

Cold Spring Harbor CSD

Cold Spring Harbor District Chromebook Policy Handbook

Introducing Chromebooks

In 2016-2017, the Cold Spring Harbor CSD supplied all 7th graders with a Chromebook device. In 2017-2018 all students in 7th, 8th and 9th will have a Chromebook provided by the district. In the fall of 2017 all students in the Jr./Sr. High school will have a district-provided Chromebook. This device is the property of the Cold Spring Harbor CSD. The Chromebook will allow students access to Canvas, Google Apps for Education, educational web-based tools, as well as many other useful websites. Each student will be responsible for paying a Technology/Insurance fee which will cover damage to the unit. The Chromebooks and carry cases have been funded by a generous grant from The Cold Spring Harbor Education Foundation.

1:1 Chromebook Initiative

The mission of the 1:1 Chromebook Initiative is to create a collaborative learning environment for all students. This environment supports engagement with content and promotes self-directed exploration and inquiry among students. Students will be transformed from consumers of information to creators of content and insights. The Instructional Technology Team will foster the development of professional learning communities among teachers to enhance classroom integration of technology and curriculum. Technology integration continues to rapidly redefine the vital role of the teacher - from a director of learning to a facilitator of learning. The Board of Education, district staff and community members will continue to play a key role in making highly effective, educational experiences available to all students.



1. RESPONSIBLE USE GUIDELINES

1a: General Guidelines

- Access to the Cold Spring Harbor CSD technology resources is a privilege and not a right. Each employee, student and/or parent will be required to comply with the District's [PROPER AND ACCEPTABLE STUDENT TECHNOLOGY USE POLICY](#).
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and malicious software.
- Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued application and are given no guarantees that data will be retained or destroyed.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

1b: Privacy and Safety

- Students are not to go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Students are not to open, use, or change files without permission of the owner.
- Students are reminded to limit the amount of personal information shared with others.
- Students should remember that storage is not guaranteed to be private or confidential as all Chromebook devices and accessories are the property of the Cold Spring Harbor CSD.
- If students inadvertently access a website that contains obscene, pornographic or otherwise offensive material, they must exit the site immediately and notify a staff member.

c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If students are unsure, they should ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as pictures, graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline and prosecution as applicable.

1d: Email Electronic Communication

- Always use appropriate and proper language in electronic communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email & communications sent / received should be related to educational needs.
- Email & communications are subject to inspection by the school at any time.

1e: Consequences

- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document or the [PROPER AND ACCEPTABLE STUDENT TECHNOLOGY USE POLICY](#), will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

1f: At Home Use

- The use of Chromebooks at home for educational purposes is encouraged.
- Chromebook care at home is as important as in school, please refer to Section 6: TAKING CARE OF CHROMEBOOKS below.
- Transport chromebooks in a case provided by District.
- School district Internet filtering will be provided for the Chromebooks when used outside of school district buildings.

2. DIGITAL CITIZENSHIP

Students must follow the six conditions of being a good digital citizen:

- Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
- Protect Yourself. I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
- Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
- Protect Others. I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist or inappropriate.
- Respect Intellectual Property. I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information and I will abide by the acceptable use agreement of Cold Spring Harbor Schools.

3. RETURNING CHROMEBOOKS:

Students leaving the school (withdrawal/graduation) must return district-owned Chromebooks to the High School Library.

4. TAKING CARE OF CHROMEBOOKS:

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the Library as soon as possible so that they can be taken care of properly. ***Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

5: General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords and cables-must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- *Students should never carry their Chromebooks while the screen is open unless instructed to do so by a staff member.*
- District identifying information must not be removed or defaced in any way.
- Chromebooks must have a Cold Spring Harbor CSD tag on them at all times and this tag must not be removed or altered in any way.
- Chromebooks should never be left in a car or exposed to extreme temperatures for long periods of time.
- Chromebooks should never be left unattended in any unsupervised area.
- **Students are responsible for bringing a fully charged Chromebook to school each day for class use.**
- Chromebooks are the responsibility of the student. This device is for use during the duration of your enrollment in CSH Schools. *Take good care of it!*

6: Carrying Chromebooks

- Transport Chromebooks with care. **Use the included protective carrying case!**
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen.
- Always support a Chromebook from its bottom with lid closed.

