebook for their use at school.

FPCSD Elementary School's Chromebook Initiative

The Elementary School is transitioning to a 1:1 technology program over three years. iPads and Chromebooks are each being used. The use of iPads in grades K-2 and Chromebooks in grades 3-5 empowers students to maximize their full potential and prepares them for success in school, college and career. This technology opens the classroom to access to digital textbooks and books; learning apps, and productivity, study, presentation and assessment tools. Effective teaching and learning with iPads and Chromebooks integrates technology into the curriculum in any subject, at anytime, and in anyplace.

In the Fall of 2016 each grade K-2 classroom received 5 iPads. Educational APPs and Internet resources provided a framework for iPad integration into K-2 lesson plans. Over 100 Educational APPs have been used in the first year.

In the Fall of 2016 each grade 3-5 classroom received 5 Chromebooks. The adoption of Google Applications for Education and Internet-based education resources provide a frame for Chromebook integration into 3-5 lesson plans, dozens of education websites from digital.readworks.org to khanacademy.org and coolmath-games.com are being used for learning and teaching.

In the Fall of 2017 each grade K-2 classroom will receive another 5 iPads and each grades 3-5 classroom will receive another 5 Chromebooks. In addition each Third Grade will get an additional 10 Chromebooks and become FP's first 1:1 student:computer Elementary grade level.

In the Fall of 2018 and again in the Fall of 2019 additional iPads and Chromebooks will be provided to grades K-2 and 4-5 so that all become 1:1 student:computer classrooms.

Additional Guidelines for High & Middle School Chromebooks

High and Middle School Chromebook Distribution

Next Fall, Chromebooks will be distributed to students in grades 8-12 during their English class in the beginning week of school and students will return them to the district in June at the end of the school year.

Parents & students are expected to understand FPCSD's Technology related Policies:

- Guidelines For Internet Access Policy 7370, and the
- Internet Safety/Internet Content Filtering Policy 7371, and the
- Student Use of Computerized Information Resources Policy 7372, and the
- Electronic Communications By Students Policy 7380 .
- Parents please review these policies with your student(s). These policies can be found on pages 685-701 of the Board of Education Policy Book.

Chromebook supplies like Headphones, Earbuds or a stylus will not be provided and will be treated as a school supply for students to select and supply themselves.

Chromebook Check-in for High School Students

Each June Student Chromebooks must be returned to the school district so they can be serviced over the summer and prepared for the next school year. Students who graduate early, withdraw, transfer, are suspended or expelled, or terminate enrollment at FPCSD for any other reason must return their individual school Chromebook on or before the date of termination. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment at FPCSD, that student may be subject to criminal prosecution or civil liability. The student/guardian may also be responsible to pay for the replacement cost of the Chromebook, or, if applicable, any insurance deductible. Failure to return the Chromebook may also result in a theft report being filed with the County Sheriff's Department.

Taking Care Of Your HS\MS Chromebook

You, the student, are responsible for the general care of the Chromebook that has been issued to you by FPCSD. You are NOT to loan the device out to anyone. Please do not affix stickers or deface the Chromebooks in other ways nor remove district inventory tags. Chromebooks that are broken or fail to work properly must be returned to the Library as soon as possible for an evaluation of the equipment.

General Precautions

The Chromebook is purchased by and subject to the policies of both FPCSD and BOCES. You, the student, are accepting responsibility for any damage to the device that you cause or could have controlled. You may be responsible for any repair costs if the device is damaged due to

misuse, accidents, modifications, unsuitable physical or operating environments, or improper maintenance. This type of damage may include, but is not limited to: screen damage (cracks, scratches, etc.); liquid damage caused by spills; damage from foreign material inside the system; shock from misuse or drops; handling a Chromebook in a manner that can lead to damage of equipment (such as dropping the Chromebook onto a hard surface); pushing on the screen of a Chromebook, downloading or installing potentially hazardous files.

- No food or drink is allowed near, next to, or on your Chromebook.
- Cords, cables, and removable devices must be inserted or removed carefully with the Chromebook.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the school district.
- School inventory tag labels and manufacturing labels shall never be removed from the device.
- Chromebooks must never be left in an unlocked car or locker, or any unsupervised area. Chromebooks should not be left in view even in a locked car. Don't tempt thievery!
- Students are responsible for charging their Chromebook's battery for school each day.
- Problems with the Chromebook should be reported immediately to your library. Students should not attempt to restore or fix the Chromebook.
- Chromebooks should not be left in the sunlight for an extended period of time.

Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not place the Chromebook unattended on a table, desk, or any other surface where it could be accidentally knocked down onto the floor.
- Only clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, as this may break the screen.
- Never place the Chromebook on the floor where someone may step on it.

Using Your Chromebook At School

The primary purpose of the Chromebook is for school work. Chromebooks are intended for use at school each day. Chromebook storage must be managed with this in mind. Students are responsible for bringing their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

Chromebooks Left at Home

If students leave their Chromebook at home, they are still responsible for completing the required course work as if they had their Chromebook present. If a student repeatedly leaves their Chromebook at home, they may be required to "check out" their Chromebook from the

library every day for a length of time to be determined by their principal.

