Coventry One-to-One Chromebook Handbook

Coventry Local Schools

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OVERVIEW

The mission of the one-to-one program in Coventry Local Schools is to create a collaborative learning environment for all learners. This environment enables and supports transformative uses of technology while enhancing students' engagement with content. This collaborative learning environment promotes the development of self- directed, responsible, lifelong learners and users.

DEVICE PURPOSE

Coventry Local Schools (CLSD) views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. An effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers.

Students need to be proficient and safe users of information, media, and technology to succeed in a digital world. Therefore, the CLSD will use electronic resources accessed on Chromebooks and other digital devices as powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways.

It is the Coventry Local Schools goal to provide students with rich and ample opportunities to use technology for learning in schools just as individuals in workplaces and other real-life settings use these tools.

When signing the district Acceptable Use Policy (AUP), you acknowledge that you understand and accept the information in this document.

PARENT INFORMATION

PARENT / GUARDIAN RESPONSIBILITIES

CLSD makes every effort to equip families with the necessary tools and information to ensure safe use of digital devices in the home. **There are several responsibilities assumed by the parent/guardian.** These are outlined below.

LIMITATION OF LIABILITY

- While CLSD employs filtering, safety and security mechanisms and attempts to ensure their proper function, it makes no guarantee as to its effectiveness.
- CLSD will not be responsible, financially or otherwise, for unauthorized transactions conducted using the device.

ACCEPTANCE OF LIABILITY

- The student and/or parent/guardian is responsible for compensating the school district for repairs or replacement costs due to damage, loss, negligence, misuse and/or violating the AUP. **Chromebook charges are not considered 'waivable' and do carry over from year to year.**
- Therefore, it is highly recommended families purchase Chromebook insurance each school year.

MONITOR STUDENT USE

- The parent/guardian is responsible for monitoring student use outside of school. Parent/Guardian involvement is key for keeping students safe online.

SUGGESTIONS

- Investigate and apply parental controls available through your Internet Service Provider and/or your wireless router.
- Develop a set of rules/expectations for electronic device use at home. Some Websites provide parent/child agreements for you to sign.
- Only allow electronic device use in the common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request that they show you his/her work often.
- Ask to view your child's Google Drive to check on work progress.
- Turn off your home Wi-Fi at appropriate times. Many of the Chromebook and other device features require an Internet connection to function. When offline, the Chromebook can access Google Docs office suite and not much more. Turning off your home Wi-Fi at night can prevent late night YouTube sessions or chatting with friends at inappropriate times.

OHIO'S SENATE BILL 29 (SB 29) AND WHAT PARENTS NEED TO KNOW

- Ohio's Senate Bill 29 (SB 29) addresses student data privacy and establishes guidelines for the use of student data by educational technology companies. The bill mandates that school districts, including those providing one-to-one devices like Chromebooks, must ensure that the personal data of students is safeguarded.
- For parents, it is essential to understand that the district will only use student data for educational purposes and that strict measures are in place to prevent misuse or unauthorized access to this information.
- Parents should feel confident that the district is committed to maintaining the highest standards of data privacy. If you have any concerns or wish to learn more about how your child's information is being protected, please contact the district's technology department.

STUDENT INFORMATION

CHROMEBOOK DISTRIBUTION

Student Chromebooks and chargers will be distributed to all middle school and high school students at the beginning of each school year. Students are expected to come to school with their Chromebooks **fully charged** each day.

STUDENT RESPONSIBILITIES

CLSD students and families must understand that:

1. Users of the CLSD network and equipment, including the 1:1 Chromebook, must comply at all times with the district Acceptable Use Policy (AUP).
2. Devices are loaned to students and remain the property of the CLSD.
3. Users are accountable to school, district, local, state, and federal laws.
4. Device and network use must support education.
5. Students and families must follow all guidelines set forth in this document and the AUP.
6. Rules and guidelines are in effect before, during, and after school hours, for all CLSD electronic devices whether on or off the school campus.
7. Files stored on the CLSD equipment or network are the property of the district and are subject to regular review and monitoring.
8. CLSD staff reviews and monitors all activity on the network for responsible use. Internet history and e-mail checks may occur at the discretion of CLSD staff.
9. The term "equipment" or "technology" refers to Chromebooks, batteries, power cord/chargers, cases or other digital devices assigned to students. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school-issued calculator.
10. Students are expected to keep the devices in good condition. Failure to do so may result in student fines for repair or replacement.
11. Students are expected to report any technical issues, device damage, or loss to the designated area/person in each building no later than the next school day.
12. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
13. Students are expected to notify a teacher immediately if they come across any information, image, or message that is inappropriate, dangerous, threatening, or makes them feel uncomfortable.
14. All users are expected to follow existing copyright laws.

