



## CHROME BOOK POLICY

### BHS Chromebook Acceptable Use/Student Pledge Form Revised June 2016

The purpose of the Barberton High School Chromebook Program is to prepare students for their future, in a world of digital technology and information. In this 21st century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool we have chosen for students is the Chromebook computer. The individual use of Chromebooks is a way to empower students to learn at their full potential and to prepare them for real-world situations in college and the workplace. The use of this technology encourages students to solve problems and think critically by stimulating analytical thinking and creativity. Learning results from the continuous, dynamic interaction among students, educators, parents and the extended community. It is important to note that 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. The policies, procedures and information within this document apply to all Chromebooks used in BCSD, including any other device considered by the administration to come under this policy. **Teachers may set additional requirements for Chromebook use in their classroom.**

#### ***Chromebook Identification***

- Student Chromebooks will be labeled in the manner specified by the school.
- Students are not to remove any ID/SN labels on the Chromebook. If labels come off, students must contact a teacher for a replacement label immediately.

#### ***Taking Care of Your Chromebook***

Students are responsible for the general care of the Chromebook they have been issued by the school. If a student finds that his or her Chromebook is broken or fails to work properly (for reasons other than those stated below), the student should notify a teacher **immediately**. If a student Chromebook is damaged purposely or accidentally by another student in the building, then the other student will be held liable. However, if the original student responsible for the Chromebook refuses to tell a teacher or administrator the name of the peer at fault, the student who the Chromebook is assigned to will be held responsible for any damages.

#### ***Chromebooks Left in Unsupervised Areas***

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- If a Chromebook is found in an unsupervised area, it will be taken to the the Main Office.
- If a student leaves his or her Chromebook unsupervised, they may be subject to losing Chromebook privileges for the remainder of the year.
- Chromebooks are not to be taken to the weight room, gym, to lunch/cafeteria, or locker rooms at any time.
- If the Chromebook is stolen due to negligence, the student could be held responsible for the replacement of the Chromebook.

#### ***General Precautions***

- Students are not to loan their Chromebooks to anyone.
- No food or drink is allowed near the Chromebook while it is in use.
- Students should leave Chromebooks with teachers or other adult when using the restroom.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Barberton School District.
- Do not stack anything on the Chromebook that could put pressure on the screen. This includes books, notebooks, other Chromebooks and other materials.

- Do not close the screen with papers in-between, this could crack a screen.
- Do not poke the screen.
- Clean the screen only with a soft, dry cloth or anti-static cloth.
- Failure to comply with the General Precautions may result in students losing Chromebook privileges. Students will return to traditional paper/pencil activities and projects.

### ***Chromebook Technical Support***

- Should students experience technical issues with the Chromebook, they are to contact their teacher for support.
- If the teacher cannot resolve the issue, the teacher will contact the IT department via the IT Help Desk ticketing system.

### ***Using Your 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 not to use their Chromebook in the classroom until instructed to do so.
- Chromebook privileges can and will be revoked by teachers at any time.
- Chromebooks should be brought to school fully charged and ready for use every day.
- Chromebooks should be with you in all classes; a daily participation grade will be given in every class for having it and for it being charged for use. The exceptions would be any Physical Education class or Woodshop.
- Students are not to use their Chromebooks to charge other mobile devices such as phones and music players.
- If a student forgets a Chromebook on a day a required assignment is completed in class, the final grade for that assignment will be at the teacher's discretion.
- Chromebooks will be used for State testing.

### ***Sound, Music, Games, or Programs***

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students must use the Barberton issued Google Apps for Education account associated with their school email.
- Students may only install and use approved extensions and add-ons apps as directed by their teachers.
- Personal apps, music and games should not be stored on students' BCSD Google Accounts.
- Students are not to access music, video or other digital media as it will slow down the internet.
- ***Inspection***
- **Students can have their Chromebooks inspected for content at any time by either teacher or an administrator at any time.**

### ***Saving Files***

- Students will be able to save school-related work using Barberton City School District's Google Apps for Education (GAFE) account (see login information below).
- Each student will have access to their own user account and folder that can be accessed anytime, anywhere via GAFE.
- Student link to GAFE can be found at [www.barbertonschools.org](http://www.barbertonschools.org) under Student Menu > Google Apps Student Log In.

