Pilgrim Lutheran Christian School Chromebook Policy Handbook

The purpose of the 1-to-1 program at Pilgrim Lutheran Christian School (PLCS) is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

Device Purpose

PLCS supplies students in grades 6-8 with a Chromebook device. This device is the property of PLCS. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education and educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking, entertainment or high-end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at PLCS by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classrooms.

Receiving Your Chromebook:

Chromebooks will be distributed each fall during the first week of school. **Parents & Students must sign and return the Chromebook Policy and Acceptable Use document before the Chromebook can be issued to their child.** This document will need to be signed during home visits or the first week of school.

Insurance:

PLCS requires that Chromebook insurance be purchased or a signature declining coverage prior to deployment of the Chromebook to your student. The annual fee will be $28-$31 per device (dependent on device issued) and must be paid for before a Chromebook is issued to the student or unless a waiver is signed declining coverage . Details of this policy begin on page 6.

Training:
Students will be trained on how to use the Chromebook by their homeroom teachers.

Return:
Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Students will likely retain their original Chromebook each year while enrolled at PLCS.

Any student who transfers out of PLCS will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian debt will be turned over to a collection agency.

Taking Care of Your Chromebook:
Students are responsible for the general care of the Chromebooks which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school office. If a loaner Chromebook is needed and available, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be carefully inserted into and removed from the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this can break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. For example, do not leave the Chromebook in an automobile on a hot day. Extreme heat or cold may cause damage to the device.
- Always bring your device to room temperature prior to turning it on.

Carrying the Chromebook:
The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded bookbag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. Protective padded cases are available on a limited basis at school and should be used at all times while carrying the device. (You may purchase your own padded Chromebook case if desired)

Screen Care:
The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not stack it underneath books or other items that put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook:

At School:
The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teachers.

At Home:
All 6th-8th grade students are able to take their Chromebook home each night throughout the school year. *Chromebooks must be brought to school each day in a fully charged condition.* Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students keep the AC Adapter power cord (charger) in their Chromebook bag. If fully charged at night, the battery will last throughout the day.

Sound:
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is required that students bring personal headsets or 'ear-buds' for any activities that use audio.

Printing:
At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using a wireless home network if the Chromebook recognizes it.

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook:

Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin. An identification label will be attached to the Chromebook by the school.

Software on Chromebooks:

Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by PLCS.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every

glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

Protecting & Storing Your Chromebook:

Chromebook Identification:
Chromebooks will be labeled in the manner specified by the school.
Chromebooks can be identified in the following ways:
- Record of serial number
- Individual's Google Account username
  Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:
When students are not monitoring their Chromebook, they should be stored in their lockers or the Chromebook cart. Nothing should be placed on top of the Chromebook when stored in the locker nor should they be hanging from a hook in the hallway. Students need to take their Chromebook home with them every night or place it securely in the charging cart. The Chromebook is not to be stored in their lockers or anywhere else at school other than the charging cart outside of school hours. The Chromebook should be fully charged each night at the student's home or in the charging cart at school. Chromebooks should *never* be stored in a vehicle.

Storing Chromebooks at Extracurricular Events:
Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:
Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other area that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:
- Loaner Chromebooks, if available, may be issued to students when they leave their Chromebook for repair in the school office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is

important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
● Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed.

Accidental Damage or Loss Protection:

PLCS is offering the purchase of accidental damage insurance prior to the deployment of the Chromebook to your child. PLCS will be the sole provider of this insurance. Under this insurance policy the Chromebooks are protected against accidental damage or loss due to an act of nature. PLCS will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This insurance policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damage caused by intentional or negligent misuse and abuse. PLCS will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional or negligent misuse or abuse.

Pilgrim Lutheran Christian School
Chromebook Device Insurance

PLCS offers insurance which can be purchased prior to the deployment of the Chromebook to your child. The insurance cost is $31.00 annually for each Chromebook.

Lost, Stolen or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally/negligentally damaged is the responsibility of the student and parent involved in the loss of property. The replacement costs are listed below. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

● Replacement of the Chromebook - $250-$305 depending on model issued
● Case - any padded case can be purchased by the family (we have a limited number of cases that can be borrowed and will need to be replaced if lost or damaged)
● AC Adapter & power cord - $15
● Battery - $45
● Stylus - $15

Failure of the parent, legal guardian or student over the age of 18 to pay any fees from an intentionally damaged, lost or stolen Chromebook may be turned over to a collection agency.

<p align="center">**Acceptable Use & Digital Citizenship Policy**</p>

Digital Citizenship

1. Current filtering methods

PLCS complies with all federal regulations regarding filtering as specified under the Children's Internet Protection Act (CIPA). This law specifies that each school:

- "certify that they have an Internet safety policy and technology protection measures in place. An Internet safety policy must include technology protection measures to block or filter Internet access to pictures that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors, for computers that are accessed by minors"
- "adopt and enforce a policy to monitor online activities of minors"
- "adopt and implement a policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them."