15. Students may only log in under their assigned username. **Students may not share their password with other students.**
16. Students may not loan their device or components to other students or family members for any reason. Students who do so are responsible for any lost or damaged components.
17. Each Chromebook is identified electronically and associated to an individual student.
18. All students have access to Google Drive to save documents.
19. Any failure to comply with the guidelines set forth in this document or the district AUP may result in disciplinary action. CLSD staff may remove a user's access to the network and/or disable the device without notice at any time if the user is engaged in any unauthorized activity.
20. CLSD staff reserves the right to repossess district-owned equipment at any time.
21. The AUP remains in effect for all devices that students choose to utilize on CLSD property in addition to the Chromebook.
22. Chromebook serial numbers and student information will be recorded for monitoring purposes.
23. Technical support will not be provided for devices that are not owned by the district.
24. Technical support is only available during school hours.

AUDIO & SOUND
While in school, the sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds/headphones may be used in the classroom based upon individual teacher approval.

SECURITY REMINDERS
- Students are required to use their school account user ID and password to protect their accounts and are required to keep their password confidential.
- Do not share logins or passwords (Exception: students may share passwords with parents or guardians.)
- Do not develop programs to harass others, hack, bring in viruses, or change others' files.
- Follow Internet safety guidelines.
- Notify a teacher or staff member if you witness inappropriate discussions that could lead to cyberbullying, chain letters, harassment or intimidation.
- All unsecured equipment will be confiscated by staff and disciplinary actions may be taken.

APPROPRIATE CONTENT

All files and activities must be school appropriate. Inappropriate materials include explicit or implicit references to:
- Alcohol, tobacco, drugs, vaping
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

If inappropriate content is encountered during school hours, students are required to immediately notify a teacher or staff member. If inappropriate content is encountered during non-school hours, students are required to immediately notify a parent or guardian who will then notify school authorities during school hours.

CHROMEBOOK IDENTIFICATION AND PERSONALIZATION

Student devices will be labeled in the manner specified by the district. Devices can be identified based on serial number or inventory tag number. Do not remove or cover any identifying labels or markings.

Students are permitted to place **school appropriate** stickers on the Chromebook protective cases as long as all identifying labels or markings remain intact and visible at all times. Stickers are not permitted to be placed on the keyboard, screen or any other areas of the Chromebook not covered by the hard-plastic protective case. Stickers shall **not** be placed on devices that do not have a hard-plastic case.

Students are permitted to install approved school appropriate apps on their Chromebooks. If storage on the Chromebook becomes an issue, all school required applications have a priority and may require the students to uninstall other apps.

EXTERNAL DRIVES

All CLSD rules and guidelines apply to external drives (thumb drive, flash drive, etc.) plugged into a district-owned device. Saving files to Google Drive is the preferred method of data storage.

CHROMEBOOK EXCLUSION AREAS

Each building may have times or areas where Chromebooks are not permitted. The building principals will go over these areas with the student population.

VANDALISM OF CHROMEBOOKS

Vandalism of your own device or another student's device is considered abuse of school property. Intentional damage to school owned property will result in disciplinary action and/or a monetary fine. Examples; knocking a device out of another student's hand, pushing a device off of a desk; placing inappropriate stickers on another student's device or your own device.

CARE AND UPKEEP OF CHROMEBOOKS

GENERAL CARE
- Clean the screen with a soft, dry microfiber cloth.
- Never clean an electronic device with water.
- Stickers are not permitted to be placed on the keyboard, screen or any other areas of the Chromebook not covered by the protective case.
- Students are permitted to place school appropriate stickers on the Chromebook protective cases as long as all identifying labels or markings remain in-tact and visible at all times.

SUGGESTED CLASSROOM HABITS
- Use two hands to open the lid and carry the device.
- Close the lid before standing up.
- Don't pick up by the screen.
- Follow all directions given by the teacher.
- Center the device on the desk.
- Do not leave papers/pens/or other items inside the Chromebook.

LOCKERS AND STORAGE
- Never pile things on top of the device.
- Never leave the device on the bottom of the locker, storage area, or cubby.
- Be sure your locker is locked.