7: Screen Care

Chromebook screens are particularly sensitive to damage from excessive pressure.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover. Store the charger in the outside pocket of the carrying case.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. papers, pens, pencils).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen.

8. USING CHROMEBOOKS 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 must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- When in Physical Education class, Chromebooks **MUST** be secured in a locker.

9: Chromebooks left at home

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents, the student may have the opportunity to use a loaner Chromebook. Please check with your school library to determine if a loaner is available.
- Repeat violations of this policy will impact a student's participation grade, as it will be considered coming unprepared to class.

10: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair. Student must pay full replacement cost if the loaner Chromebook is lost.

11: Backgrounds and Password

- Inappropriate media may not be used as a screensaver and/or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

12: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

13: Printing

- Printing from home can be done through Google Cloud Print. More information on printing can be attained here: <http://support.google.com/cloudprint/?hl=en> and <https://www.google.com/cloudprint/learn/printers.html#info-brother> Note that due to the many different printers and home networks we cannot assist you with printing at home.

14: Account Access

- Students will only be able to log in on their Chromebook using their @csh.k12.ny.us account.
- Personal Gmail accounts will not be accessible on their Chromebook.

15. MANAGING & SAVING DIGITAL WORK WITH A CHROMEBOOK

- G Suite for Education (formerly Google Apps for Education, GAFE) is a collection of products which includes mail, calendar, word processing, presentations, drawings, spreadsheets, forms, etc. GSE lets students create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files, in the cloud.
- With a wireless Internet connection and their Chromebook, students can access documents and files anywhere, at any time.
- All student documents and files will be stored online in the Google Cloud environment.
- Prior to leaving the district, or graduating, students who want to save any work from their district Google account, need to use [Google Takeout](#) to transfer the work to a flash drive.

16. OPERATING SYSTEM ON CHROMEBOOKS

16a: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- Files are stored in the cloud, so there's no need to worry about lost homework.

16b: Procedures for Restoring your Chromebook

- If a student Chromebook needs technical support, the Chromebook should be taken to the Library and all support will be handled there.

17. REPAIRING/REPLACING CHROMEBOOKS

- Please report all Chromebook problems to the Library.
- The devices will be insured by Cold Spring Harbor Schools. Parents/students are responsible for paying the annual premium.
- As long as the annual premium has been paid, all repairs to the device are fully covered.

18. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available in the Library.

Services available include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- ALL DAMAGE must be promptly reported to the Library staff to ensure timely repair and return of damaged devices.

19. CHROMEBOOK FAQ's*

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." (Google)

Q. What kind of software does a Chromebook run?

A. Chromebooks run millions of web-based applications, or web apps, that open right in the browser.

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of Cold Spring Harbor CSD's Information & Instructional Technology Dept. will maintain devices through our G Suite for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB storage, mice and keyboards (see [supported file systems](#))
- SD cards
- External monitors and projectors
- Headsets, earsets, microphones

Q. Can the Chromebook be used anywhere at anytime?

A. Yes, as long as you have a WiFi signal to access the web.

Q. Will our Chromebook have 3G?

A. No. The district Chromebooks will not have 3G broadband. A WiFi connection is required.

Q. Do Chromebooks come with Internet Filtering Software?

A. Yes. Chromebooks will come with internet filtering software that works at school and at home.

Q. Battery life?

A. Chromebooks have a rated battery life of 8-10 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

Q. How will teachers know if students are working, or just communicating or playing games?

A. The district has invested in a program that will allow the teacher to see each student's screen, simultaneously, while they are in class. This program will also allow the teacher to share their screen, or other student's, to the entire class to show examples of great work.

[Link to CSH Technology Page](#)

* [Adapted from the Raymond J. Fisher Middle School website, Los Gatos, CA](#)