PLCS employs the following methods to enforce each of these requirements:

- The school uses an in-house firewall to block sexual content, gambling, games, as well as many sites specifically identified by teachers and staff.
- The Information Technology Coordinator reviews the student and staff Internet access logs on a regular basis to find attempts to circumvent blocked content. These logs are also backed up for the purpose of holding an archived record for investigations for discipline reasons or illegal activity.
- The school has a Network/Internet Agreement form addressing inappropriate acts which must be signed with the Student Handbook by all students and parents. When students violate these guidelines, they are addressed by the principal, in cooperation with information provided by the Information Systems staff. These offenses follow the same disciplinary policy as other discipline at PLCS. For more information about the District's Network/Internet Agreement form, please see section 2 below, labeled Acceptable Use Policy (AUP).

2. Acceptable Use Policy (AUP): Technology Code of Conduct

It is the intent of the PLCS to advance and promote education by assisting in the collaboration and exchange of information. Successful operation of Internet and other related technological service requires

that all users regard the system as a shared resource. It is, therefore, imperative that all users conduct themselves in a responsible, ethical, and polite manner. It is a goal of PLCS to guide students toward God-pleasing choices concerning the use of available technology.

ACCEPTABLE USE

1. All use of the Internet at PLCS is to be in support of education and research, and must be consistent with the mission of a Christian school.

2. The user must abide by the acceptable use rules of any network being used/accessed.

3. Any use of the Internet to facilitate illegal activity is prohibited.

4. Any use of the Internet for commercial or for-profit purposes is prohibited.

5. Any use of the Internet for advertisement or political lobbying is prohibited.

6. Unauthorized use of copyrighted material is prohibited.

7. Downloading information or research, whether public domain or copyrighted, and submitting it as one's own original material is plagiarism, and will result in appropriate consequences.

8. Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

9. Vandalizing the data of other users is prohibited.

10. Hate mail, harassment, discriminatory remarks, cyberbullying, and other antisocial behaviors are prohibited.

11. The illegal installation of copyrighted software for use on school computers is prohibited.

12. Use of the Internet to access obscene or pornographic material is prohibited.

13. Use of the Internet to transmit material likely to be offensive or objectionable to recipients is prohibited.

14. Posting of anonymous messages is prohibited.

15. Email use at PLCS shall be limited to legitimate school educational purposes, and shall be conducted only through school-arranged student email accounts.

16. Any attempt to circumvent system security, network security, or the Internet filtering system is prohibited.

17. Users will not repair, reconfigure, modify, or attach external devices to school technology unless under the specific direction of a school staff member.

18. No content created and stored on the school hardware or school authorized online accounts may be considered private. School personnel have the right to monitor and review all data

stored on the cloud and school authorized online accounts, at any time.

19. Additional rules, restrictions, and guidelines may be added at any time.

NETIQUETTE (Guidelines for appropriate use of the school network and the Internet)

1. Be polite.

2. Abstain from vulgar or obscene language.

3. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the Internet.

4. All communications and information accessible via the Internet belongs to someone, and should be assumed to be private property usable only by permission.

5. Do not intentionally disrupt the network or other users.

6. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.

7. Do not provide or reveal your full name, address, or phone number (or those of others) without specific teacher or parent approval.

8. Email is not private. Email should always be written with the understanding it may be reviewed by a staff member.

9. Apply Christian ethics and values to all actions related to the use of the Internet and the school network.

PENALTIES

Any user violating any aspect of this Acceptable Use Policy is subject to loss of Internet privileges as well as other school disciplinary action. Dependent upon the grade level and/or activity, loss of Internet privileges may also have a negative impact upon a student's academic subject grades, as Internet access will often be necessary to properly complete school activities.

In situations that lack clarity and require a judgment call, the school administrator will make the final determination as to what constitutes acceptable use. The administrator's decision is final.

SCHOOL RESPONSIBILITIES

1. Occasionally, the school will make determinations on whether specific uses of the Internet are consistent with the Acceptable Use Policy.

2. The school will maintain appropriate filtering hardware and/or software to protect students from inappropriate Internet content.

3. The school will log Internet use and periodically monitor sites that students access and attempt to access.

4. The school reserves the right to bar access to the Internet in order to prevent unauthorized activity.

5. The school will **not** be responsible for any damages a user may suffer, including loss of data.

6. The school is **not** responsible for the accuracy or quality of information obtained through the Internet.

Online Safety Awareness

It is our school's goal to empower our students to make their computer/Internet experiences safe and responsible. To help facilitate this, the school's handbook includes the Acceptable Use Policy which all students and parents/guardians are required to read, sign, and return to the school principal.

To achieve "Online safety" requires training/professional development and community support. The training goal for our faculty, students, and parents is to learn how to be safe and responsible in their use of the Internet. We want to teach critical thinking about online activities. Understanding how to make decisions while online will keep faculty and students safe from predators, but also improve their media literacy.

Online Safety is integrated across the curriculum. The faculty receives resources and training in order to educate themselves, their students, and parents of their students on how to avoid dangerous, inappropriate, or unlawful online behavior.

Print Student Name