### ***Google Apps Log-In Credentials***

- **Email address:** firstname.lastname@barbertonstudents.org
- **Log in:** firstname.lastname
- **Password:** student ID #
- Do not give your student ID# to anyone, this is a violation and could lead to disciplinary action.

- Do not log into anyone else's Google account, this is academic fraud/tampering and could result in disciplinary action.

### ***Student Assignments***

Students are responsible for making up all assignments assigned on the Chromebooks.

### ***Network Connectivity***

The Barberton School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

### ***Acceptable Use***

Students must have the district Acceptable Use Policy signed and on file in the high school. If the student and parent have not signed the district policy, they must do so before receiving a Chromebook to use. See district Acceptable Use Policy regarding acceptable use of district computers and network.

### ***Chromebook Violations:***

- Accessing or sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-player game, illegally obtaining music, or video files (including youtube, google/yahoo video, etc) using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.
- Using the network or Internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass email messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.

Teacher and administration discretion will be used to determine the consequences of any Chromebook infraction and may result in any of the following consequences: suspension of Chromebook use, referral to law enforcement authorities, and/or possible long term suspension or recommended expulsion from school.

### ***Process for Reporting a Stolen/Lost Device***

- Call the police for stolen devices. Please make sure you identify for them the type of device (Chromebook) and that it is a Barberton City School District owned device.
- Contact building principal or other administrator.
- The BHS school resource officer will assist building principals in recovery attempts.
- Students may be provided with a temporary/replacement device. If this is a recurring issue, students may not be permitted to take device home.
- If/when device is recovered, it will be returned to inventory.

### ***Process for Reporting a Damaged Device***

- Students should report damage to teacher who can enter a Help Desk ticket/
- Tech Department will replace/repair if possible as quickly as they can.
- Tech Department will notify principals of repair or replacement cost if applicable.
  1. I will take good care of the Chromebook devices I am assigned and know that I will be issued the same Chromebook each year.
  2. I will bring my Chromebook to school charged and ready for use daily.
  3. I will not use my Chromebook to charge other devices.
  4. I will never leave the Chromebook unattended.
  5. I will never loan out my Chromebook to other individuals.
  6. I will keep my Chromebook in a secure place at all times.
  7. I will keep food and beverages away from my Chromebook.

8. I will not disassemble any part of my Chromebook or attempt any repairs.
9. I will protect my Chromebook by carrying it carefully and leave it in the case provided when not in use.
10. I will use my Chromebook in ways that are appropriate and educational.
11. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
12. I will not deface the identification sticker on any Chromebook.
13. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Barberton School District.
14. I will follow the policies outlined in the Chromebook Policies and district Acceptable Use Policy.
15. I will report a lost, stolen or damaged device to my teacher immediately.
16. I will be responsible for all damage or loss caused by neglect or abuse.
17. I agree to pay for the replacement Chromebook and/or case in accordance with the above policy in the event any of these items are lost or stolen.
18. I agree to return the District Chromebook and accessories at the end of each year, or if I leave the district, in good condition.
19. I will complete all assignments that are to be done using the Chromebook.
20. I understand that this policy is subject to change, it is my responsibility to be aware of any and all changes. Students and parents will be notified of any change.

I agree to the stipulations set forth in the above document including the Chromebook Policies and the district Acceptable Use Policy and the Student Pledge for Chromebook Use.

Student Name (Please Print):	
Student Signature:	
Date:	
Parent/Guardian Name (Please Print):	
Parent/Guardian Signature:	
Date:	