Chromebook Repair

Students should bring their Chromebooks to the school library when a repair may be needed.

Charging Your Chromebook's Battery

Students are responsible to charge their Chromebook sufficiently for each school day. The Chromebooks must be brought to school each day in a sufficiently charged condition. If a charge is needed at some point throughout the day, students should see their teacher for instructions. If a student repeatedly neglects to keep their device charged they may be required to "check out" their Chromebook from the library every day for a length of time to be determined by the principal.

About Sound, Music, Games, and APPs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Pre-approved software/Apps will be provided by the district. Data storage will be available through Apps on the Chromebook; the school's Google Domain, and through school provided Google email.
- Earphones or earbuds are encouraged but not supplied.

Printing

FPCSD is actively seeking to reduce the amount of printing done and Chromebooks can help! Printing will not be available directly from the Chromebooks. Items can be sent to a student or teacher email address and printing *when essential* can take place at the discretion of the email recipient from a district computer. Items can also be shared via Google Docs.

****** Devices will be monitored for inappropriate use. ******

Saving Data

Students are responsible for saving or backing up their own files. It is recommended students e-mail documents to themselves for backup. Students may also use provided Apps for cloud storage. Students are encouraged to save Chromebook work to Google-drive or by emailing the work to your FPCSD email account.

Network Connectivity

Best efforts are in place to ensure consistent network connectivity within the district but the district makes no guarantee that their network will be up and running 100% of the time as damage or accidents and natural disasters can occur. In the rare case that the network is down,

the FPCSD District will not be responsible for inaccessible, lost or missing Apps, content, or data.

Right of Inspection

Student Chromebooks may be selected at random for inspection and verification of compliance. Inspections can occur remotely or be done by collecting selected Chromebooks from students.

Acceptable Use

The use of the FPCSD's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the FPCSD is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled. The same Acceptable Use Policies in place for the district computers will also apply to the Chromebooks::

- Guidelines For Internet Access Policy 7370, and the
- Internet Safety/Internet Content Filtering Policy 7371, and the
- Student Use of Computerized Information Resources Policy 7372, and the
- Electronic Communications By Students Policy 7380 .
- These policies can be found on pages 685-701 of the Board of Education Policy Book.

These policies includes the following:

- *Chromebooks, including all related equipment (includes internet access) are provided only for authorized FPCSD use.*
- *FPCSD Chromebooks and other technical resources including accounts may be monitored for all lawful purposes including to ensure their use is authorized, for management of the system, and to verify security procedures.*
- *During monitoring, information may be examined, recorded, copied, and used for all lawful purposes.*
- *Evidence of unauthorized use collected during monitoring may be used for adverse actions.*
- *USE OF FPCSD Chromebooks, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING.*

FPCSD policies and this Handbook are provided to guide users awareness of the responsibilities associated with efficient, ethical, and lawful use of all FPCSD technology resources, including Chromebooks. If a person violates any of the User Terms and Conditions, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate

disciplinary action may be applied.

The FPCSD School District's Student Code of Conduct may be applied to student infractions. Violations may result in disciplinary action up to and including suspension / expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities

Talk to your children about the values and the standards that your children should follow when using technology like the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Monitor the use of the Chromebook and Internet when students are at home as you would any other technology or media content.

Internet use "rules" will be different for each family and each child. Here are example questions that parents might consider for creating a "family contract" with your own children:

- I will talk with my students about the rules for using the Internet, including where they can go, what they can do, when they can go online, and how long they can be online.
- Parents please review with your student(s): Students should never give out personal information such as their home address, telephone number, their parents' work address or telephone number, credit card numbers, or the name and location of their school without their parent's' or teacher's permission.
- Parents please review with your student(s): Students should always tell their parents immediately if they see or receive anything on the Internet that makes them feel uncomfortable or threatened, including e-mail messages, Web sites, or even anything in the regular mail from Internet friends.
- Parents please review with your student(s): Students should never agree to a face-to-face meeting or telephone conversation with anyone they "meet" online without first obtaining parental permission.
- Parents please review with your student(s): Students should never send pictures of themselves or other family members to other people through the Internet or regular mail without first checking with their parents or teachers.
- Parents please review with your student(s): Students should not create a personal Website or social media account without first obtaining parental and/or teacher permission.
- Parents please review with your student(s): Students should never give out their Internet passwords to anyone (even their best friends) other than their parents.

- Parents please review with your student(s): Students should not do anything online that could hurt other people or that is against the law.
- Parents please review with your student(s): Students should follow all the above rules while on any computer, e.g., at home, at a friend's house, at school, at the library, etc.
- Parents please review with your student(s): Students agree to all of the above rules. They understand that breaking even one of the above rules may result in loss of Internet privileges, as well as other consequences.

Additional Safe Internet Resources:

- SafeKids.com (including links to Guidelines for Parents, etc.)
- SafeTeens.com (including links to Guidelines for Parents, etc.)
- <http://www.getnetwise.org/> (A parent and kid friendly internet safety site)
- <http://www.staysafeonline.org/> (Designed for parents and teachers.)
- <http://www.i-safe.org/> (An excellent educator's resource site on internet safety.)
- <http://onguardonline.gov/> (The site includes multimedia games, quizzes, and videos concerning internet safety and consumer awareness. The site is informative and well thought out.)

