

# **Churchill County School District Churchill County High School**

## **Chromebooks Student Handbook 2018-2019**



***Learning With Chromebooks***

## Device Management

All Chromebooks and chargers are provided to all students to support learning in Churchill County High School. These devices are the property of Churchill County School District, and consequences for students exist if not used properly. All users will follow Churchill County School District's Acceptable Use Policy.

The Student Accounts for Google (Chromebooks) have been set up. Google security restrictions require that students must log in with a full email address with a password that contains at least 8 characters. To accommodate this, the accounts have been set up in the following manner:

Email: username@fallongreenwave.com (lastnamefirstname@fallongreenwave.com)

Password: 00StudentID (zeros added before the student ID number to make a total of 8 characters)

Students are encouraged to change the original password periodically for account security.

*Example:* Adam Abed would log in to a chromebook with the following credentials:

AbedAdam@fallongreenwave.com Password: 00676330

### Responsible Care and Use:

1. Students are responsible for general care of the chromebooks. Please contact the library immediately for Chromebooks that are damaged, broken or fail to work properly.
2. Only use a clean, soft cloth to clean the screen and do not use cleansers or liquids of any type. Water damage and spilled drinks are the #1 cause of "damage beyond repair." **Keep chromebooks away from food and drink.**
3. Insert cords and cables appropriately; do not force when plugging in.
4. Chromebooks must remain free of any writing, drawing, stickers, or labels other than the provided labels and stickers.
5. Chromebooks should be stored in a secure location. Students are responsible for the care and security of their Chromebooks. Students who allow their Chromebook to become damaged beyond repair, lost, or stolen will be required to pay to replace it before a second device will be issued. Damage will be assessed by the technology team of CCSD and repair or replacement costs determined. These situations should be reported immediately to the library.
6. Students who purposefully damage another student's Chromebook will be held liable for the costs to repair or replace it if an investigation shows clear intent.
7. The battery should be charged at the beginning of each school day, and be ready for use throughout the day. Students can choose to bring their chargers to school if they wish. Students who forget their Chromebooks or chargers will not be issued a second device.
8. We recommend each student carry the Chromebook inside a protective case at all times. Students must take care to avoid squeezing or putting pressure on the Chromebook as this may cause damage. A protective case will help but should not be considered an absolute protection from carelessness.
9. Students who tamper with the device internally or by removing serial numbers/labels will pay a \$30 tampering fee plus damages.
10. Students will be trained in one of their classes regarding proper care of the Chromebook. They should follow these instructions and ask if any questions arise.
11. Students must return their Chromebook and charger in clean and working condition at the end of each school year. Students who withdraw, or have been suspended, expelled, or had enrollment terminated for any other reason, must return their individual school Chromebook prior to the date of termination.

Students will use the Chromebooks in a responsible and ethical manner while obeying school rules concerning behavior and communication. Use of any information obtained via the Internet is at your own risk. CCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services. If a student receives and/or encounters inappropriate digital content, they should immediately report it to an adult. If a student has security concerns, they should immediately notify an adult.

### **School Responsibilities**

The use of Churchill County School District's technology resources is a privilege, not a right, and will be granted to students who follow the Acceptable Use Policy. If a student violates any of the rules, privileges may be terminated, access to the technology resources may be denied and the appropriate disciplinary action shall be applied. Each school's progressive discipline policy shall be applied to student infractions.

The Internet can bring a wealth of educational material to the classroom, but may also contain material that is inappropriate in an educational setting. CCSD filters websites believed to be inappropriate in compliance with the Federal Children's Internet Protection Act (CIPA). However, on a global network it is impossible to control all materials. CCSD cannot, and does not, believe that all inappropriate material can be completely filtered. Violations may result in disciplinary action in accordance with the school's disciplinary policy. When applicable, law enforcement agencies may be involved.

CCSD will provide the accounts through the district-issued email. Students will also be provided with network storage and guidance to assist them as they use technology. **These accounts can be monitored at any time. If a student is found to be using his/her account at inappropriate times or using content/language that is inappropriate the account privilege may be suspended.**

### **Chromebook Tracking**

Each Chromebook can be monitored at anytime for both content and location. The Chromebook is an educational tool and not a toy. It is much like a textbook in that it can access educational content and should be used solely as such. Utilizing the Chromebook inappropriately, including attempts to go around or circumvent district filters and tracking software will create a consequence for the student that may include the removal of the Chromebook from the student and school disciplinary action in accordance with the CCHS Student Handbook.

### **Parent Responsibilities**

Please talk to your child about safety and the standards that your child should follow when using the Internet, just as you do on the use of all media information sources such as television, phones, movies and radio.

### **Cost for Loss or Damage of Chromebooks**

If a student realizes that their Chromebook or charger is missing or damaged they should immediately notify the library. The library will help the student follow proper protocol of checking out a replacement to ensure the student is back to the learning environment as soon as possible. Students who have to pay for major damages or replacement will not receive a loaner Chromebook until fees are paid.