TRAVELING
- The Chromebook must remain in its case at all times (even during use); failure to do so may incur costs for repairs or will invalidate the accidental insurance protection* if optionally purchased.
- Never leave the device unattended for any reason.
- Do not leave the device in a vehicle.

CARE OF CHROMEBOOK
- Students are required to charge the device fully each night.
- Store the device on a desk or table - never on the floor! Leave the power cord/charger at home - you are responsible for lost or stolen chargers.

- Cords and cables should be carefully inserted/removed from device to prevent damage.
- Equipment should not be used in areas which may lead to damage or theft.
- Protect the device from:
  - Extreme heat or cold
  - Food and drinks
  - Small children
  - Pets

TROUBLESHOOTING PROCEDURES
Option 1: Student tries to fix the problem.
- Always try restarting the device as the first step in troubleshooting.
- Student may ask a teacher if he/she is available to help.

Option 2: Student takes device to the Media Center (MC) during scheduled hours and must have a pass from their teacher.
- Student returns to class with a loaner device.
- When the student's original device is ready to be picked up, the student will be notified.
- Student picks up device from MC during scheduled hours.

If the MC is closed, the student can continue to use his/her device (if possible) or work on paper.

WEBCAMS
All student Chromebooks and some other devices are equipped with a webcam. Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project.
- Recording yourself giving a speech and watching it for practice and improvement.

PRINTING
Students do not have the ability to print from their Chromebooks. We have designed our systems to share documents and information in a digital format. If a student chooses to print school work at home, we suggest using the following options:
- Save the file on an external drive (thumb/flash/usb) and use the home computer to print.
- Store the file in Google Drive and open it on a home computer to print.

DESKTOP BACKGROUNDS AND SCREENSAVERS
- Images set as the desktop background must be in line with the CLSD AUP.
- Inappropriate images may not be used as a desktop background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols may result in disciplinary action and/or loss of device privileges.

COPYRIGHT AND PLAGIARISM
- Students are expected to follow all copyright laws and CLSD policy on copyrighted works and research and publishing.
- Duplication and/or distribution of materials for educational purposes are permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC.)

DAMAGE OR NEGLIGENCE
- After investigation by school administration, if the device is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement.

SCHOOL-BASED DISCIPLINE
- Any violation of AUP, or any behavior deemed inappropriate, may be subject to the tiered discipline policy set forth by Coventry Local Schools at the discretion of school administration.

GENERAL INFORMATION

DEVICE RULES AND GUIDELINES
The rules and regulations are provided here so that students and parents are aware of the responsibility's that students accept when they use a district-owned device. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines may result in disciplinary action.

COMPLIANCE CHECKS
Compliance checks (reviewing email, Internet history, user profiles etc.) may be conducted on a student's computer at any time. These may be school-wide checks or conducted individually due to suspicion of inappropriate device usage.

EXPORTING GOOGLE ACCOUNT DATA
Google stores information that students create. Students that want to export data from their Google account need to use Google Takeout to download Gmail, Drive, and other Google App information.

CHROMEBOOK OPERATING SYSTEM

- Chromebooks run a modified version of the Chrome browser. It connects to Web resources, apps and extensions provided on the Internet. It does not run Windows or Macintosh software. When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system.
- Files are stored in the cloud, so there's no need to worry about lost work, though this does not apply to the Offline mode. Students may connect to a wireless system again to upload any changes.

CHROMEBOOK SECURITY

Two primary forms of security exist: Chromebook security and Internet filtering. Each of the Chromebooks has a security program installed on it. CLSD strives to strike a balance between the usability of the equipment and appropriate security to prevent the devices from being damaged or used to cause damage to the CLSD network. Security is in place on the Chromebook to prevent certain activities. These include downloading or installing software on the Chromebooks, removing software, changing system settings, etc.

INTERNET FILTERING AT SCHOOL

The CLSD maintains an Internet filtering software package. This program automatically filters all student access to the Internet.

INTERNET FILTERING AT HOME

The same school district filter will run when the students use the device at home, and will help ensure safe access to the internet. **Please note, however, that there is no better security tool than an involved adult.**

CHROMEBOOK IDENTIFICATION

Student devices will be labeled in the manner specified by the CLSD. Devices may be identified by the district asset tag, serial number, as well as individual user account name and password.