School Responsibilities

- Provide Internet and Email access to its students.
- Provide Internet filtering of inappropriate materials as required by the Children's Internet Protection Act, and The Dignity for All Students Act (DASA).
- Provide cloud data storage areas via Apps, such as Google Apps (Gmail and G-drive). These will be treated similar to school lockers. FPCSD reserves the rights to review, monitor, and restrict information stored on or transmitted via FPCSD accounts and FPCSD equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the "Acceptable Use Policies":
 - Guidelines For Internet Access Policy 7370, and the
 - Internet Safety/Internet Content Filtering Policy 7371, and the
 - Student Use of Computerized Information Resources Policy 7372, and the
 - Electronic Communications By Students Policy 7380 .
 - These policies can be found on pages 685-701 of the Board of Education Policy Book.

Students Responsibilities

- Use computers/devices/accounts in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication when using school resources like Chromebooks, Computers and Google accounts.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to: the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via FPCSD’s designated Internet System is at your own risk. FPCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help FPCSD protect our technology resources by contacting a teacher or the Principal about any security problems they may encounter.
- Monitor all activity on your student account(s) and report any suspicious changes that may suggest someone else has unauthorized access to your account.
- Students should always turn off and secure their Chromebook after they are done working to protect their work and information.
- When students are not using their Chromebooks, they should be stored safely and securely. This means lockers must be locked appropriately. Nothing should be placed on top of the Chromebook when stored in the locker. Students are encouraged to take their Chromebooks home every day after school. Chromebooks should not be stored in a student’s vehicle at school or at home.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she should report it immediately to their teacher or Principal.

Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Plagiarism, including accessing sites selling term papers, book reports and other forms of

student work

- Unauthorized messaging services, or use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger, etc.
- Unauthorized Internet/Computer Games
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, data, Chromebook settings
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use or possession of hacking software
- Students are not allowed to give out personal information, for any reason, 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
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the FPCSD web filter

Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebook batteries must be charged sufficiently and ready for school each day. Only labels or stickers approved by the FPCSD School District may be applied to the device.
- Chromebooks that malfunction or are damaged must be reported to the Library. The school district will be responsible for repairing Chromebooks that malfunction.
- Chromebooks that have been damaged from student misuse, neglect or are accidentally

damaged will be repaired. The cost of the repair may be incurred by the student.

- Chromebooks that are stolen must be reported immediately to the main Office and the Police Department. Chromebooks that have been stolen will be replaced pending the receipt of a police report. The student/parent will be responsible under the terms referenced in this document.
- Chromebooks that are damaged due to fire, flood, or other natural disasters must be reported immediately to the main office. In this situation Chromebooks will be replaced pending an insurance claim. The student/parent will be responsible under the terms referenced in this document.
- Chromebooks that are misplaced or lost must be reported to the main office. Full replacement value may be due for lost Chromebooks.

Legal Propriety

- Plagiarism is a violation of the FPCSD Code of Conduct. 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. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.

Student Discipline

All disciplinary action will follow the same guidelines as described in the Code of Conduct. If a student violates any part of the above policy, additional disciplinary steps may be determined by the administration.

Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number, device name, and MAC Address
- FPCSD and/or BOCES inventory tag or barcode.

Storing Your Chromebook

When students are not using their Chromebooks, they should be stored safely and securely. Nothing should be placed on top of the Chromebook when stored in the locker. Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should not be stored in a student's vehicle at school or at home. If

a student needs a secure place to store their Chromebooks, they may check it in for storage with the school Library.

Repairing Or Replacing Your Chromebook

The FPCSD recognizes that with the implementation of the Chromebook initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and associated cost.

For each repair incident that occurs due to neglect or misuse the price to Parents will be:

- 1st Time- \$49
- 2nd Time- \$100 or the lesser cost of repair
- 3rd Time- Cost of Unit \$215
- Lost Chromebooks: full replacement value of the device will be due.
- Stolen Chromebooks : full replacement value of the device will be due as well as a copy of the Police report.
- Natural Disasters: no charge pending an insurance claim

All malfunctions and damage to any Chromebook must be reported immediately to the school Library. They will make a determination as to what the problem is and what the next recourse will be.

ADDITIONAL INFORMATION: In case of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST** be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided by the student or parents to the principal's office in a timely manner.

9. FPCSD Student Pledge for Chromebook Use

1. I will take good care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook battery daily.
6. I will keep food and beverages away from my Chromebook since they can cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will use my Chromebook in ways that are appropriate, meet FPCSD expectations and are educational.
9. I will not place decorations (such as stickers, markers, etc.) on the Chromebook. I will not deface the serial number Chromebook sticker on any Chromebook.
10. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the FPCSD District.
11. I will follow the policies outlined in this Handbook, the School Code of Conduct, and the Acceptable Use Policies while at school, as well as outside the school.
12. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to return the District Chromebook and power cords in good working condition.