**Replacement:** Dell Chromebook (D-11) - List price **\$242.00**

#### **Spare Parts Costs:**

Keyboards, Palmrest & Touchpad - \$66.99 each

Screen - \$169.00

Charger/cords - \$19.00 each

Batteries - \$66.99 each

Hinge - \$34.00

## **Digital Citizenship**

Digital Citizenship will be integrated into the classroom curriculum in order to teach students proper etiquette. If students do not follow digital citizenship, they will need to review the material and demonstrate understanding. Each student will take part in five grade-level lessons on digital citizenship and basic training on taking care of and using a Chromebook in their learning. After participating in these lessons, students will be expected to show understanding by successfully completing assignments related to the lessons and passing comprehension quizzes. Parents will also be asked to sign the form at the end of this document prior to students receiving their own personal devices. Consequences exist for not following the expectations of being a good digital citizen. Teachers and administrators will determine the appropriate consequences based on the severity of the infraction and the student's history of infractions.

### **Student Activities that are Strictly Prohibited:**

1. Any action that violates existing CCSD policies
2. Installing/downloading apps except as directed by a teacher
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, or obscene materials
4. Changing settings (except personal settings such as profile picture, font sizes, brightness, etc.)
5. Gaining access to other students', or sharing personal accounts, files and/or data unless it is shared specifically with you for educational purposes
6. Using anonymous and/or false identification for communication
7. Giving out false information over the Internet
8. Purchasing anything on the Internet or using the Chromebook for financial gain.
9. Vandalism or malicious attempts to manipulate district hardware, software, or networks. **(This includes removing identification tags or numbers)**
10. Bypassing the Churchill County School District filters
11. Plagiarism and other forms of academic dishonesty

### **Learning with your Chromebook**

There are many ways to effectively use Chromebooks in the classroom. The teacher will decide how to best use Chromebooks in their classroom for lessons, supplemental practice, announcements, testing, etc. Chromebooks will be used at the discretion of the teacher.

**Chromebooks will be considered essential school supplies. Students will be expected to bring their school issued Chromebooks to school charged and ready each day.** Students will be expected to use the school issued Chromebooks, and not personal devices while at school. The school will not have 'extra' Chromebooks to lend out to students should they forget to bring their own. This will result in extra work at home as they complete digital tasks at home which would have been worked on in class. There are certain places within the school that are not acceptable places to take Chromebooks out of their cases including bathrooms. Each school will designate proper learning areas.

Chromebooks have a battery life of 9-12 hours. Please make sure the Chromebooks are charged at the beginning of the school day, so they are ready to be used for learning at appropriate times. Consider powering down the devices on Friday afternoon.

Photos that include inappropriate material as outlined in the CCSD handbook will result in disciplinary action. Sound must be muted or headphones/earbuds used to ensure an equitable learning environment for all students. Personal earbuds are encouraged.

Students are allowed to connect to wireless networks on their Chromebooks outside of school, however, they are not required to have wireless access at home. **Students enrolled in distance education classes who fail to meet attendance requirements may have their chromebooks turned off for a period of 30 days or until they show progress.**

### **CCHS Learning with Chromebooks Student Pledge**

#### **Student Pledge for Responsible Use *(Initial next to each statement):***

\_\_\_\_\_ I will take good care of my Chromebook.

- \_\_\_\_\_ I will bring my Chromebook fully charged to school everyday.
- \_\_\_\_\_ I will not leave my Chromebook unattended; I will close the screen when not in use.
- \_\_\_\_\_ I will keep food and beverages away from my Chromebook.
- \_\_\_\_\_ I will not disassemble any part of my Chromebook or attempt any repairs.
- \_\_\_\_\_ I will protect my Chromebook by carrying it in a protective carrying case.
- \_\_\_\_\_ I will use a school issued Chromebook while at school.
- \_\_\_\_\_ I will use my Chromebook in ways that are educational and appropriate.
- \_\_\_\_\_ I will not deface the serial number or other District-issued labels.
- \_\_\_\_\_ I understand, and will allow, that my Chromebook can be inspected by any teacher, at any time.
- \_\_\_\_\_ I will follow the policies in this handbook and all CCSD technology policies.
- \_\_\_\_\_ I will not install apps on my Chromebook unless directed to by my teacher.
- \_\_\_\_\_ I will be responsible for the damage caused by accident, neglect, or abuse.
- \_\_\_\_\_ I will not purposefully cause damage to another student's Chromebook.
- \_\_\_\_\_ I will notify the library immediately if my Chromebook is damaged or not working properly.
- \_\_\_\_\_ I understand that law enforcement will be called upon if necessary.
- \_\_\_\_\_ I will pay for repair costs in a timely manner.
- \_\_\_\_\_ I will return my Chromebook prior to withdrawing/moving from school.
- \_\_\_\_\_ I agree to the rules set forth by CCSD in the above document.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***If you wish to see a copy of the entire handbook, please go to [fallongreenwave.com](http://fallongreenwave.com) under the "Parents & Student" tab. If you do not wish your student to bring their Chromebook home, please contact the school.***