ONLINE TOOLS AND RESOURCES

Per the Children's Online Privacy Protection Act (COPPA), written parental permission must be given for students under 13 years of age to use certain tools and websites. CLSD may provide access to these educational resources on behalf of the parent/guardian, via the signed AUP, for educational purposes only. Parent/Guardian consent is inherently given to the CLSD to use student information for the purpose of utilizing online services, tools and Websites deemed educational by the CLSD. Google accounts will be given to all students utilizing Chromebooks. This is a requirement that gives students access to sign into the device and participate in communication with peers and staff for educational purposes. Students under 13 years of age ordinarily need parent

permission to have Gmail accounts, however Google allows CLSD to act as the parent's' agent and approve the accounts on their behalf. This approval includes the ability to create a Gmail account with access to external web services of which may require some student information, and any other services, application or Web resources deemed educational by CLSD.

TECHNICAL ISSUES/DAMAGE/LOSS

Students should report any Chromebook technical issues, damage or loss to a classroom teacher. The classroom teacher may then direct the student to the building media center, student helpdesk or technology staff if additional service or repair is required. A loaner Chromebook will be issued to students while their assigned device is being repaired. All device policy agreements will remain in effect for the loaner device.

COST OF REPAIRS/REPLACEMENT

The student and parents/guardians agree to safeguard and take good care of the equipment to avoid any theft or damage. The student and parents/guardians will promptly report any loss, damage or problems with the equipment. Damaged, lost, or stolen equipment will be fixed or replaced at the expense of the student and parents/guardians pursuant to Ohio law, including Revised Code Section 3313.642. Failure to pay for damaged, lost, or stolen equipment may result in consequences as permitted by law.

The table below contains the estimated costs of the most common types of Chromebook repairs / replacement. These estimates are based on current costs and may vary based on Chromebook part pricing fluctuations and availability. This list is not all inclusive of the types of repairs that may be made.

Item	Approximate Cost
Replacement Chromebook (Lost/Stolen/Severe Damage)	$350 or current market pricing
Screen (parts and labor)	$75 minimum
Keyboard (parts and labor)	$75 minimum
Motherboard (parts and labor)	$170 minimum
Battery Replacement	$60 minimum
Power Adapter / Charger	$25 minimum
Plastics (Top and Bottom Case, Bezel, Safety Case)	$25 minimum
**Prices are subject to change based on parts availability	

Occasionally, unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.) CLSD Tech Support, and the personnel in the library media center will assist students with getting issues resolved. **Do not take CLSD owned devices to an outside computer service for repair**.

INSURANCE

Device insurance is available through The Worth Group.   We strongly encourage families to participate in this insurance plan as it covers things such as accidental damage, cracked screens and liquid spills. These are things that the manufacturer's warranty does not cover. The last page of this document explains how to purchase insurance coverage.

If you do not purchase this insurance coverage, you will be responsible for the repair costs (see estimated repair costs above).

LOANER DEVICES

A loaner device will be given to a student when their device has been submitted for repair. Students are responsible for the care of the loaner device. The same rules and regulations apply to loaners.
A loaner device will not be given if the student forgets to bring their device to school.

LOST, STOLEN, OR DAMAGED EQUIPMENT

- If the device is lost or stolen during the school day, the student is required to contact a teacher or school administrator immediately.
- When a device is reported as lost or stolen, the Technology Department will remotely turn off all device functionality so the device is unusable.
- If a device is stolen outside of school, the student or parent/guardian is required to file a police report immediately. After filing the police report, the student or parent/guardian shall notify school administration and submit a copy of the police report. If a device is lost outside of school, the student or parent/guardian is required to notify school administration immediately.
- All attempts to recover a lost or stolen device will be done by school administration or law enforcement. Students or parents shall never attempt to recover a stolen device.

FINANCIAL RESPONSIBILITY

The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be fined for damaged or lost equipment.

SUMMER BREAK

Chromebooks, power cords and cases issued to all students will be collected prior to the end of the school year. Chromebooks should be turned in fully charged and will be inspected at collection.

RETURN PROCEDURES

All district-owned property must be returned, including Chromebooks and accompanying accessories. Students leaving the district in the middle of the year must bring equipment to the Media Center prior to leaving the district. As a part of the return procedure, the device will be inspected to assure that it is functioning properly and is not damaged. If a student fails to return the device and/or accessories when requested, the Chromebook will be considered stolen property and law enforcement will be notified.